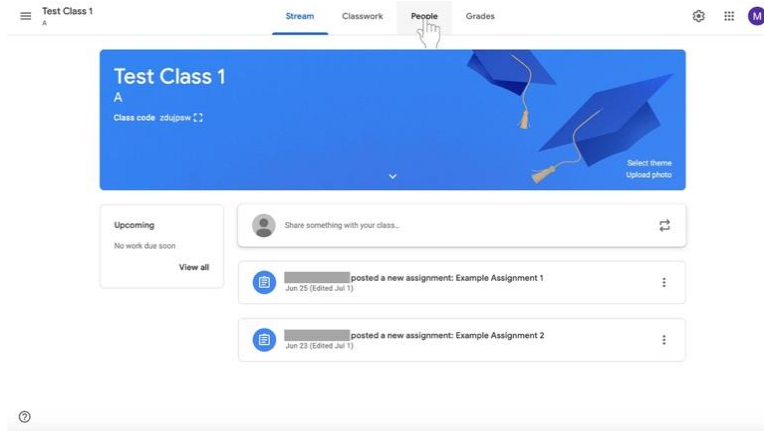


Communicating with Disciples

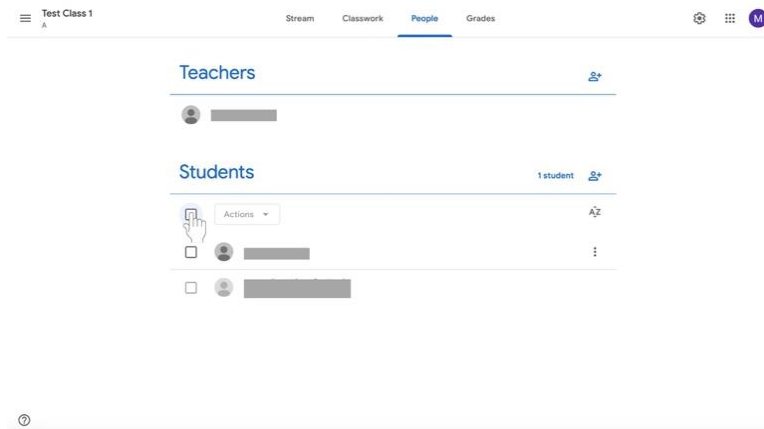
Using Google Classroom, catechists can email disciples individually or as a class.

Emailing disciples

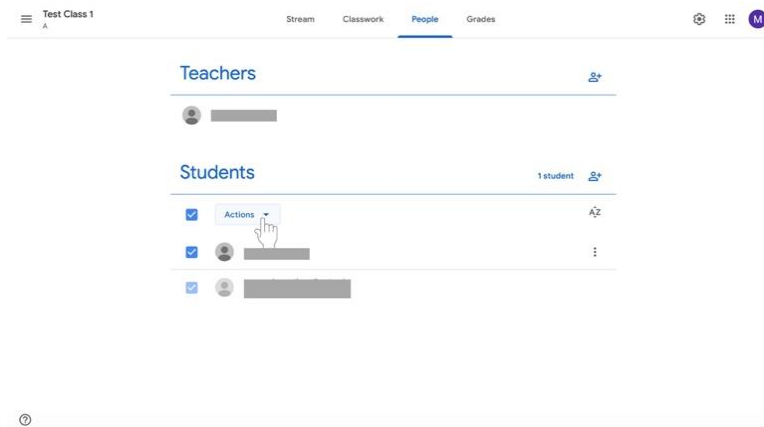
1. Navigate to the class to which the disciple(s) belong.
2. Click on the **People** tab at the top of the page to the right of Stream and Classwork.



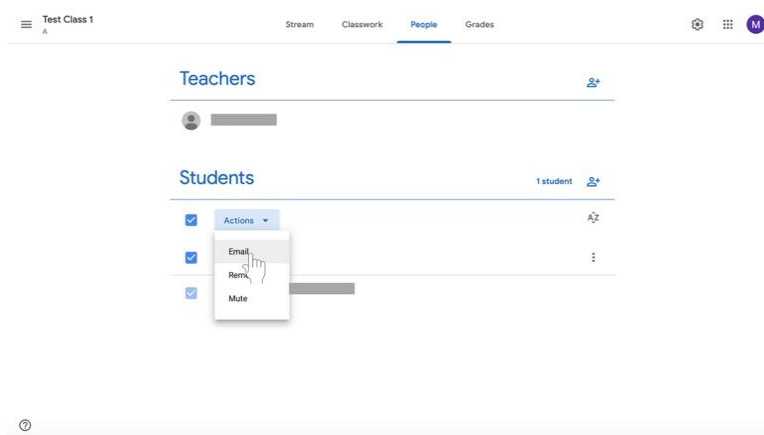
3. To **email the entire class**,
 - a. Select the check box above the list of names.



