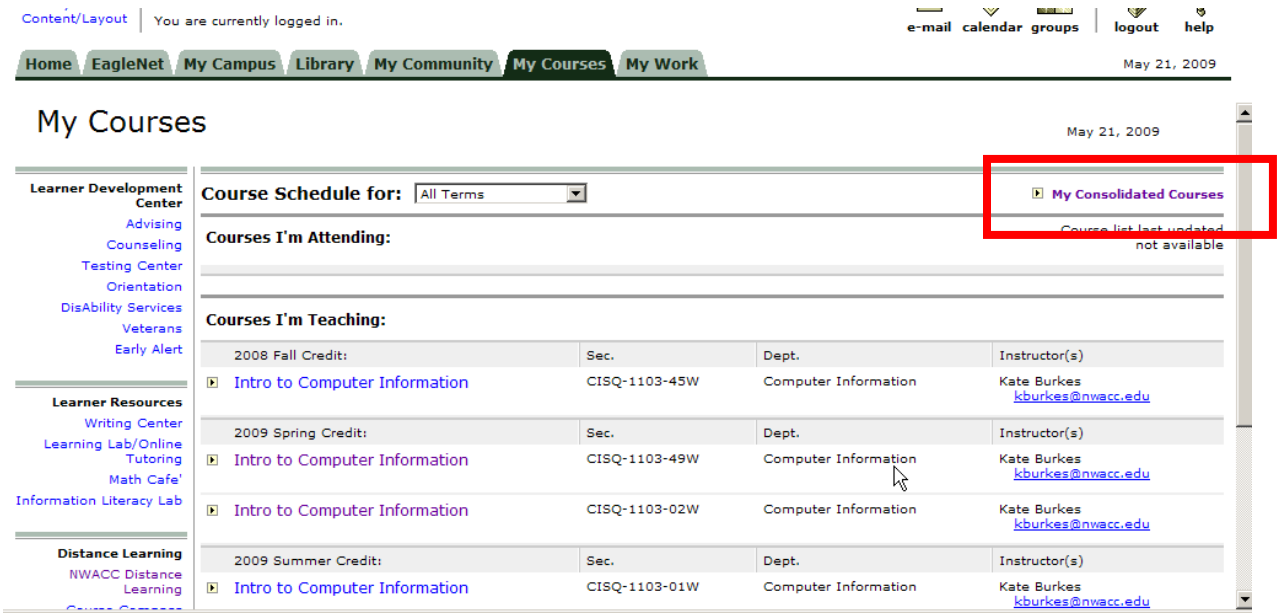
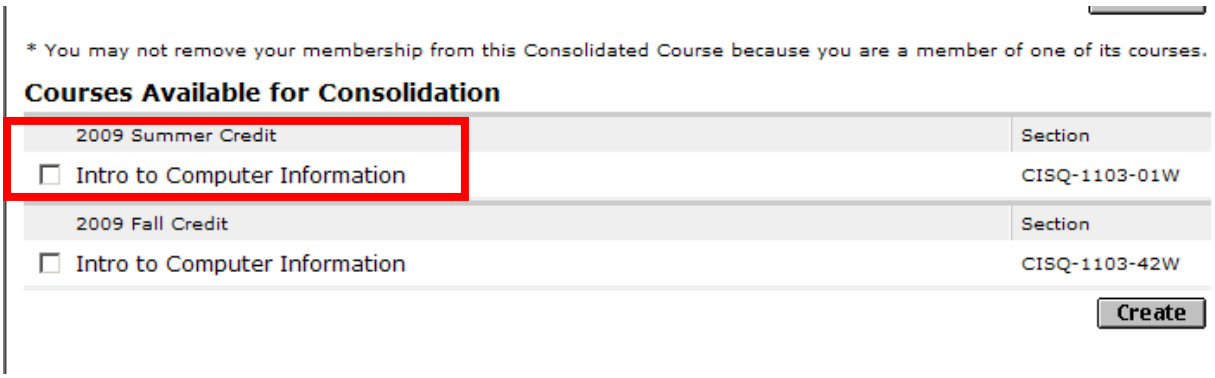
Emailing your class through Course Studio

