



## Communicating with Students and Teachers

If you'd like to send an email to the students and teachers in your class, FoxTALE provides several options. You can send Messages or send a Quickmail message, but the recommended method of communication is to post to your course's News forum.

### *Benefits of using a News forum:*

- Only the teacher may post and reply to the News forum
- Posts are emailed to all students enrolled in the course in FoxTALE
- History of communication is preserved in the forum unless you delete the post

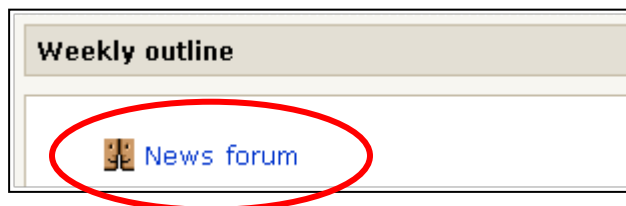
### *What is a News forum?*

A News forum is a special forum for general announcements. A course may only have one News forum.

FoxTALE automatically creates a News forum for each course. By default, it is placed in the top of the center section and only teachers and administrators may add posts or reply to posts. Every enrolled student is forced to be subscribed to the News forum and is forced to receive the emails from this forum.

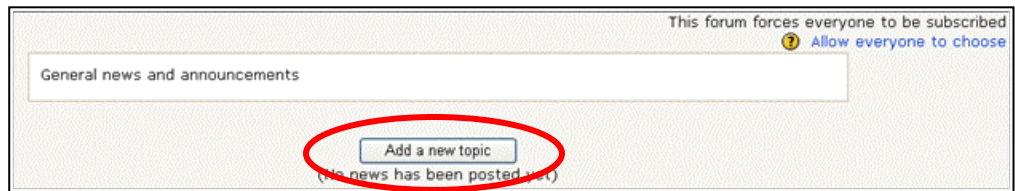
To post to the News forum:

1. Locate the News forum in your course's home page. It is usually located in the top of the course outline. Click on the **News forum**.

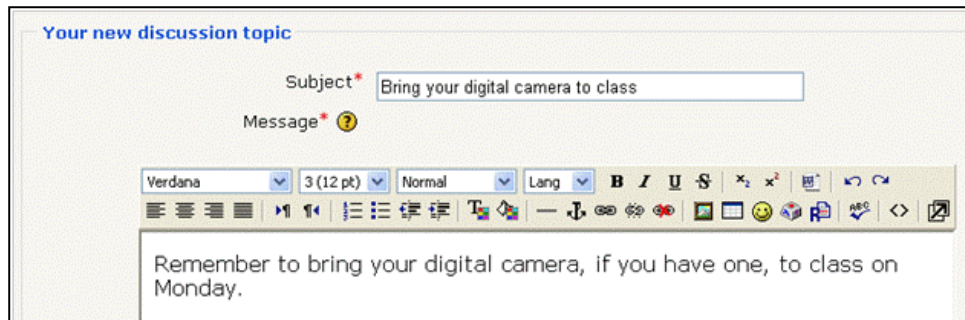




2. Click **Add a new topic**.

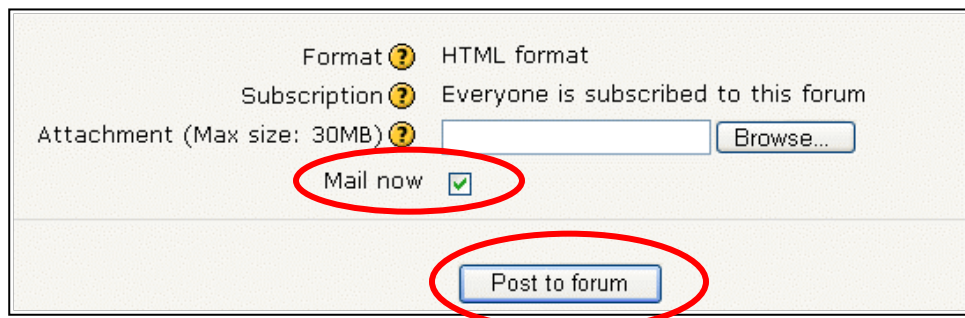


3. Enter your **Subject** and **Message**.



4. Scroll to the bottom of the screen. You have the option of sending an email immediately. If you do not check the **Mail now** box, then FoxTALE will send out the email in thirty minutes. Click **Post to forum** when you are done.

All students and teachers in the class will receive an email.



5. Your communication history is preserved. The posts will remain in the News forum until you restore the course for the next term.

