Compose Email List of Failing Students

# I. Export Your Existing Grades

1. First, navigate to your gradebook in D2L (**Evaluation > Grades).**
2. On the **Enter Grades** view, select **Export**.

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1. In the **Export Options**:

* Make sure that “**Points grade**” is checked under **Grade Values**.
* Check “**Email**” under **User Details**.

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1. Scroll down and check ONLY “**Final Calculated Grade**”. Finally, click **“Export to CSV**” and click “**Download**”.

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# II. Generate the Mailing List

1. Launch the ***MailingListByGradeRange*** executable, import the file, and then click **Calculate**.

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1. Select the top **Copy** button to copy the mailing list to your keyboard. When you compose your email, paste the mailing list in the **BCC** field so students can reply to you individually.

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