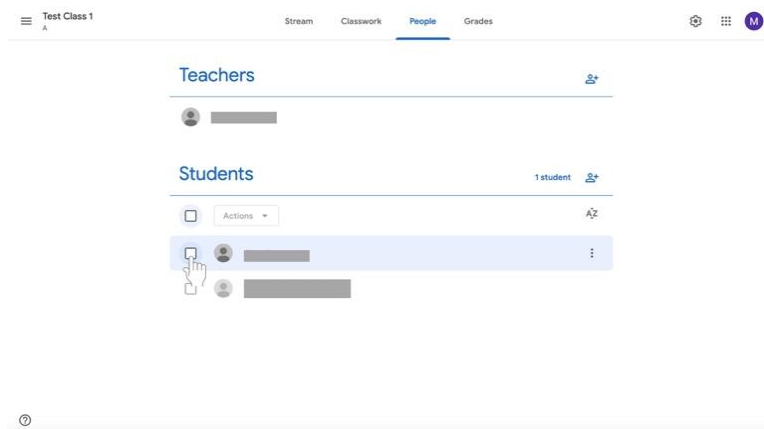
- b. Under the **Students** label, select the menu labeled **Actions**. A menu will appear.



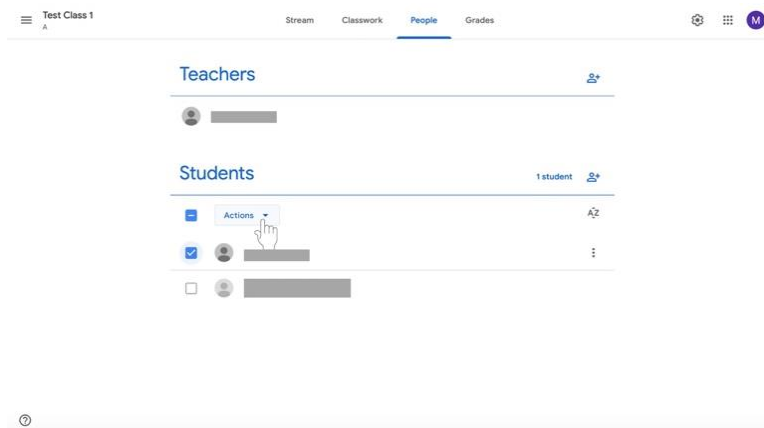
- c. From the menu, select **Email**, which will be at the top of the list.



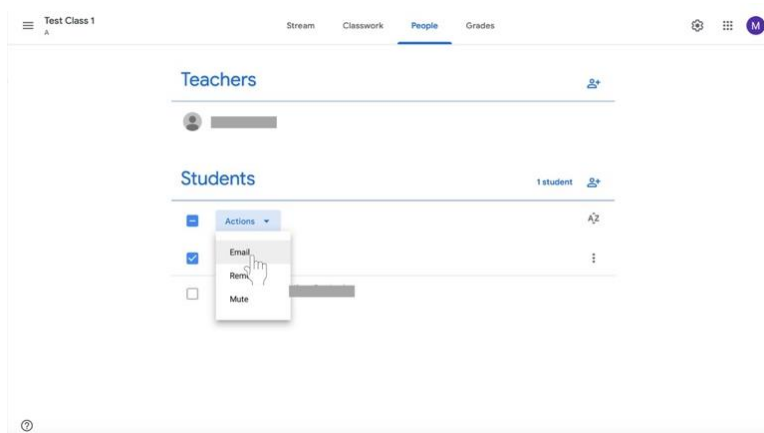
4. To **email multiple disciples**,
- Check the names of the disciples who you would like to email using the boxes to the left of their names.



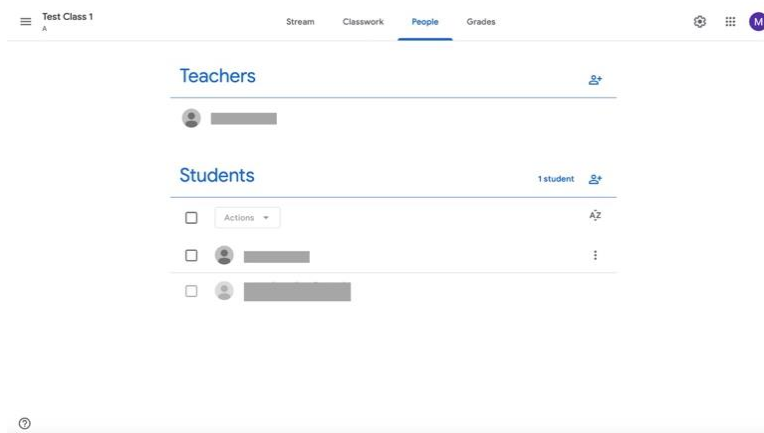
- b. Under the **Students** label, select the menu labeled **Actions**. A menu will appear.



