University of Toronto, LLC
SuccessFactors LMS
Sending Ad-Hoc Emails

UNIVERSITY OF TORONTO

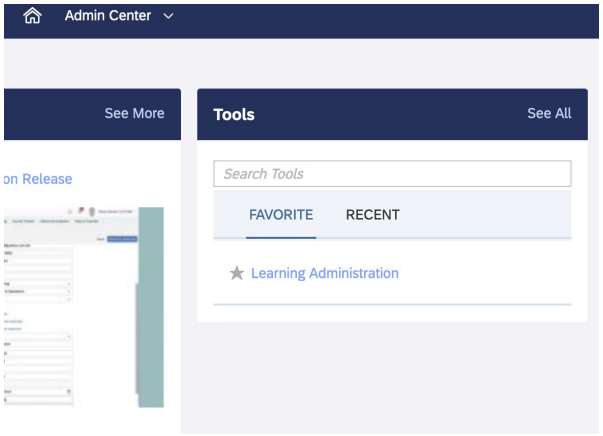
4.0 - Job Aid

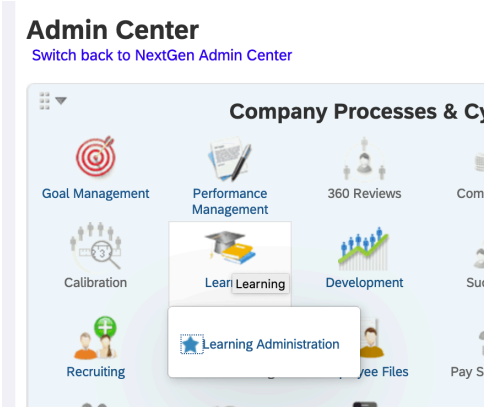
This job aid allows learning administrators to send custom email notifications with one attachment directly through the class registration

Sometimes it is necessary to email a class registration on an Ad-Hoc basis.

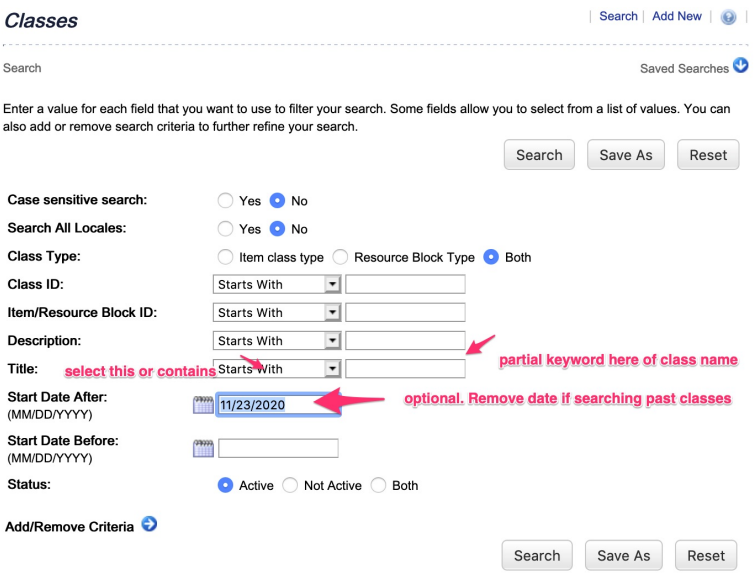
Instructions

1. Login into the Admin Platform from the drop down on the LMS.
2. Select Learning Administration either through the tools tile or add it by clicking on the “switchback to one admin” and clicking the star would make it a fav and you will see it under your tools tile.





3. Click on **Menu** and then **Learning Activities**
4. Search for your class by typing the partial class name in the **Title field** and clicking the **Search** button.
5. Select the class from the search list.



