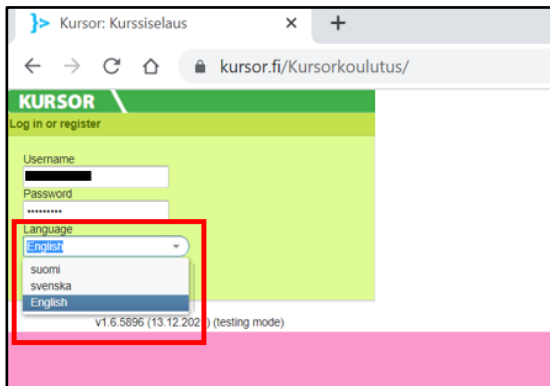
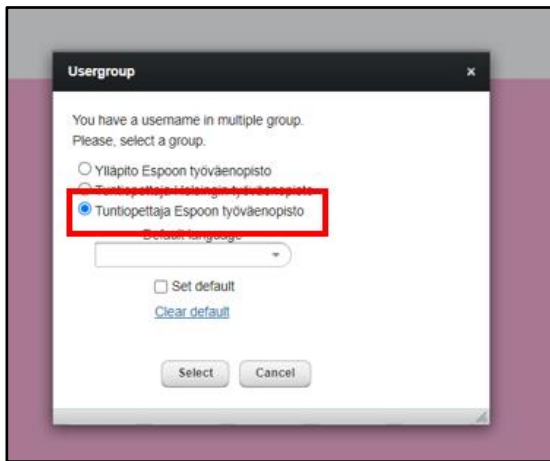


## Step 1

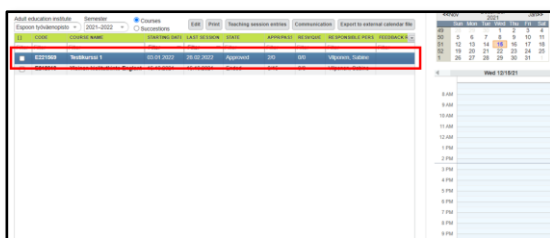
- Open Kursor and select English as the language before you log in



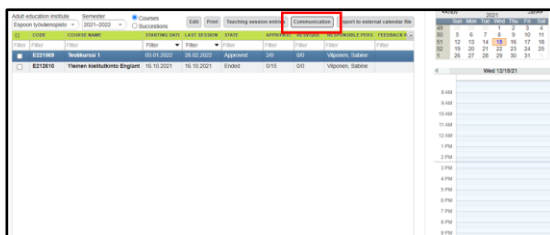
- After you log in, select "Tuntiopettaja Espoon Tyväenopisto" as your user group



- You will be redirected to a page where you can see your courses
- Select the relevant course

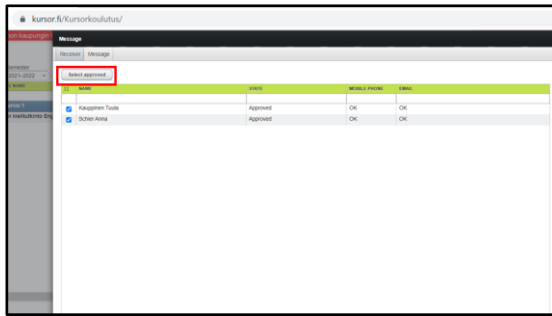


- Click the "Communication" button above



- A window titled "Message" will open where you can see the students who will be taking part in the course

- By clicking the “Select approved” button you can select all of the students on the list below

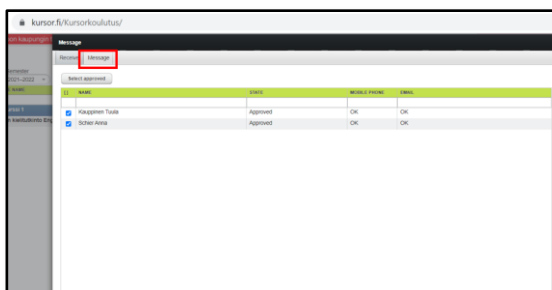


## Step 2

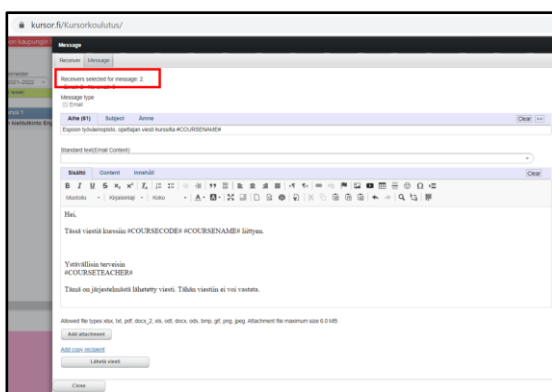
- At this point, it’s good to take note of the selected students, whom the letter will be sent to
- A simple way of doing this is to take a screenshot
- If you do so, make sure that the screenshot you take is saved in a location where you can easily access it

