

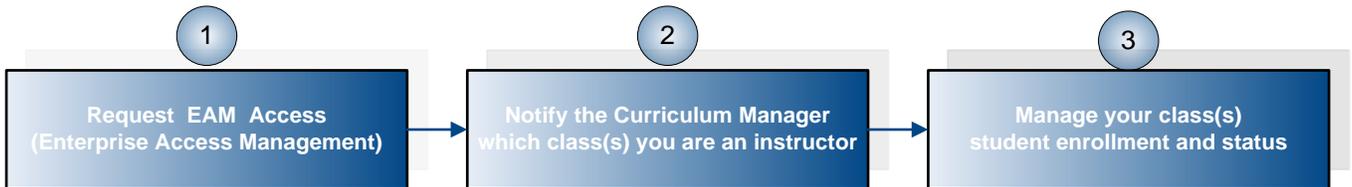


Job Aid Topics:

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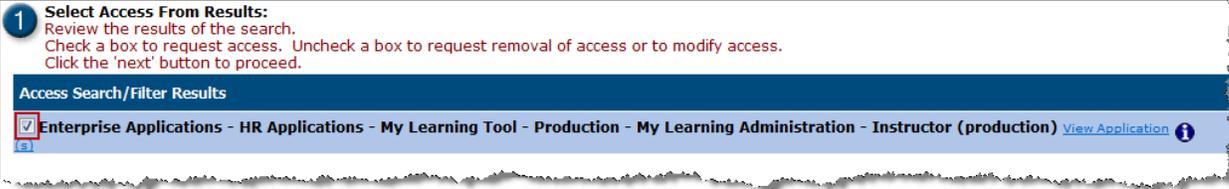
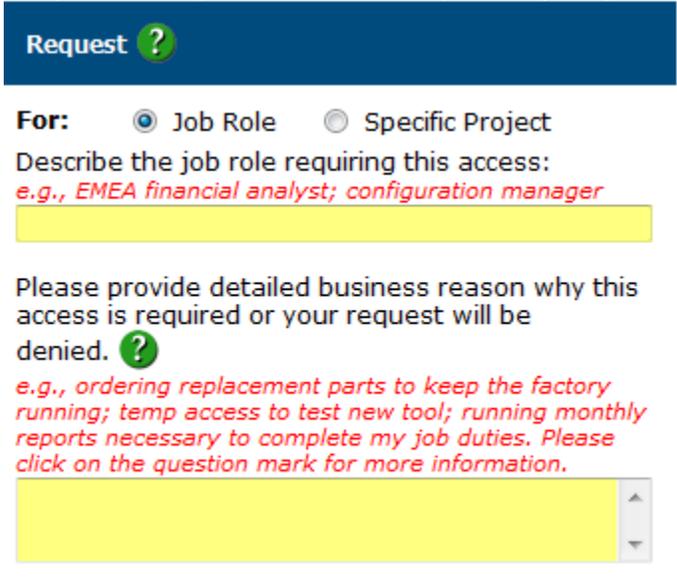
Job Aid: Instructor’s Desk Tasks

Three process steps support the learning tasks for new instructors:





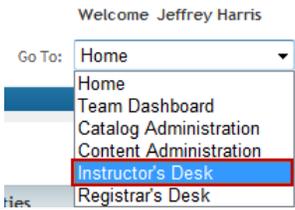
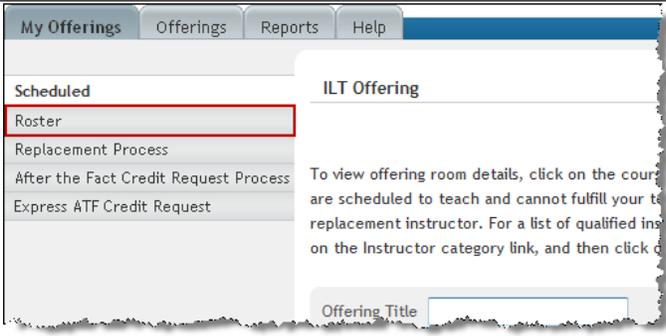
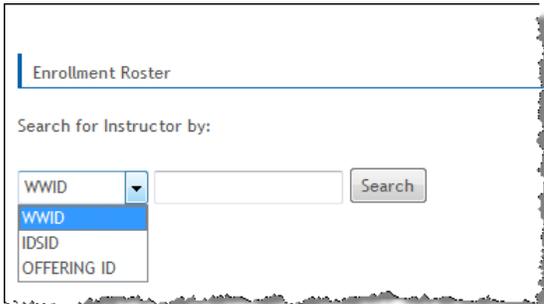
Request Enterprise Access Management (My Learning: Instructor's Desk)