1. Start out on the **My Courses** tab inside **My NWACC Connection**.

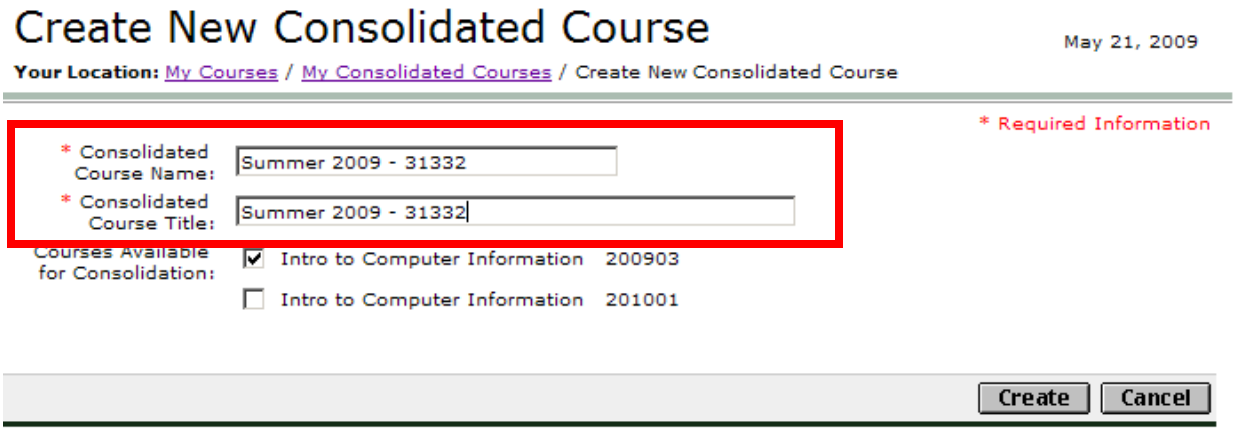
You may have to start by "consolidating your course" before you can get into Course Studio. Click on the **My Consolidated Courses** link on the upper right of the My Courses screen. [If you have already consolidated the course, skip to step 4]



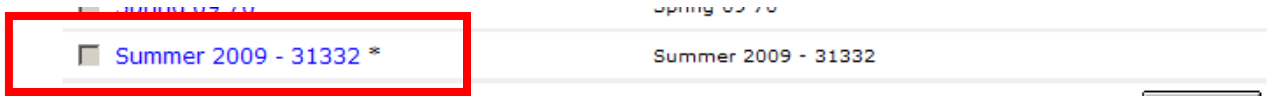
2. Courses that need to be consolidated will appear on a section of the list that looks like the following. Check the class you want to consolidate [and ultimately want to send email to] and hit the **Create** button.



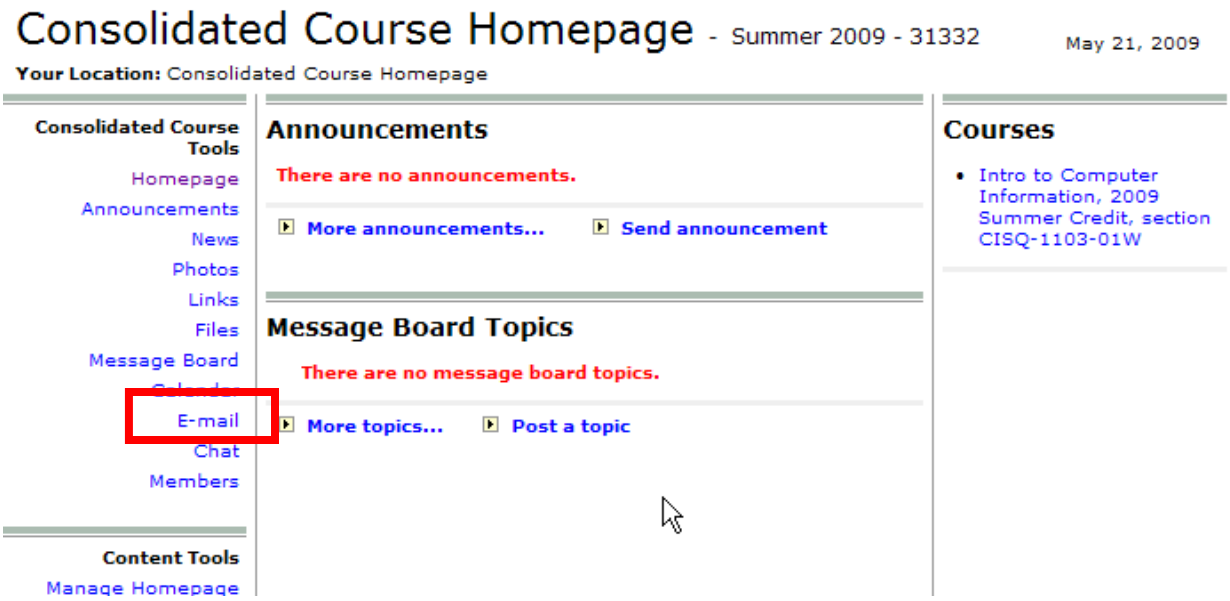
3. Give it a descriptive name, something like: “Summer 2009 - 31332” [I use it for both lines]. Click **Create** – you might get a message about removing extra spaces, but that is normal & just click Ok [or whatever] to get past it.