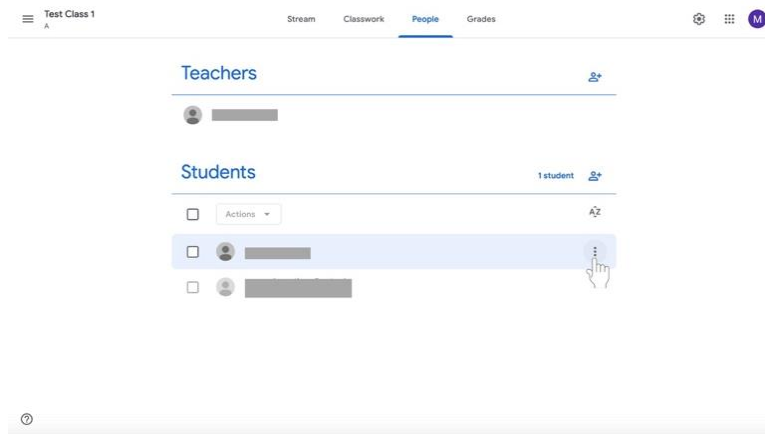
- c. From the menu, select **Email**, which will be at the top of the list.



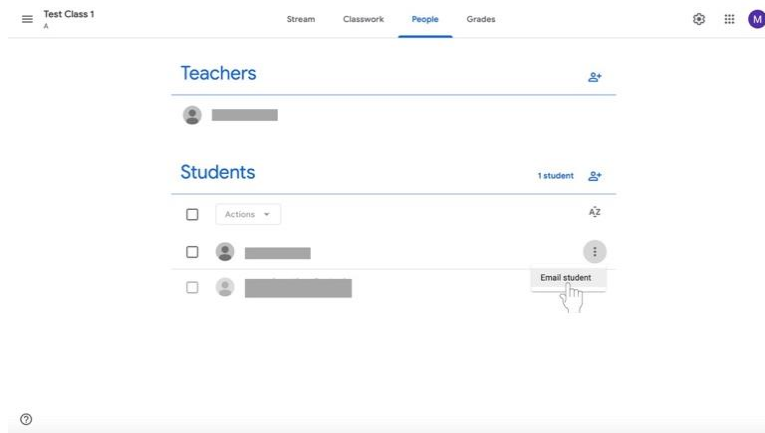
5. To **email a single disciple**,
- Find the disciple's name in the list labeled **Students**.



- b. Click the **More** button shown as a vertical ellipsis. A menu will appear.



- c. Select **email student** from the menu.

