

## **SENDING E-MAIL FROM THE GRADE CENTER PAGE**

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Email can be sent to selected students, all students, selected observers, or all observers directly from the Grade Center.

1. Select which users you would like to send an e-mail to by clicking on the box to left of their name. If you would like to send an email to all users click on the box in the top left corner.
2. Select the users you want to Email in the Email drop down menu.
3. Compose the Email and click Submit.