

Sakai Tools

Email Archive

The **Email Archive** tool provides an email address for your course site (example: 2012fa-hum-110-101@sakai.durhamtech.edu). It also provides a record of emails sent to the class.

To see the email archive address for your course:

- In your course site on Sakai, click **Email Archive** in the main course menu.

The email archive address functions like a listserv and allows instructors to send email to ALL students in a class without going into Sakai. For example, if you receive an email in GroupWise that you want to send to your class, you can simply forward it to the email archive address for your course site, and it will go to all students enrolled in that site.

Note: By default, only instructors can send messages to the email archive address.

Within Sakai, **Email Archive** provides a public record of emails sent to the class. This allows students to look back and review emails they may have overlooked or deleted. Any email sent to the email archive address is automatically visible in the **Email Archive** area within your Sakai site. Emails sent using Sakai's **Email** tool can also be added to the **Email Archive** (see Email).

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.

To hide the Email tool from students:

1. Go to the **Site Info** tool and click on **Page Order**.
2. Click on the **light bulb icon** to hide the **Email** tool from students. Click **Save**.