Basic Sakai Tools

Email

The **Email** tool allows any user to send an email to all or selected site participants. The Email tool is available in your site's main menu by default. Emails sent using this tool go to the recipient's email address in the college's directory system. (For students, this should be their ConnectMail address.) To use the Email tool, simply click on Email in the main course menu.

Addressing your message:

- To send a message to all students: In the TO line, click the checkbox beside ALL.
- To send a message to selected students: In the TO line, click Roles, then click Students, then check the boxes beside specific students you want to email.
- You can also select specific groups or sections to email.
- You can even include others who are not part of the course site (by clicking **Add Other Participants** and manually typing in their email addresses).
- As usual, you'll type in a subject line and a message, and add attachments if you want.
  TIP: At the bottom of the screen, be sure to check the box beside **Send me a copy**, so you will have a record of the email.
  TIP: When sending emails to the entire class, the box at the bottom beside **Add to Email Archive** should be checked. This will put a copy of the message in the public Email Archive within your course site. DO NOT check this box when sending emails to individual students that should remain private.
  Be aware: Your students can use the Email tool also. If you don't want students to use it, you can hide the Email tool from student view (see **Reorder the Course Menu**, step 3).

Reorder the Course Menu (Site Info / Page Order)

1. Go to the **Site Info** tool and click on **Page Order** (one of the links at the top of the Site Info tool).
2. Drag-and-drop the menu items (tools) in this list to reorder the left-hand course menu.
3. Click on the icons   to edit the name of the tool, hide the tool from students, disable the tool for students, or remove the tool from your course menu.
4. Be sure to click **Save.**