LESSON 9 – COMMUNICATE ONLINE WITH STUDENTS

In this lesson, you will learn how to:

- Use the Email course tool
- Use the Discussions course tool

**Use the Email course tool**

In MyMathLab/MyStatLab – Beginning, you learned how to send email to students from the Gradebook. In this lesson, you will use the Email course tool to send email to your students.

1. **Open the Send Message window.**
   In the course menu, click **Course Tools** to expand that item, and click **Email**.

2. **Select the recipients.**
   For this lesson, you will practice sending email to all students in the class. Select **All Class Members** in the **Select recipients:** box, and click Add. The list of all recipients is shown in the Recipients: box. Check the "**Do not disclose recipients**" box below the Recipients box so that students will not see the email addresses for the other recipients.

3. **Compose your message.**
   Type the subject of your email in the Subject box, and the text of your email in the content editor. Click **Send Message** to send the email. A copy of the email will be sent to your email account as well.
Use the Discussions course tool

You can set up discussion topics so that your students can share ideas with you and each other. Discussions are convenient for students because they can participate at a time that works best for them. In this lesson, you will learn how to add a discussion topic and submit a response to the topic.

Tip: You can add additional discussions anywhere in the course menu. This gives you the flexibility of organizing your threaded discussions separately for each component of your course. Refer to MyMathLab/MyStatLab – Advanced for details.

1. Add a Topic
   Click Discussions in the course menu. In the discussion page, click modify at the top right, and select Manage. In the Introductory Text & Topics section, click Add Topic. Enter a title for your topic, and enter the topic text in the content editor. Click Add Topic to finish.
The title is what displays under the Topic list on the discussion page and the text describes the topic for your students.

2. **Respond to a topic.**
   
   Now that your topic is created, you and your students can submit responses to the topic. In the discussion page, click the **Respond** link for the topic. Type the subject for your response and enter your response in the content editor. Click **Post Response** to finish. Your post shows up in the Response section of the discussion page.

   ![Add Topic](image)

   Note: Instructor responses display as highlighted text to easily distinguish them from student names and responses.

   Each discussion post constitutes a thread, and you can respond directly to any thread in the topic. If needed, click the plus sign to the left of a post to view all of the threads for that post. Alternatively, click the **Expand All** link above the Responses section to expand all of the threads. Click the **Respond** link below a thread to post a response to that thread.