Step :	Action:
1	Use your internet browser and go to the EAM direct link: My Learning Administration - Instructor (production)
2	<p>Check the box to select the Instructor (production) role (see below example)</p> 
3	Click the Next button at the bottom right of the EAM web site.
4	<p>Complete the required information. Specifically the job role description and detailed business reason.</p> 
5	Click the Submit Request button when you have completed the required information.
<p>Result: EAM authorization approval automatically lists you as an instructor in My Learning, and provides you access to the My Learning Instructor's Desk.</p>	
6	<p>After you have received EAM authorization approval, identify the correct Curriculum Manager (CM) for the class(s) you are qualified to instruct.</p> <p>You can identify the correct Curriculum Manager from the IT Employee Training and Development contact list in Navigating your Career (NyC).</p>
7	<p>Send an email notification to the CM that you now</p> <ul style="list-style-type: none"> are an instructor listed in My Learning, have access to the My Learning Instructor's Desk, and are qualified to instruct classes [provide the CM the course title(s) and contract number(s)].



Result: The CM will update My Learning to list you as a qualified instructor to teach a certain class(s). You will also be able to manage the Instructor's Desk tasks regarding student enrollment and class status (open or closed).

Manage Your Class(s): My Learning Instructor's Desk

Step:	Action:
1	Use your internet browser and go to My Learning: http://saba.company.com/Saba/Web/Main .
2	From the My Learning 'Home' page, use the top right Go To: drop down menu and select Instructor's Desk . 
3	Using the left-hand navigation, click on the Roster option. 
4	Select the method you want to use to find the course offering to manage the class student enrollment or the class offering status information. Select your search method, enter the search criteria, and click the Search button: <ul style="list-style-type: none"> WWID - enter your WWID information for a list of classes you are the scheduled instructor IDSID - enter your IDSID information for a list of classes you are the scheduled instructor OFFERING ID - enter the My Learning course offering ID number for the class you are the scheduled instructor 

Result: A list of My Learning course(s) you are the instructor is displayed. Click the **title** link you want to access.



Enrollment Roster

Search for Instructor by:

WWID

[Print](#)

Open Offerings for JHARRIS

Course	Course ID	Offering ID	Start Date	End Date	Instructor	Offering Manager	Site	Room
IT: SAP WUS258 Convergent Charging 2.0	10005561	01200622	11/14/2011	11/18/2011	Jeffrey Harris	Marlene Vazquez Rodriguez	OR Oregon, Hillsboro	JF1-201

Delivered Offerings for JHARRIS

Class Student Enrollment (display a list of students enrolled in the class)

5

With the course offering displayed, note the following items:

Status

- displays the current status of the course offering (in this example, status is Open – Normal)

Offering Manager

- displays the Commodity Manager (CM) name who owns & manages the course offering in My Learning

Instructors

- displays the instructor name(s) who will receive credit for delivering the course offering

Dates

- displays the class start/end dates, start/end times, and room logistics scheduled for the course offering

Learners

- displays students and their corresponding Registration Status (confirmed/cancelled)

Waitlisted Learners

- displays students who are waitlisted for the class (lower number indicates first waitlist entry - - in the below example, Sandra Simons tried to enroll and was waitlisted before Kyle Nyborg.



circuit - [Feedback](#) - [About Circuit](#) Search: Phonebook: Name: Last, First 

Aloha, Hillsboro Oct 25, 2011

Enrollment Roster

Search for Instructor by:

WWID

[Go Back](#) [Email Learners](#) [Export](#) [Print](#)

Enrollment Roster

Course Name: IT: SAP WUS258 Convergent Charging 2.0
 Course ID: 10005561
 Offering ID: 01200622
 Status: Open - Normal
 Site: OR Oregon, Hillsboro
 Offering Manager: Marlene Vazquez Rodriguez

Instructors

WWID	Instructor Name
10576013	Harris, Jeff B

Dates

Start Date	End Date	Start Time	End Time	Room
11/14/2011	11/14/2011	09:00	17:00	JF1-201
11/15/2011	11/15/2011	09:00	17:00	JF1-201
11/16/2011	11/16/2011	09:00	17:00	JF1-201
11/17/2011	11/17/2011	09:00	17:00	JF1-201
11/18/2011	11/18/2011	09:00	17:00	JF1-201

Learners

Learner WWID	Learner Name	Organization	Registration Status	Approval Status
10570047	Ang, Bee Lin	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required
10568081	Bernunzio, Valerie	END USER TRAINING	Confirmed	Approval Not Required
10676583	Hamilton, Dan	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required
11270768	Leonard, Alexander	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required
11379700	Reyes Garcia, Daniela	IT EMP TRAINING & DEVELOPMENT	Cancelled	Approval Not Required
11406836	Vazquez Rodriguez, Marlene	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required

Waitlisted Learners

Learner WWID	Learner Name	Organization	Registration Status	Approval Status
10473404	Nyborg, Kyle	END USER TRAINING-ISD UNIT #2	Waitlisted - 6	Approval Not Required
10069463	Simons, Sandra	IT EMP TRAINING & DEVELOPMENT	Waitlisted - 5	Approval Not Required

Class Student Enrollment (modify students enrolled in the class)

1 NOTE: Only after the course offering delivery has occurred (the course end date has been reached) can the enrollment roster be modified using the Instructor's Desk.

