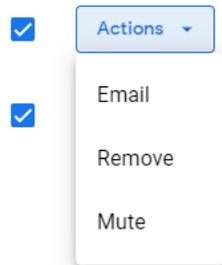




Email Students

Step 1.

Go to classroom.google.com and open the class. From the tabs shown at the top, click on People. In the section titled “Students”, click in the box of each student who will receive the email. If you desire to send the email to all student, click in the box next to actions. Once all students have been selected, click the drop-down arrow next to “Actions” and select “Email”.



Step 2.

A standard email message will open with each of the students entered in the “To” field. Give the email a subject title, and then create the message and send.