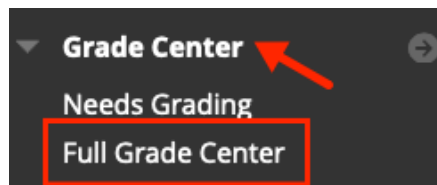# SEND EMAIL REMINDERS FOR ASSIGNMENTS AND TEST SUBMISSIONS
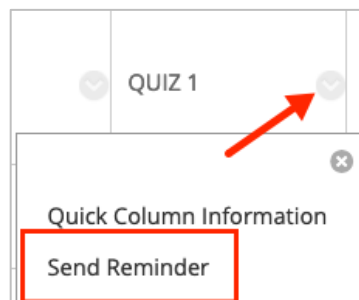
Instructors can send email reminders from the grade center to students who have not submitted tests, quizzes, assignments, Turnitin assignments, graded blogs, wikis, journals, or discussions. The email reminder to students includes the title of the assignment or test, the name of the course, and the due date for the submission. The email is an automatically generated message and cannot be modified or personalized.
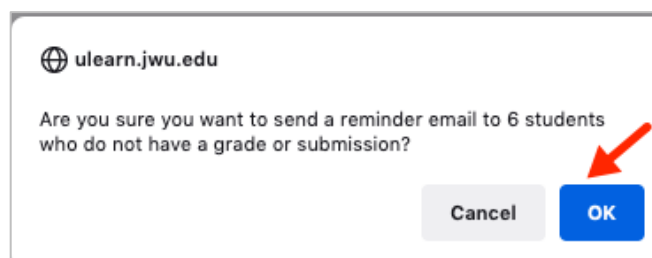
Instructions

1. On the left menu under Course Tools, click **Grade Center** to expand the menu. Select **Full Grade Center**.

2. Locate the column for the assignment or test in the grade center. Click the **down arrow** to the right of the column name and select **Send Reminder**.

3. A window appears asking to confirm that you want to send an email reminder to the students who do not have a grade or submission. Click **OK**.

4. A banner at the top of the page confirms the email was sent.

You successfully sent a reminder email to 6 students

5. Students and instructors receive the reminder email.

PRACTICE_COURSE_⬚⬚⬚⬚ : Reminder to complete coursework	↩ ↩ ↪
D ⊗ ⬚⬚⬚⬚@jwu.edu <donotreply@blackboard.com>	Today at 1:29 PM

You currently don't have a grade or submission for the following coursework: Title: Quiz 1 Course: PRACTICE_COURSE_⬚⬚⬚⬚ Course ID: PRACTICE_COURSE_⬚⬚⬚⬚ Please log in to review the instructions for this coursework and check the calendar for all due dates.