To email users who have not submitted an assignment to the dropbox folder:

1. From the Folder Submissions page, click Email All Unsubmitted Users.

2. Type your message in the Compose New Message window and click Send.
Emailing Users About Assignments

Instructional Media and Design Center
Bloomsburg University – December 2011

Compose New Message

To: 
Cc: 
Bcc: "James Farrior" <stimdp@bloomu.edu>; "Aaron Smith"

Subject: IMDC_Documents

Priority: [Normal]
Message: [Basic]

The course ID automatically populates in the Subject line. You can remove it or add to it.

Students will only see their own name when they receive the email.