

Send message based on grade range

You can send the same message to all students whose grade fits within a certain range.

Grader report

View Setup Scales Legacy outcomes Letters Import Export

Grader report Grade history Legacy outcomes report Overview report

All participants: 23/23

First name	All	A	B	C	D	E	F	G	H
Last name	All	A	B	C	D	E	F	G	H

Message to grade range

Step 1: In the Grader report of the Gradebook, click **Message to grade range**

Message to grade range

Activity or category

Exam 1

This item uses a grade range from 0 to 100

Start range

0

End range

0

Next

Step 2: Select the activity

Step 3: Set start and end grade range. In this example, I wanted to send a message to all students who earned a 0 because they didn't submit the assignment.

Step 4: Click **Next**

The list of students within the grade range appears. You can delete any recipient desired.

Step 5: Fill out Subject and Message.

Step 6: Click **Send message.**

Message to grade range

From
Pamela Denney

Recipients
Isabel Vargas ▾ Isabelle Aguilar ▾ Emily Benitez ▾
Shaunda Williams ▾

Additional recipients

Additional recipients by their comma-separated email addresses.

Subject
Exam 1

Message
I noticed that you didn't submit Exam 1 for your BCIS 1305 course. I hope you read the introductory information for Unit 3 that explained the only assignment that could be submitted late was the Career Project Phase 1.

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