## Step 3

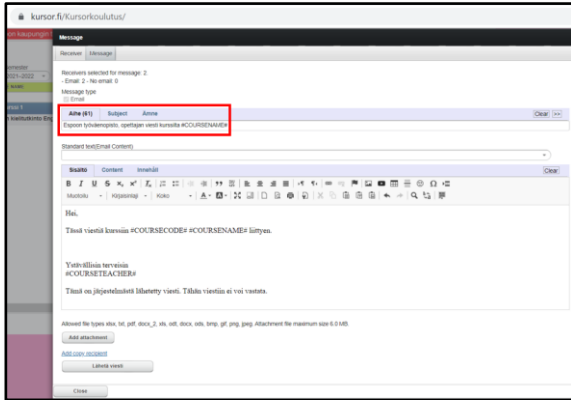
- To check the message itself, click the “Message” button at the top of the window



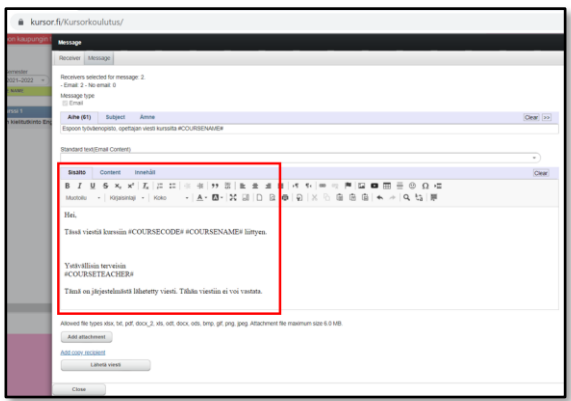
- Here you can see how many recipients the letter will be sent to



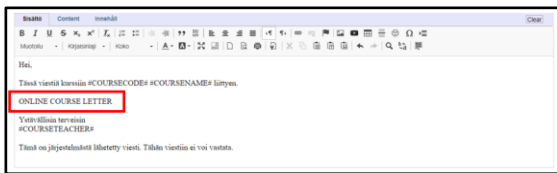
- Receiver number should correspond to the number of students that are registered for the course
- Below, you can see the automatic email subject



- Further down, you can also see automatic text in the message field



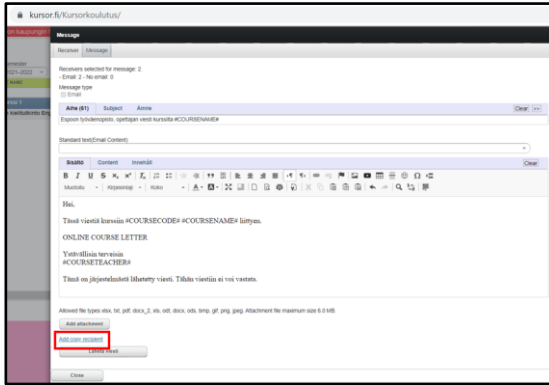
- There is no need to edit this text
- The course letter should be copied and pasted into the gap in the automatic text



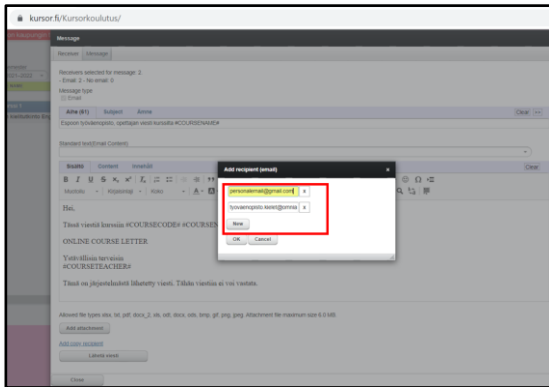
- There is no need to add the course letter as an attachment

#### Step 4

- **IMPORTANT: Add your subject area email** to the recipient list. By doing that, you ensure that students registering to your course in the last minute will also receive the course letter via Kursor. You can also add your personal email to receive a copy.
- These emails will be hidden and invisible to other recipients
- Click the “Add copy recipient” and “New” buttons