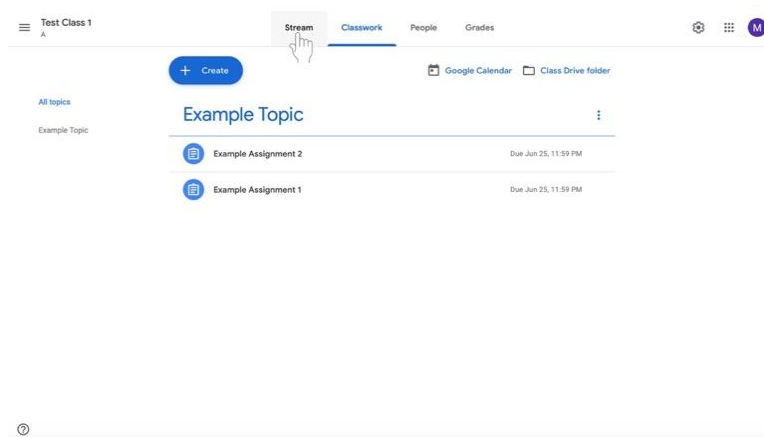


6. Compose your email.
7. Click the **Send** button at the bottom right of the box when you are finished.

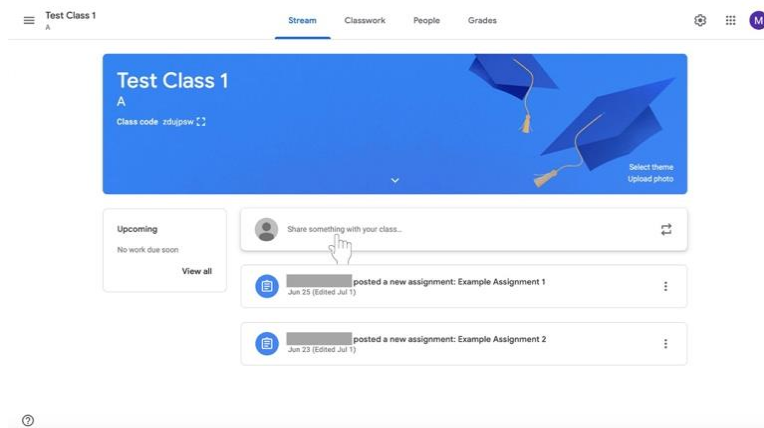
Posting announcements

Instead of sending emails, the catechist can remind disciples of work and send other announcements by posting an announcement. These posts will appear in the **Stream** section of the class page and will be available for all disciples in the class to read. Use this feature to remind disciples of upcoming events, assignment deadlines, and more. **All disciples in your class will have access to the stream. Please make sure that you are professional with all that you post.**

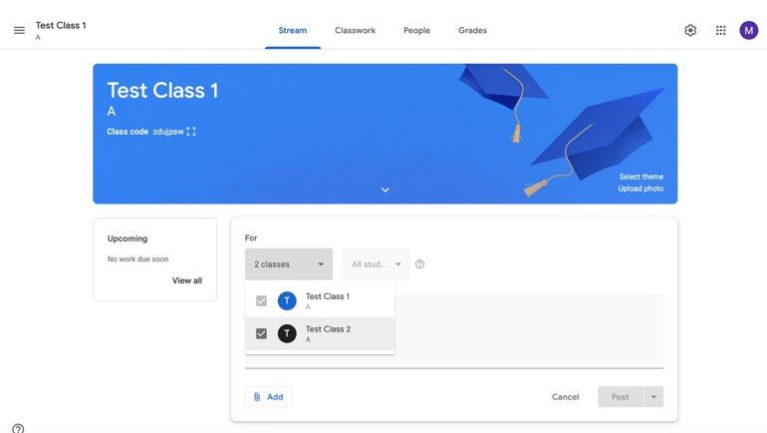
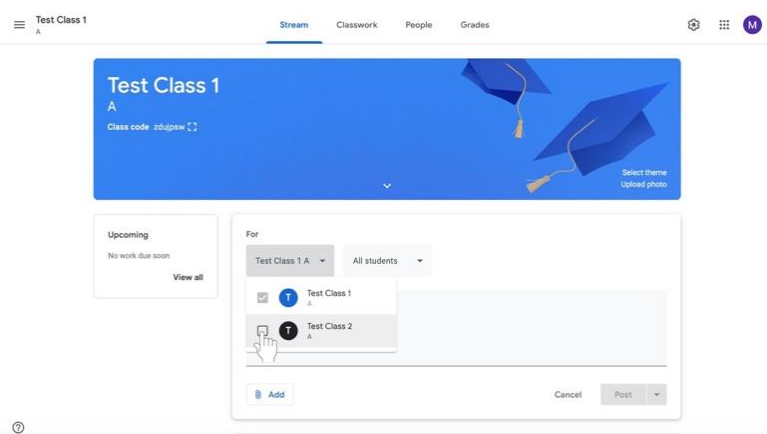
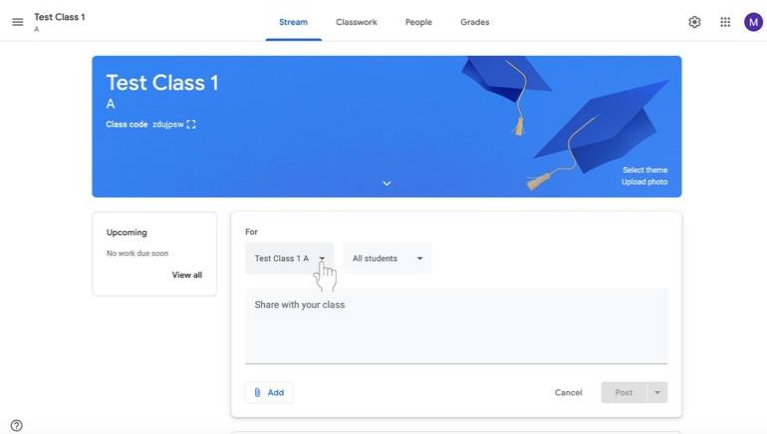
1. Click on the **Stream** tab at the top of the page if you are not already there.