Access the course offering you want to manage the class student enrollment.

2 As in the above display list of students enrolled, note the key information sections displayed. Note that each enrolled student – the identified **Learners** – allows you to manage student's **Attendance Status**.



circuit

[- Feedback](#)
[- About Circuit](#)

Search:

Phonebook: Name: Last, First



Aloha, Hillsboro Oct 26, 2011

Enrollment Roster

Search for Instructor by:

WWID

[Go Back](#)

[Email Learners](#)

[Export](#) [Print](#)

Enrollment Roster

Course Name: IT: SAP WUS258 Convergent Charging 2.0
 Course ID: 10005561
 Offering ID: 01200622
 Status: Open - Normal
 Site: OR Oregon, Hillsboro
 Offering Manager: Marlene Vazquez Rodriguez

Instructors

WWID	Instructor Name
10576013	Harris, Jeff B

Dates

Start Date	End Date	Start Time	End Time	Room
10/17/2011	10/17/2011	09:00	17:00	JF1-201
10/18/2011	10/18/2011	09:00	17:00	JF1-201
10/19/2011	10/19/2011	09:00	17:00	JF1-201
10/20/2011	10/20/2011	09:00	17:00	JF1-201
10/21/2011	10/21/2011	09:00	17:00	JF1-201

Learners

Learner WWID	Learner Name	Organization	Registration Status	Approval Status	Attendance Status
10570047	Ang, Bee Lin	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed
10568081	Bernunzio, Valerie	END USER TRAINING	Confirmed	Approval Not Required	Successful/Completed
10676583	Hamilton, Dan	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed
11270768	Leonard, Alexander	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed
11379700	Reyes Garcia, Daniela	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed
11406836	Vazquez Rodriguez, Marlene	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed



3 In addition to managing the Learners Attendance Status, you can also manage the **Waitlisted Learners** and any applicable **Walk-ins Attendance Status**.

Waitlisted Learners

Learner WWID	Learner Name	Organization	Registration Status	Approval Status	Attendance Status
10473404	Nyborg, Kyle	END USER TRAINING-ISD UNIT #2	Waitlisted - 6	Approval Not Required	Not Evaluated
10069463	Simons, Sandra	IT EMP TRAINING & DEVELOPMENT	Waitlisted - 5	Approval Not Required	Not Evaluated

Walk-ins

WWID	Name	Attendance Status
<input type="text"/>	<input type="text"/>	Successful/Completed
<input type="text"/>	<input type="text"/>	Successful/Completed
<input type="text"/>	<input type="text"/>	Successful/Completed
<input type="text"/>	<input type="text"/>	Successful/Completed
<input type="text"/>	<input type="text"/>	Successful/Completed

Add more walk-ins

I certify that the attendance information I submit is true and correct.

Grant Credit & Mark Delivered

4 To manage the Attendance Status, click the drop down list arrow for a corresponding learner.

For Learners, select:

- **Successful/Completed**
- **Unsuccessful/Incomplete**
- OR
- **No Show**

Learner WWID	Learner Name	Organization	Registration Status	Approval Status	Attendance Status
10570047	Ang, Bee Lin	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed
10568081	Bernunzio, Valerie	END USER TRAINING	Confirmed	Approval Not Required	Unsuccessful/Incomplete
10676583	Hamilton, Dan	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed
11270768	Leonard, Alexander	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed
11379700	Reyes Garcia, Daniela	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed
11406836	Vazquez Rodriguez, Marlene	IT EMP TRAINING & DEVELOPMENT	Confirmed	Approval Not Required	Successful/Completed

For Waitlisted Learners, select:

- **Successful/Completed**
- **Unsuccessful/Incomplete**
- **No Show** or
- **Not Evaluated**

Learner WWID	Learner Name	Organization	Registration Status	Approval Status	Attendance Status
10473404	Nyborg, Kyle	END USER TRAINING-ISD UNIT #2	Waitlisted - 6	Approval Not Required	Not Evaluated
10069463	Simons, Sandra	IT EMP TRAINING & DEVELOPMENT	Waitlisted - 5	Approval Not Required	Unsuccessful/Incomplete

