

# Using Email in LearnJCU



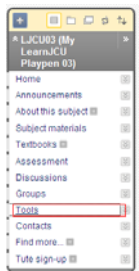
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Last modified: 1 November 2011  
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## Overview

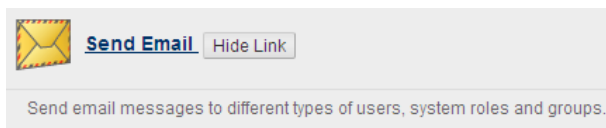
Emails can be sent using *LearnJCU* from within a subject site to subject-specific users. The email link is usually found under the Tools menu item, however, it can be linked as a tool link in the subject menu or content area.

## Sending an Email

1. Click on **Tools** in the Subject Menu.



2. Click **Send Email**



You can send email to all users or select groups of users by choosing one of the following options.

- **All Users** will send the email to All Users (including lecturers, students, teaching assistants – anyone with access to this subject site)
  - **All Groups** will send to ALL groups in this subject site
  - **All Teaching Assistant Users** will be sent to all Teaching Assistants with access to this subject site.
  - **All Student Users** will send to all the students enrolled in this subject.
  - **All Instructor Users** will send to All Lecturers, tutors with access to this site.
  - **Select Users** allows you to send emails to one or more select users with access to the subject.
  - **Select Groups** allows you to send emails to one of more select groups within the subject.
3. For the **Select User/Group** option, in the **Email Information** section, click on the name of the user you wish to email. If more than one user/group hold Ctrl key and click on users/groups required.
  4. When highlighted select arrow to move from **Available to Select** column to **Selected** column.

**1. Email Information**

**To**

Available to Select

- James, Jesse
- Lee, Linda
- Roberts, Ryan
- Smith, Sally

> <

Invert Selection    Select All

Selected

- Cruz, Cindy
- Long, Sharon

> <

Invert Selection    Select All

5. In the **Email Information** section click and type the subject of the email in the **Subject** text box.
6. Type email message in **Message** text box.
7. Click on **Attach a file to Browse** to attach a local file.
8. Click **Attach another file** to add more files
9. Click on **Remove** to remove unwanted attachments.
10. Click **Submit** to send the email.

**1. Email Information**

To Cruz, Cindy, James, Jesse, Lee, Linda, Roberts, Ryan, Smith, Sally

From Sharon Long (sharon.long@jcu.edu.au)

Subject

Message

Hi Students

Tomorrow's tutorial venue has been changed from Room 5 to Room 7 in the Library. Please see attached map. See you there.

Tom Teacher

abc

A copy of this email will be sent to the sender.

Attachments [C:\Documents and Settings\jc164726\My Documents\T... Browse...](#) [remove](#)

[Attach Another File](#)

**2. Submit**

Cancel **Submit**

A **green success bar** will display to advise the email has been sent. A copy of the email will be forwarded to the sender.

## Adding an Email tool link to Subject Menu

1. Turn **Edit Mode ON**
2. Click on **Add Menu Item** at the top of **Subject Menu**
3. Select **Create Tool link**
4. In **Add Tool Link** section, click and type in **Name** text box
5. Use the drop down menu to select **Email**
6. Check **Available to Users** check box to allow students to see tool link on subject menu

**Add Tool Link**

Name:

Type:  ▼

(u) - Tool is off

Available to Users

7. Click **Submit**
  8. Tool link will now appear on the **Subject Menu**
- **To move the tool link to a different position in the subject menu, click and hold mouse on the arrow next to item to be moved, move to desired location and release.**
  - Click Action Menu ▼ next to Tool Link on Subject Menu to **Rename, Hide** or **Delete** the tool link.

## ■ Adding a tool link to Content Area

1. Turn **Edit Mode ON**
2. Go to the content area required (e.g. Subject Materials)
3. Click on **Build Content** tab
4. Select **Tools Area** under New Page

Build Content <span>▼</span>	Create Assessment <span>▼</span>	Add Interactive Tool <span>▼</span>	Assign Textbook
<b>Create</b>	<b>New Page</b>	<b>Mashups</b>	
> Item	> Content Folder	> Flickr Photo	
> File	> Module Page	> SlideShare Presentation	
> McGraw-Hill Content	> <b>Tools Area</b>	> YouTube Video	
.....			
> Audio			
> Image			
> Video			
> URL			
.....			
> Learning Module			
> Subject Link			

5. Select required tool (**Email**) from the list of tools
6. Click **Next**



A **green success bar** is displayed to indicate the link has been created.

Success: Link Send Email created.



[Send Email](#) ▼

Use this link to email your class mates or your lecturers.

## ■ Editing, Copying or Deleting Links/items

### ■ Edit

1. Turn **Edit Mode ON**
2. Click the **Action Menu** ▼ next to the item you wish to edit
3. Select **Edit**
4. Click **Submit**

### ■ Copy

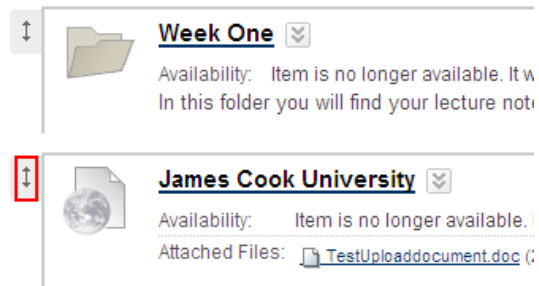
1. Turn **Edit Mode ON**
2. Click the **Action Menu** ▼ next to the item you wish to copy
3. Select **Copy**
4. Select **destination** subject site for the item using the drop down menu
5. Select the **destination folder** within that site (e.g. Subject Materials)
6. Select **Yes** or **No** to create links for items that cannot be copied.
7. Click **Submit**

### ■ Delete

1. Turn **Edit Mode ON**
2. Click the **Action Menu** ▼ next to the item you wish to Delete
3. Select **Delete**
4. Click **OK** to confirm. Item is deleted.

## ■ Moving Items

1. To **Move** an item **click and hold the up/down arrow** to the left of the item



2. Drag item to the required location and release the mouse.