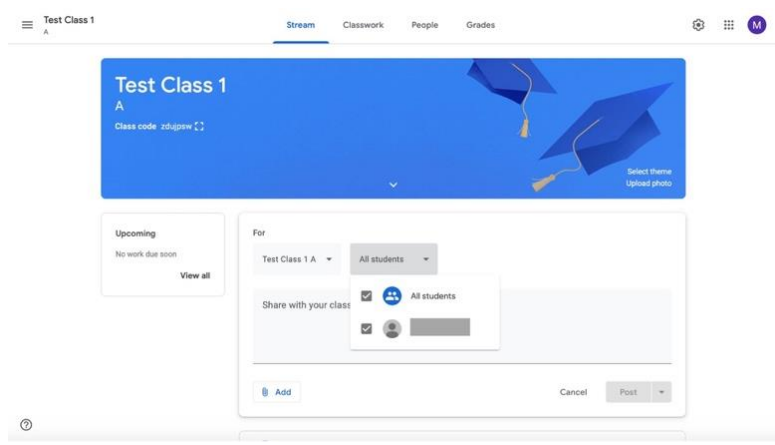
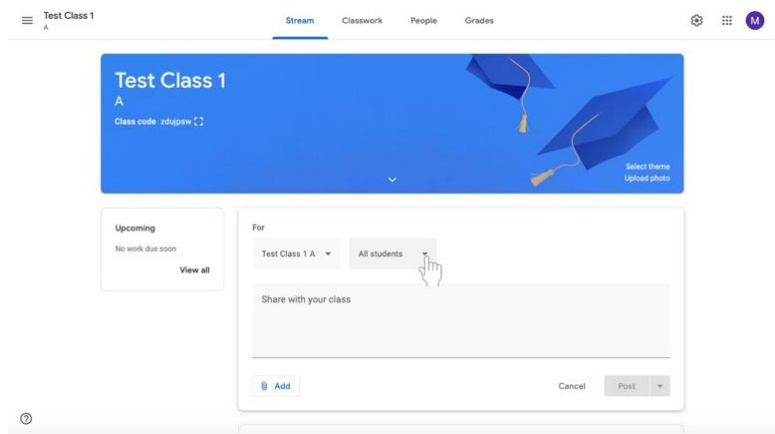
2. Click **Share something with your class...** underneath the class name and information in the colored box.



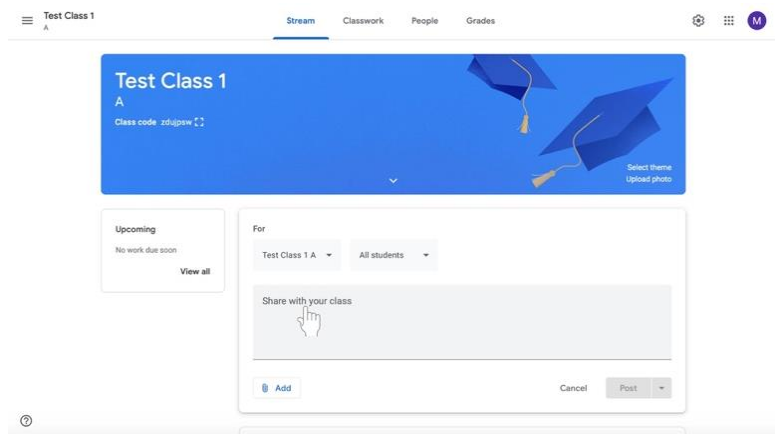
- Underneath the **For** label, add a class for which the message is intended if necessary by clicking on the box with the class name. (The class whose page you are in cannot be deselected.)



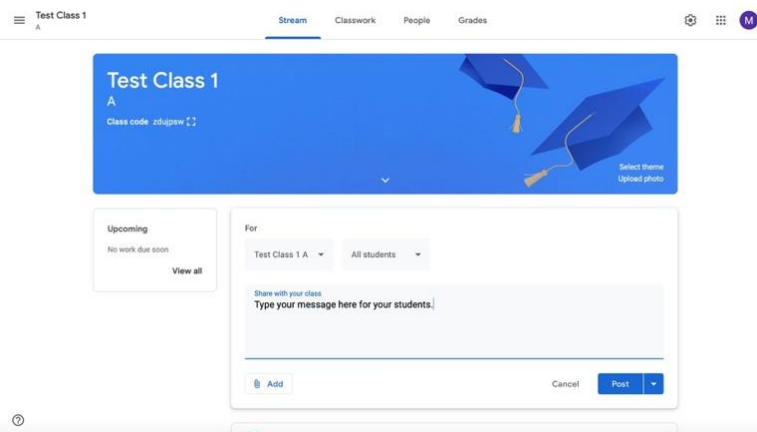
- 4. Select the disciples to whom the message will be sent by clicking on the box labeled **All students**. (**All students** is default and does not need to be changed if the message is intended for every disciple.)



