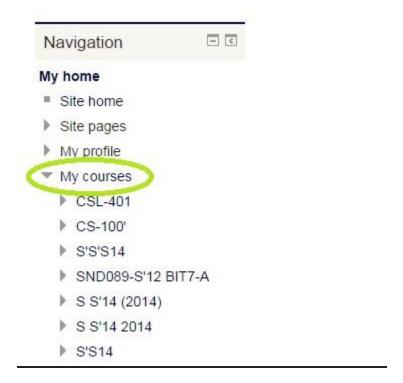**Sending Email to Course Participants**

i. LMS Account Login

1. Go to https://lms.nust.edu.pk/portal/

2. Use the following credentials to sign in and you'll be up and running:

    a. **Username:**(enter the **user id** provided to you by the LMS team)

    b. **Password:** (enter the **password** provided to you by the LMS team)

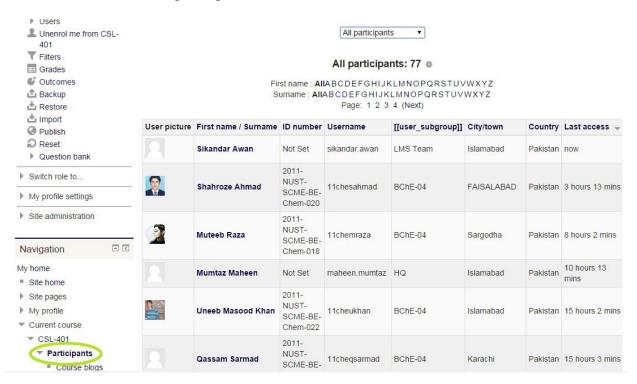## ii. Sending Email to Course Participants

1. Go to navigation block.

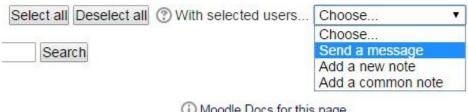2. Click on "My Courses".

3. Click on the specific course.

Navigation

My home
- Site home
- Site pages
- My profile
- Current course
  - **CSL-401**
    - Participants
    - Reports
    - General
    - 8 September - 14 September

4. Click on the participants.

- Users
- Unenrol me from CSL-401
- Filters
- Grades
- Outcomes
- Backup
- Restore
- Import
- Publish
- Reset
- Question bank
- Switch role to...
- My profile settings
- Site administration

Navigation

My home
- Site home
- Site pages
- My profile
- Current course
  - CSL-401
    - **Participants**
      - Course blogs

All participants

All participants: 77

First name : **All**ABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : **All**ABCDEFGHIJKLMNOPQRSTUVWXYZ
Page: 1 2 3 4 (Next)

User picture	First name / Surname	ID number	Username	[[user_subgroup]]	City/town	Country	Last access
	Sikandar Awan	Not Set	sikandar.awan	LMS Team	Islamabad	Pakistan	now
	Shahroze Ahmad	2011-NUST-SCME-BE-Chem-020	11chesahmad	BChE-04	FAISALABAD	Pakistan	3 hours 13 mins
	Muteeb Raza	2011-NUST-SCME-BE-Chem-018	11chemraza	BChE-04	Sargodha	Pakistan	8 hours 2 mins
	Mumtaz Maheen	Not Set	maheen.mumtaz	HQ	Islamabad	Pakistan	10 hours 13 mins
	Uneeb Masood Khan	2011-NUST-SCME-BE-Chem-022	11cheukhan	BChE-04	Islamabad	Pakistan	15 hours 2 mins
	Qassam Sarmad	2011-NUST-SCME-BE-	11cheqsarmad	BChE-04	Karachi	Pakistan	15 hours 3 mins

5. Go to bottom of the page and click on select all button.

	SCME-BE-MtI-090					
Fatima Khalid	2010-NUST-BE Chem-036	10chefkhalid	BChE-03	Islamabad	Pakistan	3 days 1 hour
Farooq Arshad Cheema	2011-NUST-SCME-BE-MtI-069	11mefcheema	BMtIE-04	Islamabad	Pakistan	3 days 7 hours
Aneeqa Sabir	2011-NUST-SCME-BE-MtI-097	11measabir	BMtIE-04	Islamabad	Pakistan	3 days 10 hours

Page: 1 2 3 4 (Next)

Select all Deselect all ⑦ With selected users... Choose...

Search [   ] Search

Show all 77

6. From the drop down menu select "Send A Message".

7. Write message and click on "Send" button

Message body:

Font family | Font size | Paragraph

B *I* <u>U</u> ABC X₂ X²

Formatting:

message

Path: p

Preview