

How to use the Search/Email Criteria Wizard

1. Go to your Gradebook.
2. Use the Drop down menu for **More Gradebook Tools** and select **Search/Email by Criteria**.

MyLabsPlus™

Gradebook

Copy of New 2016 Fall MAT 135 DV Master 101 - Jim-Longmore [2] > GRADEBOOK

Manage Course List

Gradebook

Export Data | Manage Incompletes | Change Weights | Edit Roster

More Gradebook Tools

- More Gradebook Tools
- Add Offline Items
- Add/Edit Student IDs
- Clear Study Plan
- Delete Results
- Drop Lowest Scores
- Enable Access
- Import Previous Results
- Manage Offline Items
- Omit Assignment Results
- Search/Email by Criteria**
- Go To Reporting Dashboard
- Set Scoring Options
- Show/Hide Assignments

Gradebook Views

- All Assignments: Detailed assignment results
- Overview By Student: Student averages for gradebook categories
- Study Plan: Study Plan progress per student
- Performance Chapter: Overall class performance by chapter

Click Search/Email by Criteria

3. Select **Assignment performance** from the drop down.

Search/Email by Criteria

1 Start 2 Select Students 3 Send Email

Find Students based on -- Choose --

- Choose --
- Overall score
- Category averages
- Assignment performance**
- Work activity
- Name

Cancel

Click Assignment performance

This course is based on Sullivan/Woodbury: Interactive Statistics: Copyright 2016 Pearson Education

4. Select **Specific assignments** and **choose** the assignment check the box/boxes that you want to meet your criteria next to Score, click Next button.

Search/Email by Criteria

1 Start 2 Select Students 3 Send Email

Find Students based on Assignment performance

Assignments

- All assignments
- Specific assignments** Choose... (1 assignment(s) selected)

Score

- Score is >= 70 %
- no score

Select Specific assignments and Check Score and place criteria and Click Next

5. Select students you want to get criteria from at this point and decide if you want to export the information or email the students. If you want to export this is the last place to go to.

Export: Select **Export search results for selected students**.

Search/Email by Criteria

1 Start 2 **Select Students** 3 Send Email

Find Students based on Assignment performance
 Assignment(s) 1.1 Interactive Assignment
 Score ≤ 70%

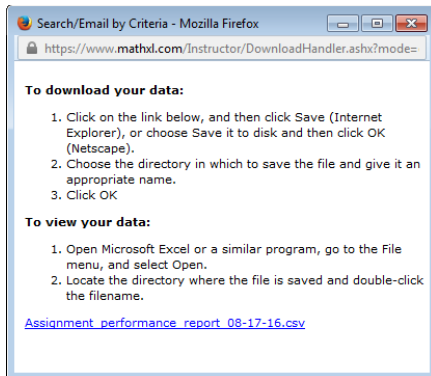
► Only assignments and scores that meet the criteria are displayed below.

[Export search results for selected students](#) Spreadsheet data delimiter: comma
[Change...](#)

Select **Export search results for selected students**

<input checked="" type="checkbox"/>	Students	Login Name
<input checked="" type="checkbox"/>	Longmore, Nikki	33022341_eCollege_aacmplp
<input checked="" type="checkbox"/>	Russow, Mary	42412547_eCollege_aacmplp

Follow instructions below, remember to save as Excel sheet or open it up and print.



Save as an Excel file after you open it, or print.

Email: Select **Next** button. Write your message to the students and click **Send Email** button.

Search/Email by Criteria

1 Start 2 Select Students 3 **Send Email**

Find Students based on Assignment performance
 Assignment(s) All assignments
 Score < 70%

To: [View/Remove Students](#) (2 student(s) selected)
 ► Students see only their own email address in the To: field.

From: nlongmore@aacc.edu
 ► You will receive a copy of the message with a list of recipients.

Cc: _____

Subject: _____

Message: _____

@Attachments:

Students are in To:
Enter Subject
Write Message
 Click on **Send Email** button.