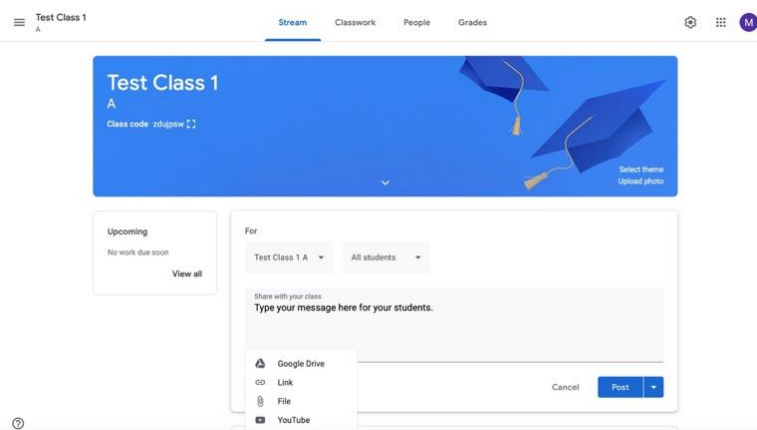
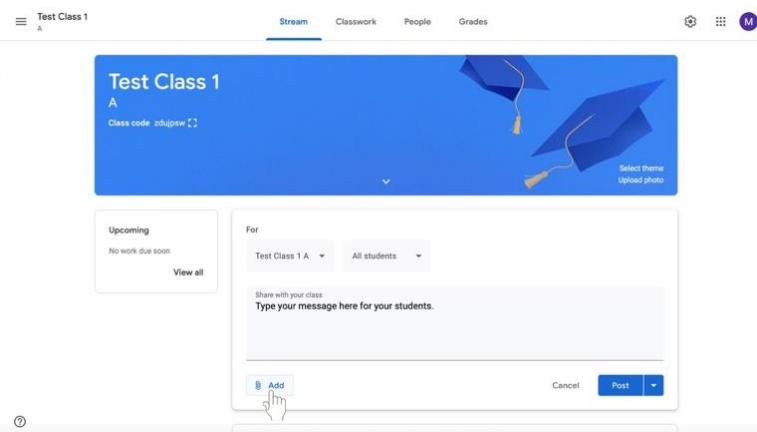
- 5. Click in the large box labeled **Share with your class**.



6. Type your message.

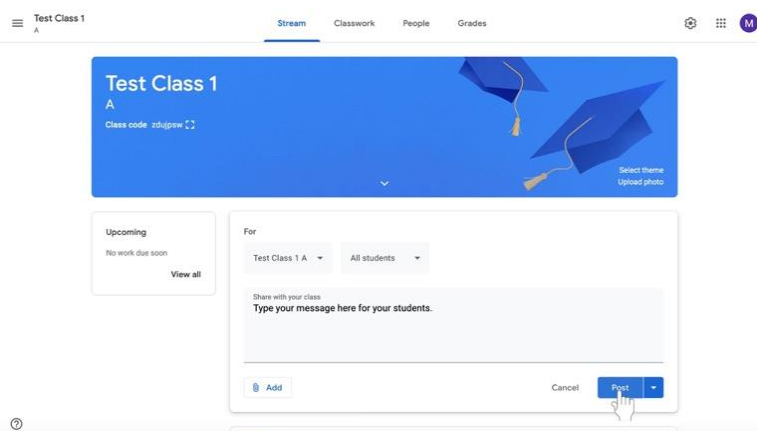


7. If you wish to add material (an item from your Google Drive, a link, a file, or a YouTube video), click on the **Add** button at the bottom left of the box.