5 For Walk-ins status:

1. Enter the WWID for the walk-in student
2. Press Enter on your keyboard to populate the name
3. Click the drop down list arrow and select:
 - **Successful/Completed** or
 - **Unsuccessful/Incomplete**

Walk-ins

WWID	Name	Attendance Status
10633078	Holmes, Deborah A	Successful/Completed
<input type="text"/>	<input type="text"/>	Successful/Completed
<input type="text"/>	<input type="text"/>	Unsuccessful/Incomplete
<input type="text"/>	<input type="text"/>	Successful/Completed
<input type="text"/>	<input type="text"/>	Successful/Completed
<input type="text"/>	<input type="text"/>	Successful/Completed



Result: Managing the Attendance Status for Learners, Waitlisted Learners, and Walk-ins enables you to accurately provide course credit to students based on who had:

- successfully attended and completed the required class activities (**Successful/Completed** status),
- not successfully attended all classes or completed all required class activities (**Unsuccessful/Incomplete** status),
- been enrolled in the class but did not attend the class (**No Show** status), or
- attempted to attend but could not due to waitlist prevention (**Not Evaluated** status for Waitlisted Learners only)



Class Offering Status (close or cancel the class offering to provide course credit to students & instructor)

- To close the class offering and provide course credit to students & the instructor, go to the Instructor's Desk course offering **Roster** and ensure that the correct student enrollment and/or waitlist status is reflected. Then, scroll to the bottom of the Web page and click the **Grant Credit & Mark Delivered** button.

I certify that the attendance information I submit is true and correct.

Grant Credit & Mark Delivered

Result: Closing a course offering confirms course status information (credit for completion) and provides instructor credit for delivering the class. When the course offering is closed, no further actions can be performed and it will be removed from being an active offering. The offering information can no longer be found in your **Scheduled** or **Roster** class listings.

The screenshot shows the 'Enrollment Roster' page in the Circuit system. At the top, there are navigation links for 'Feedback' and 'About Circuit', a search bar, and a 'Phonebook' section. The main content area has a search for instructor by WWID with a 'Search' button. A 'Print' link is visible on the right. A green box at the bottom of the page indicates 'Submitted Successfully'.

- To cancel the class offering (often due to either low enrollment or due to resource unavailability), go to the Instructor's Desk 'Home' page and select Scheduled from the left hand tab options.

The screenshot shows the 'My Offerings' section of the Instructor's Desk. The 'Scheduled' tab is highlighted in the left-hand navigation menu. A tooltip for 'ILT Offering' is visible, stating 'To view offering are scheduled to replacement ins on the Instructo'.

- Enter appropriate search criteria for the course offering you want to cancel. Make sure the Delivery Types* selection is for **Instructor-Led (ILT)**. With your criteria entered, click the **Search** button.



Offering Title Offering ID

Site Start Date >=

End Date <= Language

Domain Delivery Types*

Status

[Configure](#) | [Save Search Query](#)

- 4 In the search results, identify the course offering you want to cancel and click the **Open – Normal** status link.

Instructor-Led Training											Print	Export	Modify Table
Offering Title	Offering ID	Start Date	End Date	Session Template	Site	Status	Room	Learner Count	Max Count	Created By			
IT: SAP WUS258 Convergent Charging 2.0	01200622	10/17/2011	10/21/2011	Mon-Fri 9:00am-5:00pm (40hrs)	OR Oregon, Hillsboro	Open - Normal	6	6		jharris			

- 5 In the Offering Status window, select the **Cancelled** radio button, then proceed to click the **Save** button.

Offering Status

After an offering has been cancelled or delivered, its status cannot be changed again.

Offering 01200622

Current Status **Open - Normal**

Change Status to Delivered

Delivery Date

Cancelled

- 6 When prompted to select an input reason (why the course offering is being cancelled), click the **Reason** drop down arrow and select an appropriate reason. With the reason selected, click the **Save** button.



Input Reason

* = required

This operation is audited. For audit tracking purposes, you are required to enter a reason when this operation is performed.

Reason*

Result: Cancelling a course offering will remove it from being an active offering. The offering information can no longer be found in your **Scheduled** or **Roster** class listings.

NOTE: My Learning sends an email notification to enrolled/confirmed students that the class is cancelled. My Learning does not send email notifications to students listed on the waitlist. You may want to send a separate email to those students indicating that the class has been cancelled and no further waiting is anticipated.

In addition to the above Instructor's Desk display of the student roster -- only available to the scheduled instructor(s) of the class offering -- anyone may view a class roster using the following steps. This may be important to stakeholders or managers who would like to see which students are registered in a specific course offering.

