I know it’s our responsibility to follow through with a class but life is crazy and sometimes I wish I had a last warning that an assignment was going to close. If I did, I’d definitely stop what I’m doing to submit something! Maybe like a day warning or something.”

**Message Student Who...**

This convenient feature allows you to
- Poke a student with a reminder shortly before an assignment is due.
- Reach out to students that have not yet received a grade
- You could also reach out to students that scored below a certain % to offer them a chance to meet with you and resubmit.
- You can also reach out to students that are doing very well in class and send them a note of kudos/recognition.

**Steps:**

1. Go to the course gradebook.
2. Find the assignment or Quiz that is almost due and click the down arrow in the title header box.
3. Select the “Message Students Who...” option.
4. Depending on what you’d like to do, of the options listed above, select the desired action.
5. You will then be given a message box containing all the students that fit the criteria set. You can type out your message and send it to them all individually, at once.