The Virginia Learning Center

**VIRGINIA DEPARTMENT OF
SOCIAL SERVICES**

Illustration of how to:

Email to the Roster (8 Steps)

Step 1: Click on My Responsibilities and the area to the right where the red circle illustrates
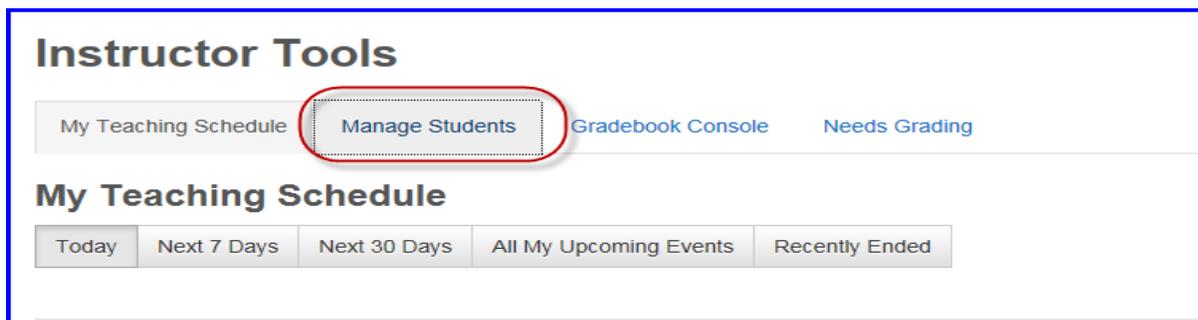

Step 2: Click on Training

Step 3: Click on Instructor Tools

Step 4: Click on Manage Students

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Illustration of how to:

Email to the Roster

Step 5: Click on all instructors or me, populate search field, populate start end dates, then click filter

Step 6: Click on the event title for the roster you desire

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Illustration of how to:

Step 7: Click email all

CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development (Virginia Beach)

For Classroom Course: **VDSS - CWS1021: The Effects of Abuse and Neglect on Child and Adolescent Development**   Format: **In-Person**

Date Range: **10/25/2016 - 10/26/2016**   Section Code: **Eastern**   Section Number: **117**

Students

Enrolled (24)   Waitlisted (6)

Email All   Record Attendance, Status, and Scores   Create Gradebook   Export to Excel   Export To PDF

Step 8: Complete email form…

Send Email   ✕

Complete the required fields, enter your message and then select Send.

From

vdssknowledgecenter3@dss.virginia.gov

*To

ClassroomCourseSectionAllEnrolledUsersEmail

*Importance

Medium   (A)

A. Select Email send importance
B. Enter subject
C. Do not change this
D. Enter your message
E. Optional... if you require a copy of this email
F. Preview the outgoing letter
G. Send this email to the current roster.

*Subject

(B)

Letterhead

Domain Default: No Letterhead   (C)   Preview

*Message

B   I   U   S   x₂   x²   A⁻   TI⁻   ◓⁻   ¶⁻   ✄⁻   ≡⁻   ≔   ≔   ≔   ≕   ▤   ❡   ▦⁻   ↺   ↻   </>   ━   ✐   ↗

Type something   (D)

☐ Send this email to me for my personal records.   (E)

(G)

Cancel   (F)   View default email text   Send

V6.21.2017