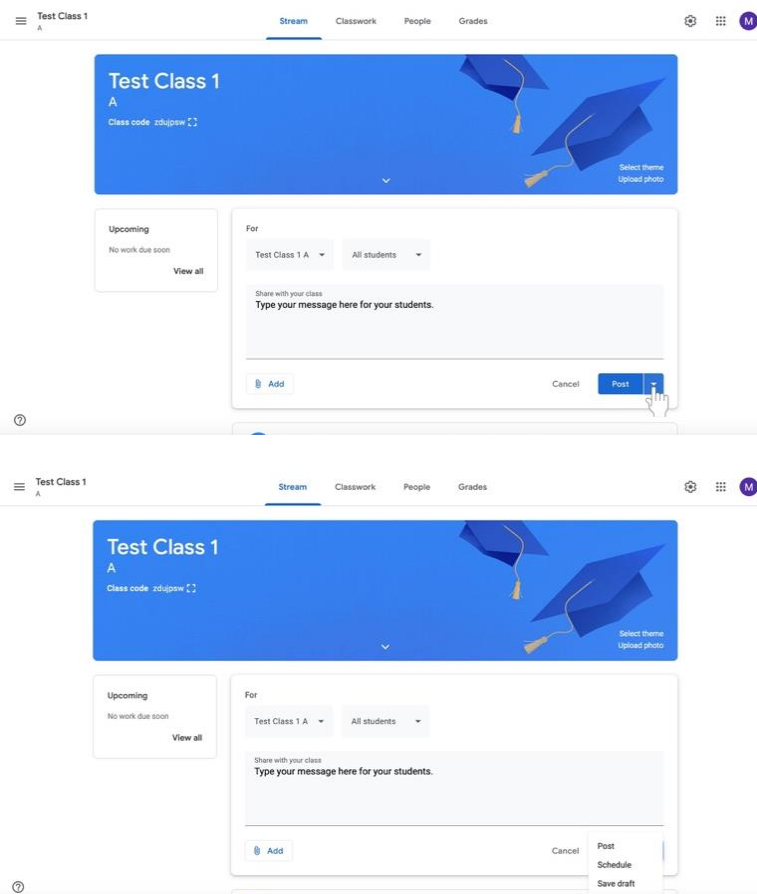


- a. Follow directions in subsequent boxes that appear depending on the your selections.

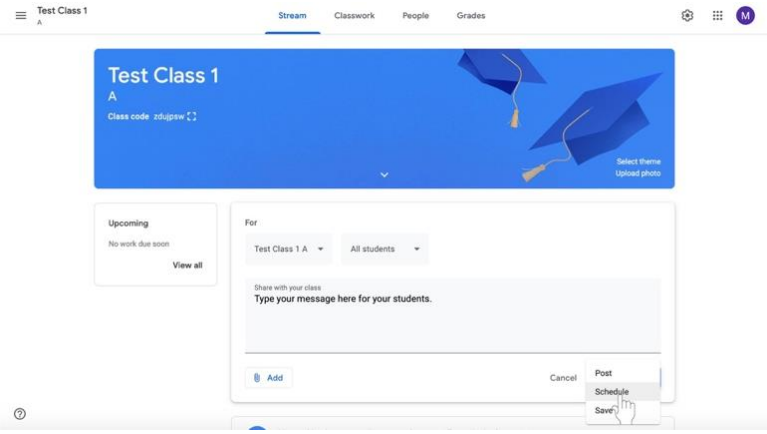
8. Post your message.
- a. If you wish to **post your message immediately**, click on the box labeled **Post** at the bottom right of the box.



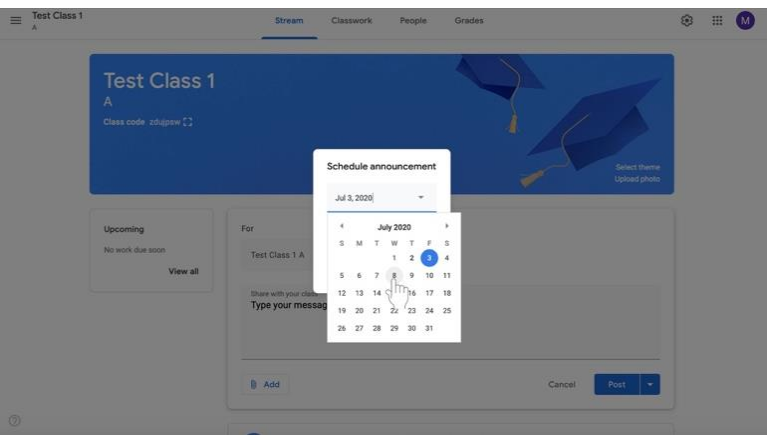
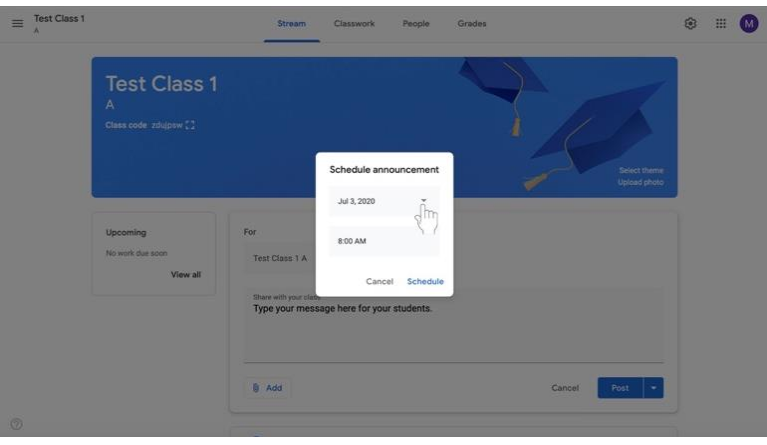
- b. If you want your **message to be automatically posted at a later time**, click on the arrow to the right of the **Post** button at the bottom right of the box.

