



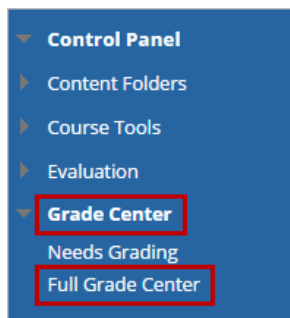
# SENDING EMAIL REMINDERS FOR ASSIGNMENT AND TEST SUBMISSIONS

You can send email reminders from the grade center to students who haven't submitted assignments or tests. The email reminder lists 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 that can't be modified or personalized.

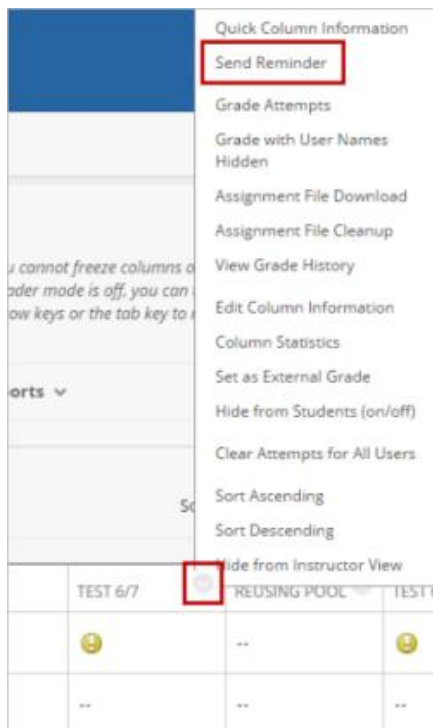
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## Instructions

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



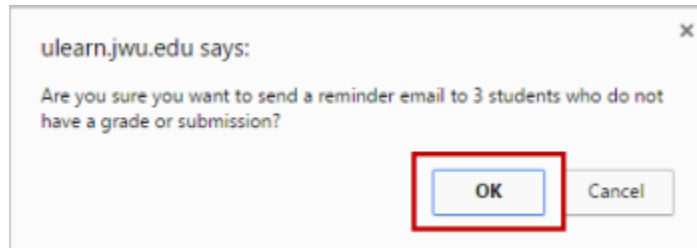
2. Locate the column for the assignment or test. Click the arrow to the right of the column name and select **Send Reminder**.



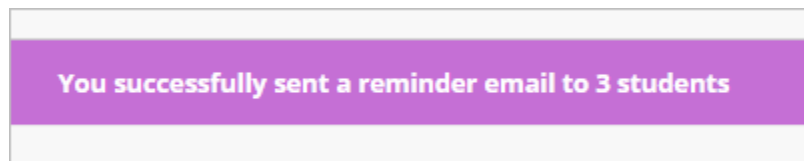


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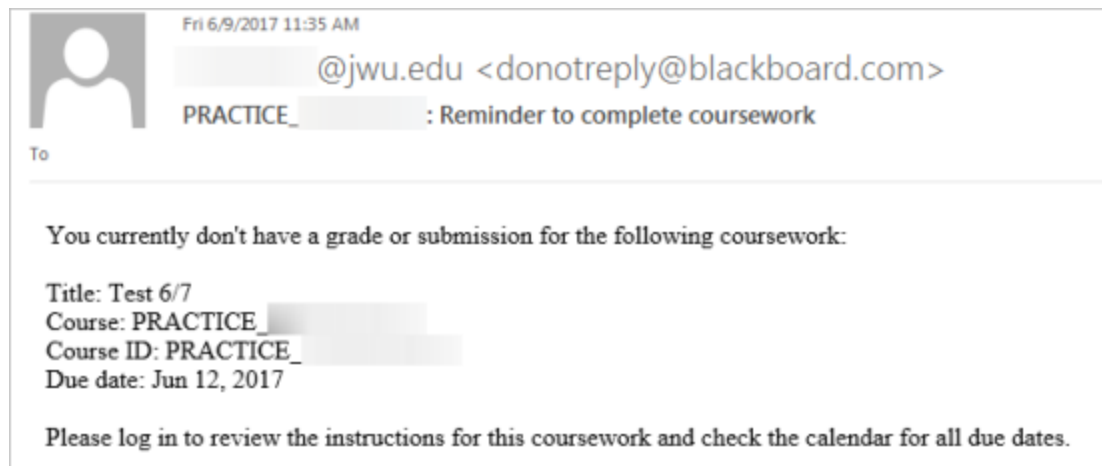
3. A window appears asking you to confirm you want to send an email reminder to the students who don't have a grade or submission. Click **OK**.



4. A banner confirms the email was sent.



5. Students receive the reminder email.



**Note:**

Instructors don't receive a copy of the reminder email. The banner image in step 4 is the only confirmation you'll see that the reminder was sent.