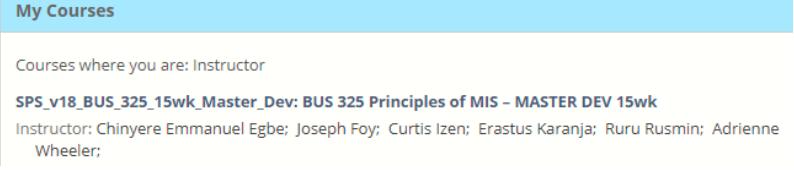
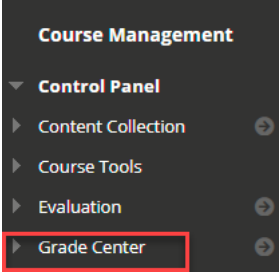
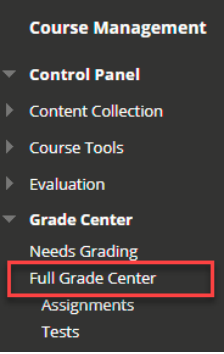
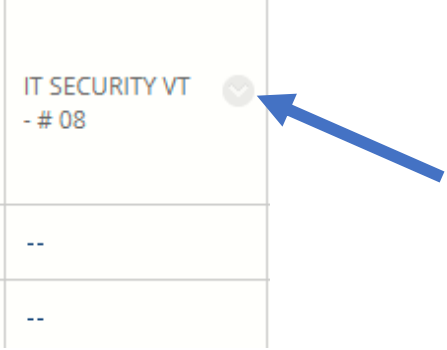
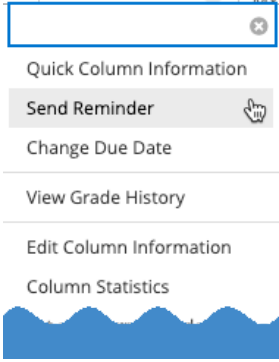
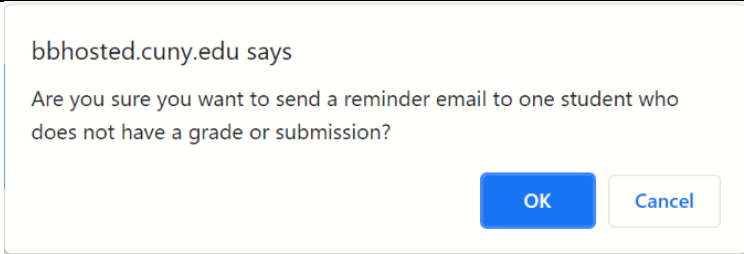
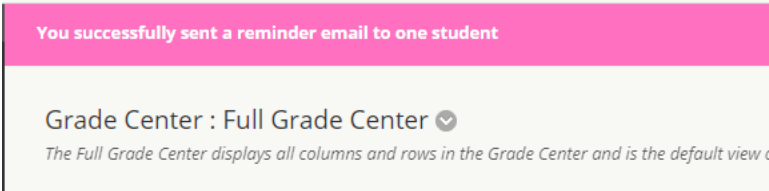


## Using the "Send Reminder" Feature in Blackboard

Send email reminders through the Grade Center to remind students of missing work. Using the "Send Reminder" feature sends a system-generated email to all students missing work for that assignment. Below are the steps to use this feature:

| Step  | Screenshot   |
|---|--|
| <p>1. Login to Blackboard and go to the course where you want to send reminders.</p>  |    |
| <p>2. Scroll down to the <b>Course Management</b> menu and click <b>Grade Center</b>.</p>   |    |
| <p>3. Click <b>Full Grade Center</b>.</p>   |   |
| <p>4. Locate the assignment column in the <b>Grade Center</b> where you want to send an email reminder about missing work. Click the small down arrow next to the name of the assignment in the column until a pop-up menu appears.</p> |  |
| <p>5. Click <b>Send Reminder</b>.</p>   |  |

|  |  |
|--|--|
| <p><b>6.</b> A message will appear at the top of your browser asking if you want to send an email reminder to those students missing work. Click <b>OK</b> to send the reminder.</p> |   |
| <p><b>7.</b> Another message will appear at the top of your browser, letting you know the reminder was successfully sent to the corresponding number of students missing work.</p>   |  |

Students will receive a system-generated email letting them know the assignment that they are missing.

