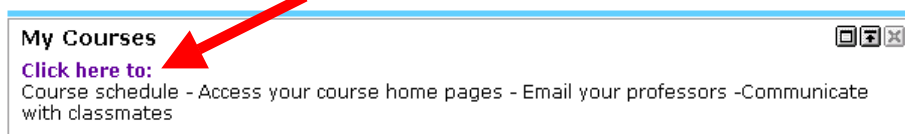


Sending an Interim Progress Notification

1. Access Atlas at <http://atlas.valenciacc.edu/>
2. Enter your **User Name** and 6 digit **PIN**
3. Click on the **My Courses** tab




4. Click on the **My Courses** link

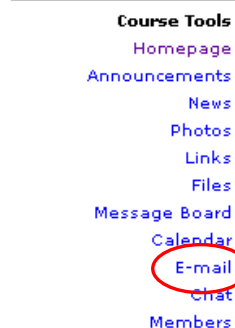


5. Select the course you wish to email

Courses I'm Teaching:

Summer 2003 Credit Courses:	Sec.	Dept.
 Student Success	SLS-1122-502	Student Success

6. Under Course Tools click **E-mail**



7. A list of students in your course will appear. Check **Select All** or the individual students, then **Send E-mail**

To e-mail all members, click "Select All" and then click "Send E-mail". To send e-mail to one or more members, select their checkboxes and click "Send E-mail".

Select All **Send E-mail**

Member Name	Member Type	Last Visit
-------------	-------------	------------

8. The **Compose E-mail** window will appear. This message will be sent (Bcc) to the students you selected even though their names are not displayed in the 'Bcc' field. Feel free to add any other recipients, but remember that any addresses you add to the 'To' or 'Cc' fields will be visible to all recipients of the message.

Compose E-mail ? Help

Information:
This message will be sent (Bcc) to the members you selected in **Student Success**, even though their names are not displayed in the 'Bcc' field.
Feel free to add any other recipients, but remember that any addresses you add to the 'To' or 'Cc' fields will be visible to all recipients of the message.

Enter Recipients: Separate recipient names with commas.
To:
Cc: Bcc:

Enter Subject:

Enter Message:

Save a copy to the 'Sent' folder Add Signature Request Read Receipt

Attachments:

- Complete the subject line and message
- You may now spell check, add attachments, a signature, and request read receipt.

9. You may enter your message to the student or click on the blue **Progress** button for a selection of "standard" messages

Save a copy to the 'Sent' folder Add Signature Request Read Receipt

Attachments:

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10. A pop-up box will appear with a selection pre-composed messages

Precomposed Paragraphs - Microsoft Internet Explorer

Excessive Absence Warning
This is a warning that you may have too many absences or have not satisfied other course requirements, which is affecting the quality of your academic performance. You are subject to being withdrawn. Please review my policies in the course syllabus and, if you wish to continue with the class, arrange a conference with me to discuss your status by _____. If, on the other hand, you choose to withdraw from the class, it is your responsibility to submit a Request for Withdrawal form to the records office before the withdrawal deadline or to the department office after the withdrawal deadline.

Below C notice
Your grade in _____ is below a 'C.' Please arrange a conference with me to discuss your academic progress as soon as possible. I want you to succeed in this!

11. Click on the **Insert** button next to the paragraph you wish to enclose

12. Once the paragraph is populated, you may make changes by personalizing the message (reminding the student to check mid-term grades) or add appropriate dates etc.

13. Click **Send**