

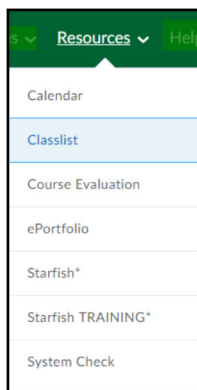


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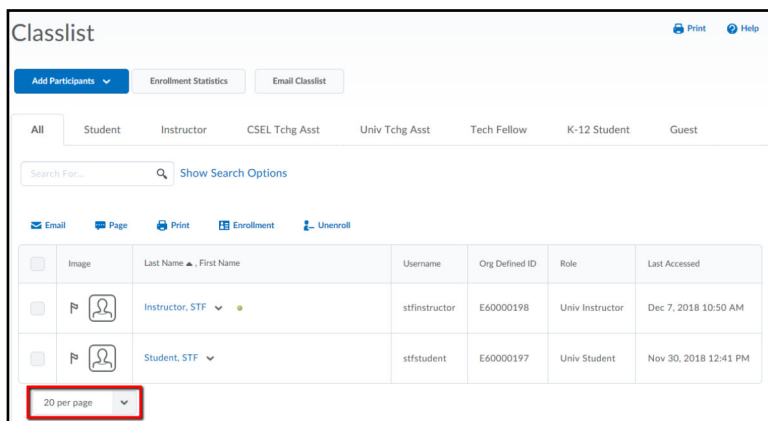
Classlist

Email / User Profile / Progress Summary

- Click 'Classlist' from the dropdown menu of 'Resources' to see a list of students in your class

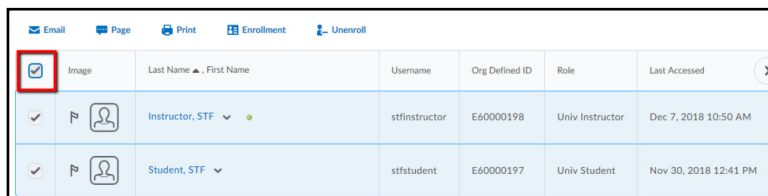


- If you do not see all of your students, use the number per page dropdown menu



Email all Users

- Select the box below 'Email' to select all the users
- Click 'Email' for a 'Compose New Message' window to open up
- Follow the steps





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Classlist Email / User Profile / Progress Summary

Email Individual Users

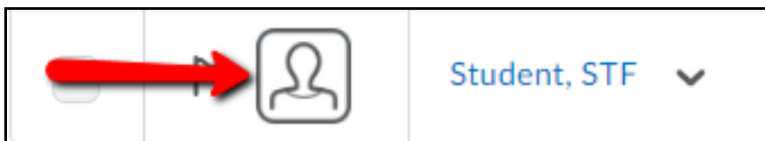
- Click on the name of a student for a 'Compose New Message' window to open up
- Follow the steps

OR

- Select the box next to the student's image
- Click 'Email' for a 'Compose New Message' window to open up
- Follow the steps

View User Profile

- Click on the image for a 'View User Profile' window to open up with the specific student's profile



View Progress Summary

- Click on the action menu next to the name of the specific student



- Click on 'View Progress' for a 'Progress Summary' page to open up

