



DARE TO DO MORE

How to Send Email to Students

Below is the link and instructions to access the Quicktools module that will allow to grade your students.

Instructions

1. Please contact your program manager as they will provide credentials for you to login via e-mail.
2. On your web browser & go to the Quicktools link <https://qt.xendirect.com/laguardia/index.cfm>
3. Enter your credentials for Quicktools

A screenshot of the QuickTools login interface. At the top, there is a blue header with the "QuickTools" logo, which consists of a blue square with a white 'X' and the text "QuickTools" in black. Below the header is a thick orange horizontal bar. The main content area is a light gray box with a blue title bar that says "Login". Inside this box, there are two input fields: "Username" with the text "acevedosrp1" and "Password" with a masked password of seven dots. Below the password field is an orange "Login" button. At the bottom of the login box, there are two links: "Forgot Username?" and "Forgot Password?".

- Upon login you will be taken directly to page with the courses, select the course from the list or access the **Course List** link found on the left side Menu panel, in order to access the preferred student roster.

QuickTools Xenegrade

Jeanne Connolly Logout

Menu

- Dashboard
- Course List
- News
- Course Proposal
- Documents
- Change Password
- Help

Courses/News Instructions

News Headlines

Current Courses

Course Code	Course Title	Start	End	Start-End Times
Offered				
05PLMFAML1W20	CAPP Plumbing	07/15/2020	04/21/2021	
PLUM101W20.T23.1	Plumbing 1	01/06/2021	04/30/2021	04:30 PM-09:30 PM
TELC100W21.T12.01.00	Intensive English Program	01/08/2021	03/19/2021	08:45 AM-12:45 PM

- Once you select the course you will see multiple tabs and the **Enrollment** tab will display by default with all the registered students which will allow you to send emails to all the students.

QuickTools Xenegrade

Logout

Menu

- Dashboard
- Course List
- News
- Course Proposal
- Documents
- Change Password
- Edit Profile
- Help

Enrollments Reports Grades/Hours/Notes Daily Attendance Instructions

CIET099U23.G06.02.00 - CIET Orientation - CALP/Civics/Family Literacy

Start: 7/25/23 End: 7/25/23

Start Times: 6:00 PM End Time: 8:00 PM Days: Tuesday

Location: Lacombe Community College - TBD Building, -, TBD

Send Class Email

Last Name	First Name	Student No.	Status
Alfonso Arevalo	Gloria Esperanza	CE134925	Enrolled/Active
ALIAGA	Walter	CE127149	Enrolled/Active
Alvarado	Nelson	CE112467	Enrolled/Active
Avila	Milton	CE131671	Enrolled/Active
Balandra	Andrés	CE135857	Enrolled/Active
Beltran	Alexa	CE123325	Enrolled/Active
Biswas	Pranab	CE133640	Enrolled/Active
Bustamante	Elvira	CE115148	Enrolled/Active
Camacho Montealegre	Danica Maritza	CE122058	Enrolled/Active
Capera	Cristian	CE115324	Enrolled/Active
Carrero de Rengifo	Delsy Coromoto	CE136520	Enrolled/Active
Casafranca	Flor	CE137018	Enrolled/Active
Cedeno	Valery Daneth	CE115919	Enrolled/Active
Chavez	Ney	CE113302	Enrolled/Active
Cho	Yadana	CE134012	Enrolled/Active
Cortez	Ana	CE135853	Enrolled/Active
Cosme	Alba	CE132743	Enrolled/Active
Duque	Arley	CE114542	Enrolled/Active
Escandon Bermudez	Jonny	CE122210	Enrolled/Active
Garcia	Ferney	CE116020	Enrolled/Active
Gomez	Oscar	CE134798	Enrolled/Active

- a. If you would like to send an email to a single student, just select the student's name.

The screenshot shows the Xenegrade QuickTools interface. On the left is a 'Menu' with options like Dashboard, Course List, News, Course Proposal, Documents, Change Password, Edit Profile, and Help. The main area displays course information for 'CIET099U23.G06.02.00 - CIET Orientation - CALP/Civics/Family Literacy'. Below this is a table of students with columns for Last Name, First Name, Student No., and Status. A 'Send Class Email' button is circled in red above the table. The table contains three rows of student data.

Last Name	First Name	Student No.	Status
Alfonse Arevalo	Gloria Esperanza	CE134925	Enrolled/Active
Send Individual Email	Walter	CE127149	Enrolled/Active
Alvarado	Nelson	CE112467	Enrolled/Active

6. If you choose to either email the entire class or a single student you will see the following screen. Fill out the information and press send.

The screenshot shows an email composition window titled 'XenDirect QuickTools - Google Chrome'. The URL is 'qt.xendirect.com/laguardia/emailWindow.cfm?schID=4918&e...'. The message body contains the text: 'You are sending an email to each Client in this class with an email address on file.' Below this are fields for 'From Email' (containing 'instructor@lagcc.cuny.edu'), 'Subject', and 'Message'. At the bottom right, there are 'Send' and 'Cancel' buttons, with the 'Send' button circled in red.

- a. **IMPORTANT:** Please note that you can change the **From Email** field to enter a different email that you would like to receive the response from the student(s). However, from an IT security standpoint we highly recommend to **not use personal emails** and rather use your staff LaGuardia email for communication with students. Using another personal email that does not have the securities as you staff email and could be compromised is at your own risk.