

How to manually send notifications to learners in STARS

In some cases, Learning Administrators might remind learners to start taking an activity or not to launch an activity for a period of time, the notification emails could be manually sent out to Enrolled/In-Progress (any selected statuses) learners on **Activity Roster** page.

- (1) Go to Activity Roster page
- (2) Search for learners who are in Enrolled/In-Progress status
- (3) Select learners to notify by selecting the check box (or click Select All)
- (4) Select "Send Notification" from the *Group Actions' drop down list, then click "Go" button
- (5) Selected learners' email addresses will be automatically populated on next page, type in the message content in "Message Text" text field
- (6) Click "Send Notification" button, an email will be sending out to selected learners.

<input type="checkbox"/>	Ellora Karmarkar	41175	In-Progress	Select ...	
<input type="checkbox"/>	Joshua Gendron	40450	In-Progress	Select ...	
<input type="checkbox"/>	Alyson Santoro	53695	Enrolled	Select ...	

Mark All as Billed

[Select All](#) [Clear All](#) *Group Actions:

Select ... [Go](#)

[Save](#) [Previous](#) | [Next](#) | [Return T](#)

Drop
Select ...
Send Notification

Notification Details

To:

CC:

BCC:

Subject:

Message Text:

HTML ****Replace with Notification Details****

[Send Notification](#) [Return to Activity](#)

Note: Some learners might not have their email addresses populated in STARS (have not configured their emails through StanfordYou), in that case, administrators will have to manually type in the learners' email addresses in the "To:" field on the Notification Details page.