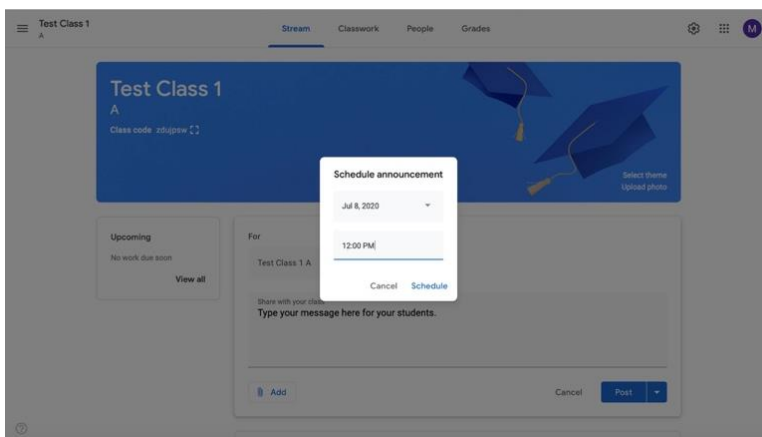
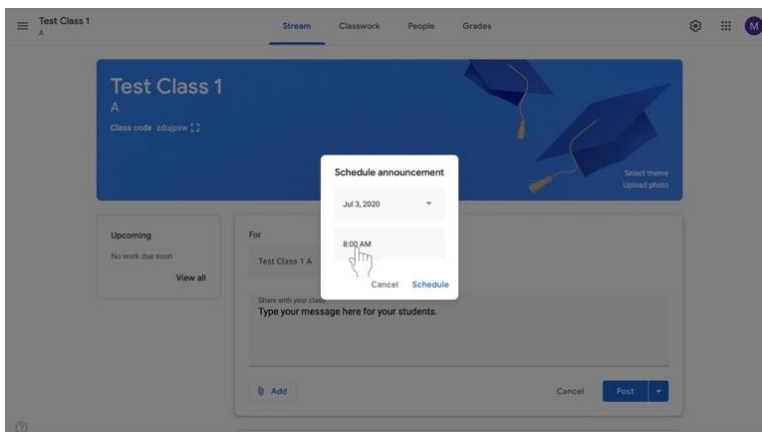


i. A menu will appear. Select **Schedule**.

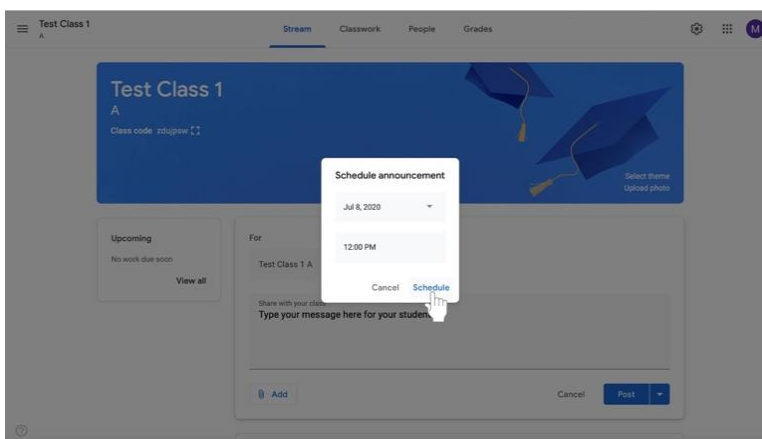


ii. Click on the date and time to type in when you would like your message to be shared.





iii. Select **Schedule** at the bottom right of the box.



- c. If you want to **save the message for later**, click on the arrow to the right of the **Post** button at the bottom right of the box.
- i. Select **Save as draft** to return to your post later.

