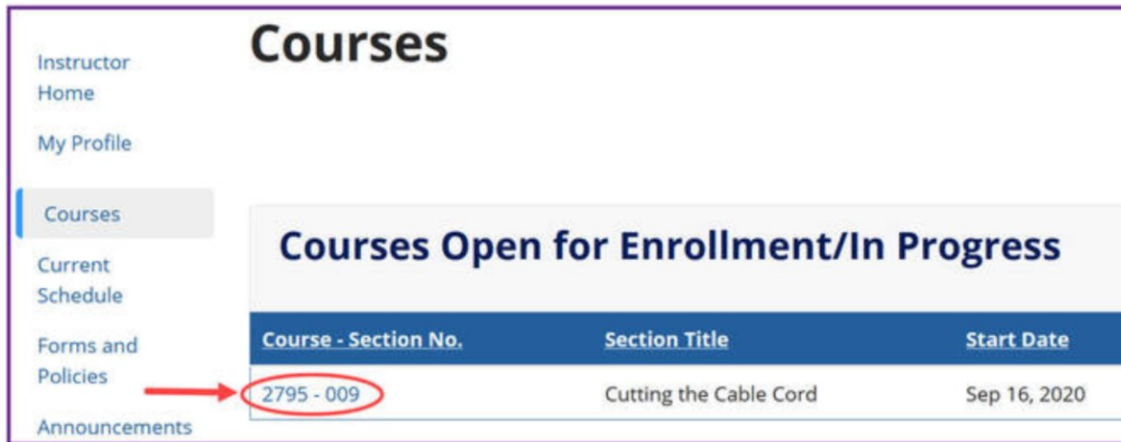


OLLI at Duke – Sending Email via the Instructor Portal 9/12/22

Begin by logging in to the instructor portal on <https://learnmore.duke.edu>. Click on "Courses" in the left column. Then click on the course number (e.g., 2795-009) listed to the left of the course title, shown circled in red in the example below.



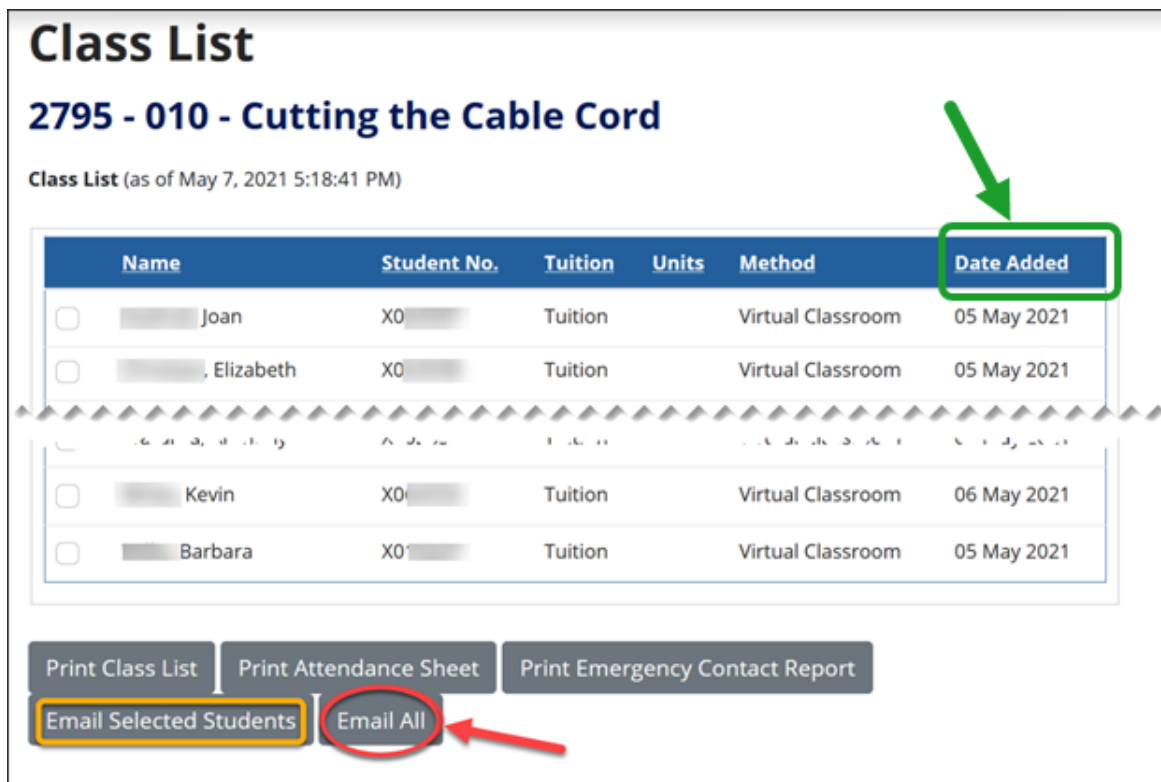
Courses

Instructor Home
My Profile
Courses
Current Schedule
Forms and Policies
Announcements

Courses Open for Enrollment/In Progress

Course - Section No.	Section Title	Start Date
2795 - 009	Cutting the Cable Cord	Sep 16, 2020

You'll see the class list on the next screen. Scroll to the bottom of the list and click on the "Email All" button, highlighted in red in the example below.



Class List

2795 - 010 - Cutting the Cable Cord

Class List (as of May 7, 2021 5:18:41 PM)

Name	Student No.	Tuition	Units	Method	Date Added
<input type="checkbox"/> [Redacted] Joan	X0 [Redacted]	Tuition		Virtual Classroom	05 May 2021
<input type="checkbox"/> [Redacted], Elizabeth	X0 [Redacted]	Tuition		Virtual Classroom	05 May 2021
<input type="checkbox"/> [Redacted] Kevin	X0 [Redacted]	Tuition		Virtual Classroom	06 May 2021
<input type="checkbox"/> [Redacted] Barbara	X0 [Redacted]	Tuition		Virtual Classroom	05 May 2021

Print Class List | Print Attendance Sheet | Print Emergency Contact Report

Email Selected Students | Email All

Figure 1 - Class List

On the next screen you'll compose and send an email.

Send Class Email Howard Koslow

3459 - 001 - Beyond Cable T00

Please note that a program assistant will receive a copy of this message.

To:
Class

From:
learnmore@duke.edu

Reply To:
howard.koslow@gmail.com

Subject:*

File Name: No file selected.

Message:*

Figure 2 - Compose email

- It's a bare-bones email editor, with no text formatting (bold, italics, etc.) supported. When finished composing the email, press the blue "Send" button. You'll receive a copy in your email inbox, too.
- If your email contains website links, be sure to include the "https://" prefix, e.g., ["https://olliatduke.online/instructors"](https://olliatduke.online/instructors).
- You can include an attachment; we recommend using PDFs (rather than Word documents). Limit the aggregate size of all attachments to 10 MB. To attach a file, first click on the "Browse..." button (1 above) and select a file. Then click the "Attach File" button (2 above) to attach it. You can repeat these steps to attach multiple files.
- When you send emails to students, especially before your first class, make note of the date. Some students may register late, and you'll want to send them any emails they missed. The date students registered appears in the "Date Added" column (rightmost column of the class list, circled in green in Figure 1). **Tip:** You can sort that column by clicking on the header ("Date Added"), to easily find students added most recently. Selectively email just those students by checking the box by each student name, and then pressing the "Email Selected Students" button.