1. Access the [Instructor Corner](https://sp2010.amr.ith.com/sites/LearningDevelopment/Pages/InstructorCorner.aspx) (<https://sp2010.amr.ith.com/sites/LearningDevelopment/Pages/InstructorCorner.aspx>)
2. Click the link for **Enrollment Roster Tool & Teaching Schedule**

3. (1) Select your search method
(2) Enter the search criteria and
(3) Click the **Search** button.

Enrollment Roster

Search for Instructor by:

① ② ③

WWID
IDSID
OFFERING ID

Instructor Corner

Our Vision: Our instructors are excited to make a difference through learning.
Our Goal: Make it easy for our instructors to teach.

Instructor Toolkit:

Before Class

[Course Materials \(A-Z Page\)](#)
Get a list of Intel University courses in the My Learning Corporate Domain.

[Need a Replacement?](#)
Find a replacement if you are scheduled to teach and cannot fulfill your teaching commitment.

[Enrollment Roster Tool & Teaching Schedule](#)
View or print your enrollment roster for courses you are scheduled to teach.

4. The enrollment roster information is displayed.



Enrollment Roster

Search for Instructor by:

OFFERING ID: 01193157

[Go Back](#) [Email Learners](#) [Export](#) [Print](#)

Enrollment Roster

Course Name: Business Process Management (BPM) - Organization
Course ID: 00031067
Offering ID: 01193157
Status: Open - Normal
Site: AZ Arizona, Phoenix
Offering Manager: Dan Hamilton

Instructors

WWID	Instructor Name	Start Date	End Date	Start Time	End Time	Room
10653716	Mackenzie, Paula M	10/26/2011	10/26/2011	10:00	17:00	CH2-LSS
		10/27/2011	10/27/2011	08:00	12:00	CH2-LSS

Learners

Learner WWID	Learner Name	Organization	Registration Status	Approval Status
10490394	Cappelloni, Susan	INSTRUCTIONAL SYSTEMS DESIGN	Confirmed	Approval Not Required
11272232	Gutja, Sandra	CPO / IDS / DESIGN & SUPPORT	Confirmed	Approval Not Required
10718601	Singh, Razaik	GOP OPERATIONS	Confirmed	Approval Not Required

Waitlisted Learners

0 waitlisted

From the enrollment roster information screen, the only task action that can be performed is to send email communication to the enrolled learners. This can be helpful if class work notifications or reminders are relevant for student information.

1. Click the **Email Learners** link near the top center of the screen.

Enrollment Roster

Search for Instructor by:

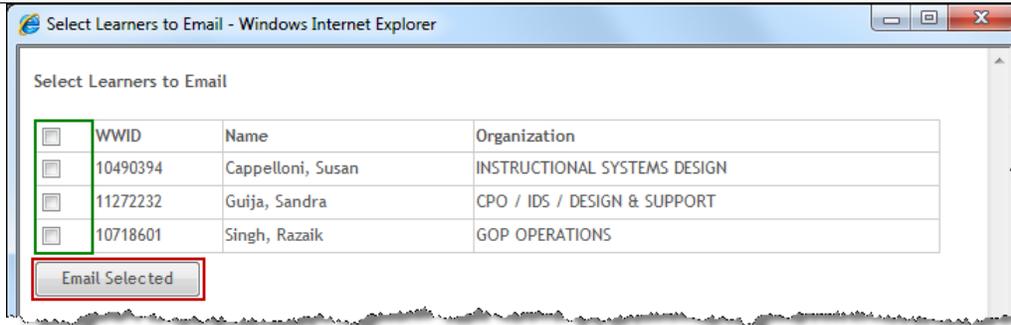
OFFERING ID: 01193157

[Go Back](#) [Email Learners](#)

Enrollment Roster

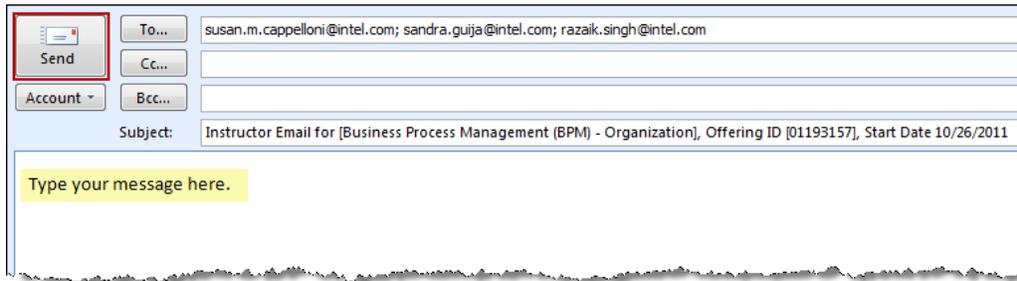
Course Name: Business Process Management (BPM) - Organization
Course ID: 00031067

2. Select the learner(s) you want to send an email communication. Click to place a check mark for the desired student name(s).