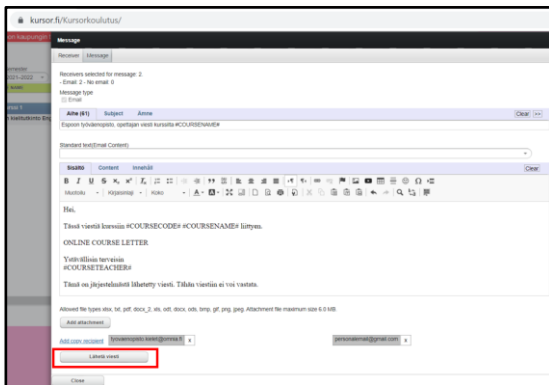
- Type in your subject area email then click the “New” button again and type in your personal email.



- Confirm by clicking the “OK” button

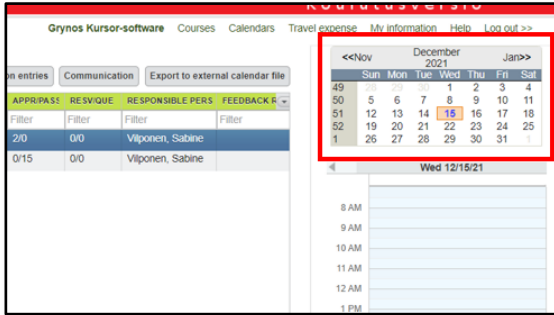
### Step 5

- Your letter is now ready
- Click the “Lähetä viesti” button to send it

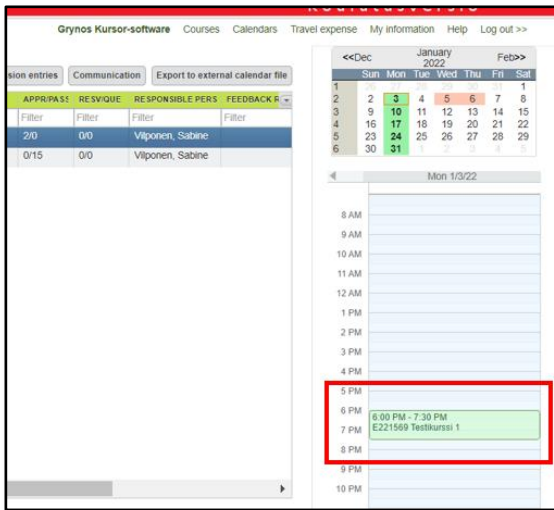


### Step 6

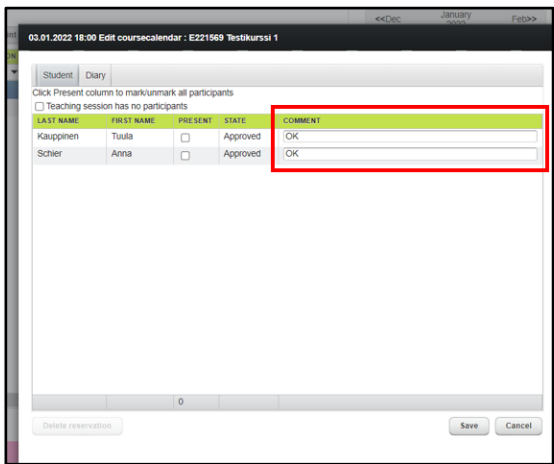
- You can also take note of the students, to whom the letter will be sent, in another way
- Navigate to the calendar in the top right corner



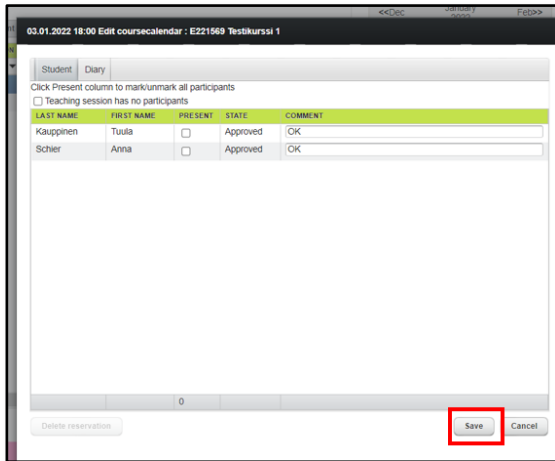
- Select the day when the online course begins
- Find the relevant course in the schedule view below the calendar and click on it



- This will open a new window where you can see the registered students
- In this window, for each student, there's a "Comment" field



- Type "OK" into this field for each student and click the "Save" button



- This way you'll be able to tell, whom the online course letter was sent to