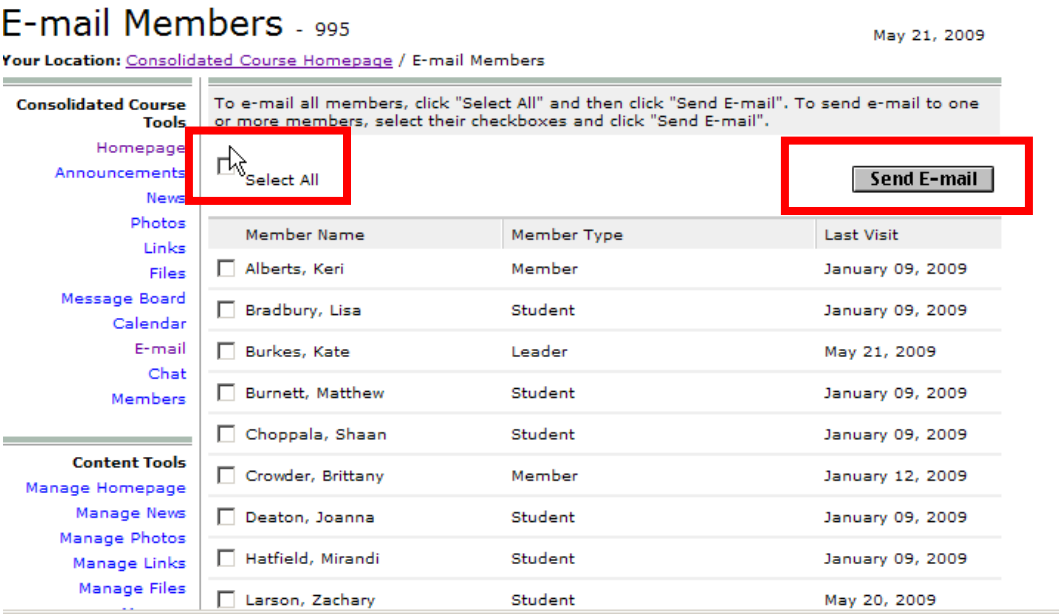
4. Your course title should now appear on the upper part of the Consolidated Courses screen, so click on the name of the course.

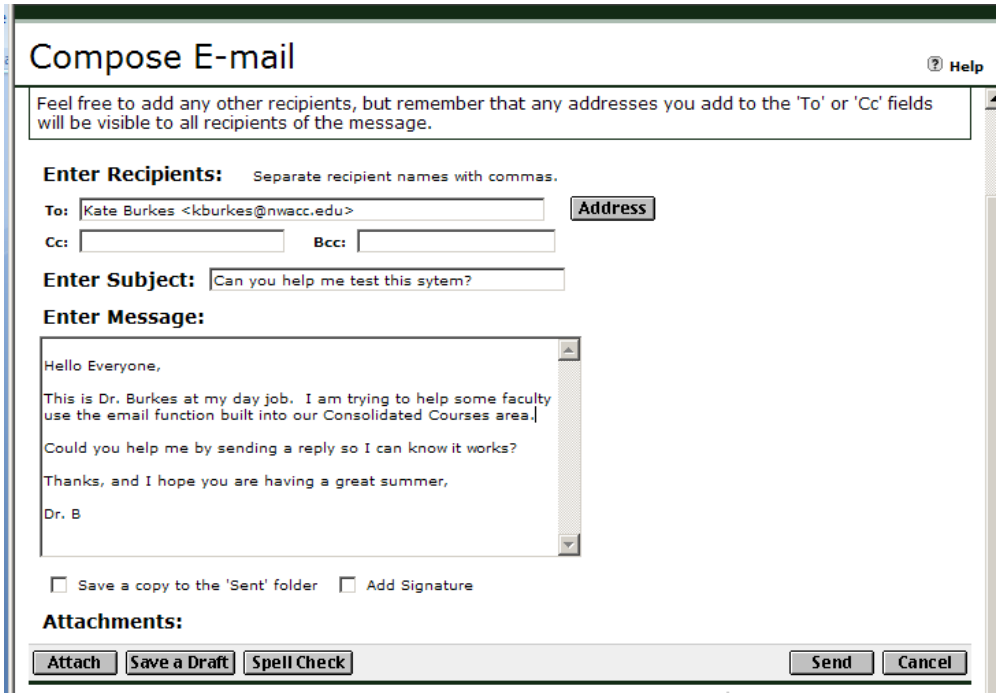


5. Click on the email button on the left.



6. Select to whom you wish to send the message – for all students in the class, check the **Select All box.** Now click the **Send E-mail** button.



7. **You won't see any student names or email addresses here, but that is normal.** The system adds them as a hidden Bcc line, which makes their email addresses invisible to each other.

9. Add your name to the **To:** line so you'll get a copy. Add your subject and message, and you can add an attachment using the **Attach** button if you wish. Then click **Send**. You should get a screen saying your message was sent.