3. With the student name(s) selected, click the **Email Selected** button.

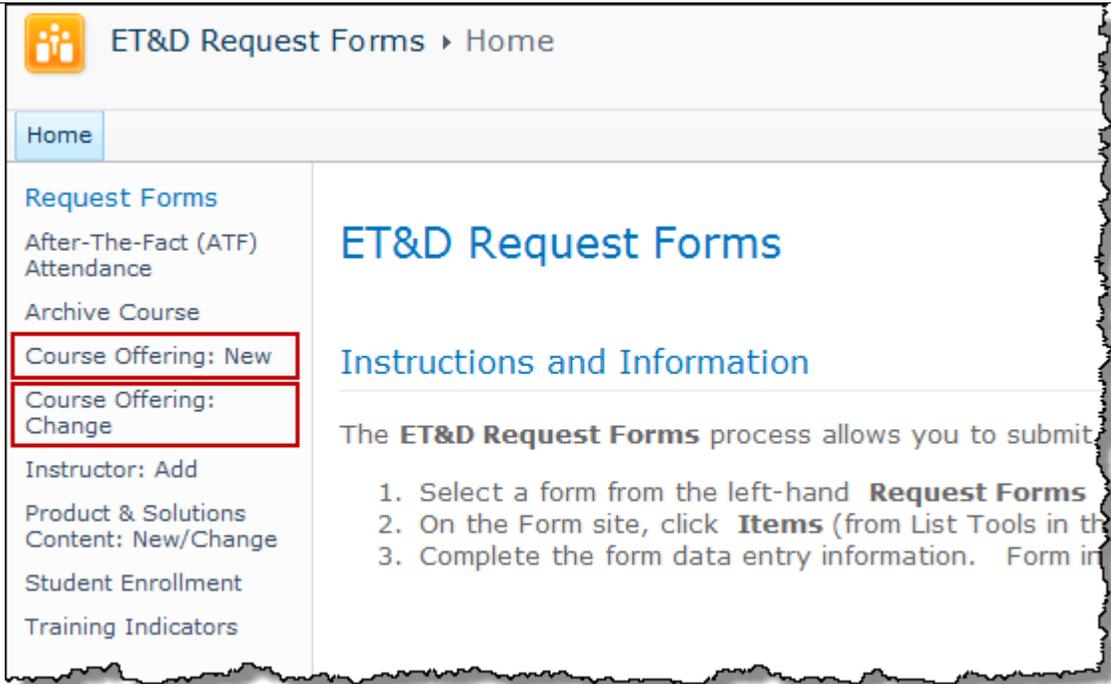
4. Your email application will launch a new email message with the selected student name(s) populated in the *To:* field, and the *Subject:* link populated with the course name, offering ID, and class start date information.



5. Type your email message and click the **Send** button.

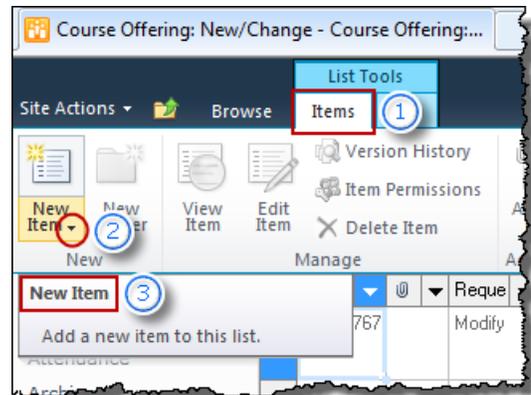
Request A New/Change Course Offering

Step:	Action:
1	Use your internet browser and go to the ET&D Request Forms sharepoint site: ET&D Request Forms .
2	Select the Course Offering: New or Course Offering: Change option from the left-hand navigation per your need.



3 To enter a new request (for a new offering / change existing offering), click:

1. **Items** (from the List Tools in the ribbon)
2. **New Item**
3. **New Item** (Add a new item to this list)



4 Complete the required information on the form.

5 Example of a New Course Offering Request.

NOTE: This is an example only. Your form information may vary.

