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
<b>1.</b> Login to Blackboard and go to the course where you want to send reminders.	My Courses           Courses where you are: Instructor           SPS_v18_BUS_325_15wk_Master_Dev: BUS 325 Principles of MIS - MASTER DEV 15wk           Instructor: Chinyere Emmanuel Egbe; Joseph Foy; Curtis Izen; Erastus Karanja; Ruru Rusmin; Adrienne Wheeler;
2. Scroll down to the <b>Course</b> Management menu and click Grade Center.	Course Management         Control Panel         Content Collection       Image: Course Tools         Evaluation       Image: Course Tools         Forade Center       Image: Course Tools
<b>3.</b> Click <b>Full Grade Center</b> .	Course Management Control Panel Content Collection Course Tools Evaluation Grade Center Needs Grading Full Grade Center Assignments Tests
<b>4.</b> 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.	IT SECURITY VT - # 08
5. Click Send Reminder.	Quick Column Information Send Reminder

<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.	bbhosted.cuny.edu says Are you sure you want to send a reminder email to one student who does not have a grade or submission? OK Cancel
7. 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.	You successfully sent a reminder email to one student
	Grade Center : Full Grade Center S The Full Grade Center displays all columns and rows in the Grade Center and is the default view of

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

CE	Curtis E Izen - curtis.izen@baruch.cuny.edu <do-not-reply@blackboard.com> BUS 325 Principles of MIS – MASTER DEV 15wk: Reminder to complete coursework</do-not-reply@blackboard.com>	9:44 AN
You curr 15wk Co calendar	rently don't have a grade or submission for the following coursework: Title: IT Security (08) Course: BUS 325 Principles of MIS – MASTER DEV ourse ID: SPS_v18_BUS_325_15wk_Master_Dev Due date: Apr 25, 2021 Please log in to review the instructions for this coursework and cheo r for all due dates.	, k the