Information Technology NyC - Navigating your Career



Course Offering: New/Change - New Item

Edit

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Request Type * **Create**
Select an appropriate type of request using the drop down:
1) Create
2) Modify
3) Cancel

Course Title * **IT: Intro to Data Mining and Predictive Modeling**
Please enter the Course Title as it appears on the course contract

Course ID * **10009238**
Please enter the 8-digit Course ID as it appears on the course contract.
Example: 00001505

Offering ID (8 digits)
To be filled in by ET&D Contact when new offering is Created. The offering ID must begin with 0 (zero).
To be filled out by requestor to Modify or Cancel existing offering.
Must be an 8-digit code starting with 0

Is This a Standing WBT Offering
Check the box to indicate your request is for a standing WBT offering.
FOR WBT OFFERINGS ONLY: enter the following details:
Qtr/Yr = current quarter and year
Start Date = today's date
End Date = today's date
Time = Start & End = WBT
Site = other
Campus = other
Private? = public
Max Student Enrollment = 50
Instructor(s) = WBT
Instructor WWID(s) = WBT
Room = WBT
PC Set up/ Refresh = No

Start Date * **4/9/2014**
The date the session will start (mm/dd/yyyy)
For a standing WBT Offering - enter today's date

End Date * **4/11/2014**
The date session ends (mm/dd/yyyy)
For a standing WBT offering - enter today's date

Time - Start & End *
Wed: 10:00am - 5:00pm
Thu: 8:00am - 5:00pm
Fri: 8:00am - 3:00pm
Enter the start time and end time for the specific site you selected.
Example for single day session:
8:00AM-5:00PM
or 8:30AM-12:00PM
Example for multiple day sessions:

Information Technology NyC - Navigating your Career



Edit

Save Cancel Paste Copy Attach File Spelling

Commit Clipboard Actions Spelling

Site *
 FM
 Specify your own value:
From drop-down list please enter the offering site. For example: AZ, BA, CR, FM, PG, etc.
For a virtual course use VA (Virtual Asia), VE (Virtual Europe), or VS (Virtual Americas).
If your site is not listed enter site manually
Additional site information can be found at:
<http://phonebook.fm.intel.com/cgi-bin/phonesite>

Campus *
 FM
 Specify your own value:
From drop-down list please enter the campus associated to the site. If any campus at designated site is adequate select "any"
Virtual sites have no campus - therefore, leave blank.

Private? *
 Public
Please enter "Public" if the offering is Open enrollment for all Intel Employees
 Private
Please enter "Private" if the offering is for Restricted Enrollment.
If you leave cell blank, offering will be built as Public

Maximum Student Enrollment *
24
Enter the maximum number of students to enroll in this offering.
FOR VENDOR COURSES: Enter the number of student seats that have been paid for.
These numbers support training utilization indicators and will be specific to each offering.

Room Requirements
1) Provide the specific details if you REQUIRE a specific room configuration
2) If requester has reserved a CRS, Private or Vendor room for this offering enter room name /number here and make note in 'Comments' column that room has been booked by requestor.
3) The Offering Manager will reserve a room for this offering if one has not been previously identified by the requestor as reserved; My Learning rooms can be only reserved by Offering Managers.

Bridge & Lync Online Meeting Required

Indicate whether a bridge and Lync Online Meeting will be needed for your offering.

ET&D contact *
 Harris, Jeff / jharris
 Specify your own value:
Enter name of ET&D Contact from drop-down list

Public = open to all Intel students
Private = not open/visible to students

Information Technology NyC - Navigating your Career



Edit

Save Cancel Paste Copy Cut Attach File Spelling

Commit Clipboard Actions Spelling

Requestor IDSID * ADIGGS
Enter Requestor's IDSID (also called alias).

Instructor(s) *
Diggs, Asoka
Edale, Seshu
NOTE! The instructor's name must be listed in the course contract for the course requested (click <http://saba.intel.com/Saba/Web/Main> to access Reports tab > My Learning Reports->Instructor Report User-Active Qualified Instructor Search to verify instructor qualifications). Offering cannot be created if instructor is not listed in course contract. Enter qualified instructor's name in this format "Smith, Joe E"
For vendor instructors please enter "Vendor Instructor".
For multiple instructors enter the name of each instructor in same field, separated by a comma.

Instructor WWID(s) *
10067732
10631231
Enter qualified instructor's WWID. For vendor instructors please enter vendor instructor's name or vendor's company name.
For multiple instructors enter the name of each instructor in same field, separated by a comma.

PC Set up/ Refresh * No
If the required room is to be a PC room (PC's already setup) enter YES, if not enter NO. Default set to "No."

Comments
Add special comments, room requirements (if it's table configuration set up needs)
Add comments to assist Offering Manager to process request. Use this area to add bridge and live meeting information for virtual courses and to explain any item that needs further explanation.

Offering deep link for registration
Provided by ET&D

Request Status * New Request
Select appropriate current offering request status. Requestor to select "New Request" only. Offering Manager to select processed status.

ET&D ONLY Include \$1,500 billback?
This column is to be filled out by ET&D employees only.
If this is a vendor-led course with a fee associated it should include a \$1,500 billback per ET&D policy to positively influence seat utilization.

Domain * IT Development Training
Please enter Domain name this course resides in.
All ET&D courses will be built in the IT Development Training domain

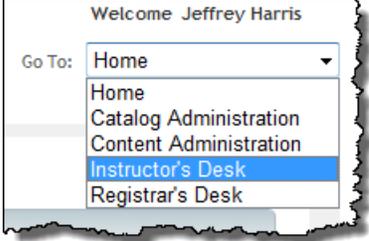
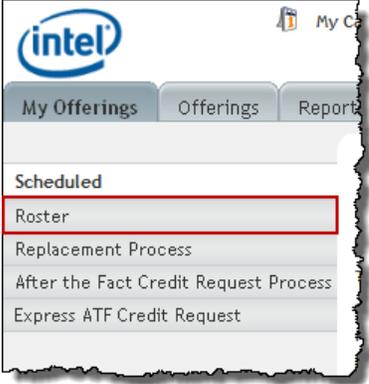
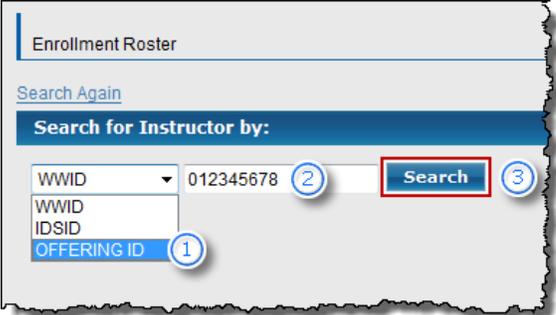
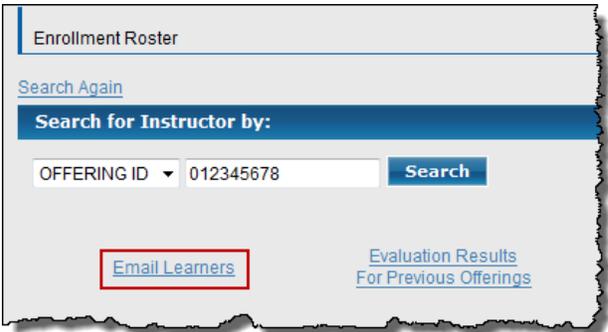
Click 'Save' to complete. Save Cancel

6

After you have completed the form information, click the **Save** button to complete the form. It will automatically be submitted to the system. The ET&D KTBR team will notify you of the processing status within 48 hours.



Email the Course Roster Students

Step:	Action:
1	Use your internet browser and go to the My Learning home site: My Learning
2	Using the right-side of the Web page, click the Go To: drop down menu and select Instructor's Desk . 
3	Using the left-side of the Web page, click the Roster button. 
4	In the Search for Instructor by: criteria fields, <ol style="list-style-type: none"> 1. Click the drop down arrow and select Offering ID 2. Enter the offering number for the class you want to send an email communication 3. Click the Search button. 
5	Click the Email Learners link. 



6 Click the check box next to each student's name you want in your email distribution.

Note: You can click the top, first check box to select all students.

Select Learners to Email

<input type="checkbox"/>	WWID	Name	Organization
<input type="checkbox"/>	10166270	BT Wamul, SB Zurmann	BIZ INTELLIGENCE & ANALYTICS
<input type="checkbox"/>	11381643	Tao, Yun Hong	BIZ INTELLIGENCE & ANALYTICS
<input type="checkbox"/>	10707232	Tao, Yun Hong	BIZ INTELLIGENCE & ANALYTICS

7 Your email application will open with pre-populated *To:* and *Subject:* content.

Write/format your email message as needed.

The screenshot shows an email client window titled "Instructor Email for [IT: Intro to Data Mining and Predictive Modeling], Offering ID [01267332], Start ...". The window has a ribbon menu with tabs: File, Message, Insert, Options, Format Text, Review, and Developer. The "Message" tab is active, showing a rich text editor with various formatting options like bold, italic, underline, and text color. Below the ribbon, there are fields for "From" (Microsoft Exchange Server), "To" (Wamul, SB Zurmann, Tao, Yun Hong, Tao, Yun Hong), "Cc", "Bcc", and "Subject" (Instructor Email for [IT: Intro to Data Mining and Predictive Modeling], Offering ID [01267332], Start Date 3/3/2014). The main body of the email is a large text area with a yellow highlight and the text "Write your email message here.".

8 Click the **Send** button to complete your email communication to the course roster students.