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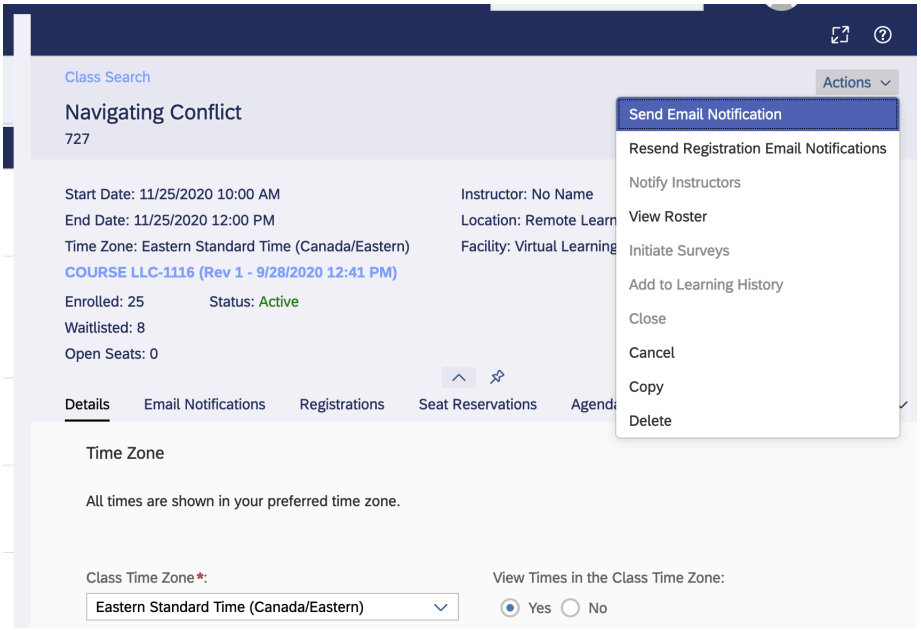
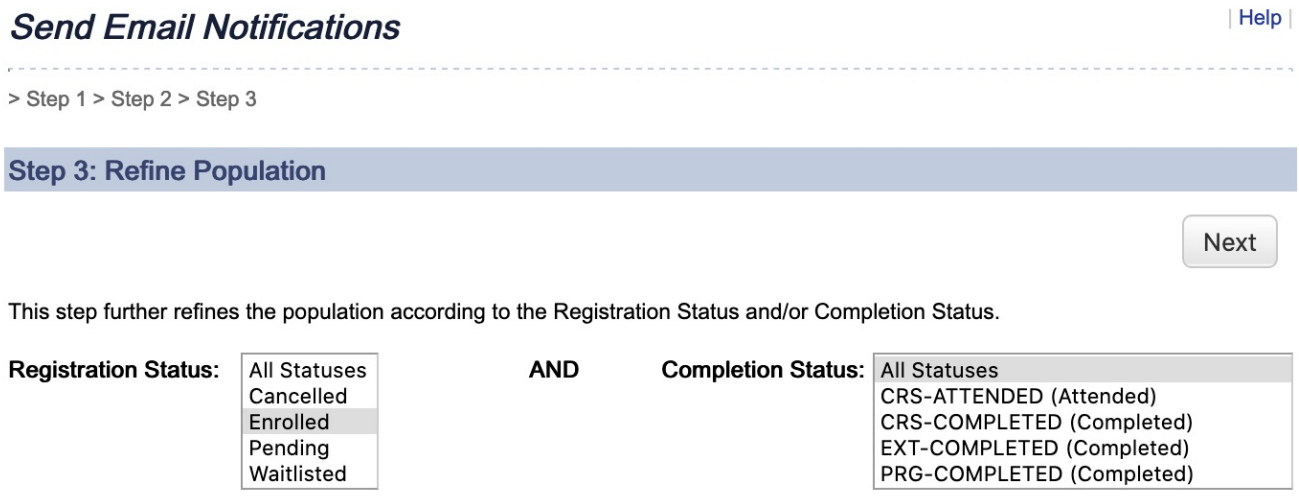
6. Under **Actions** menu on the top right, select **Send Email Notifications**, click **Next**.



7. Select the registration statuses, in this case, Enrolled or waitlisted if you want them to receive an email and select the completion statuses you wish to send the notification for. To send to all registrants, accept the system defaults (All Statuses) and click Next.



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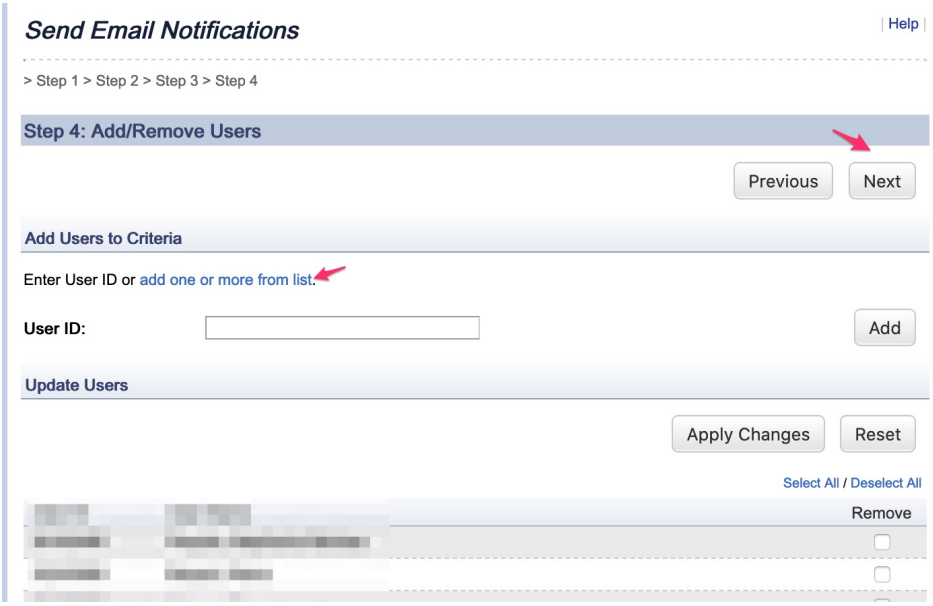
8. Enrolled registrants are automatically included on the screen. If you wish to add additional users, click the add one or more from list to search for additional users. Otherwise **skip to step 11.**



9. Click Search to search for additional users.
10. Select the Add checkbox against all users that the notification needs to be send to. Click Add and select Next
11. To use an existing template, click the magnifying glass by the Email Template field to search for the template to be used. Otherwise skip to step 14.
12. In the Select Template section of the screen, click the magnifying glass to search for and select the template that will be modified. Alternatively, if you do not want to use a template, you can leave the Email Template field blank and craft an email from scratch. The remaining steps will detail how to send the notification without using a template.
13. In the Specify Email Addresses section, enter a from: email address. The email address must correspond to an admin's email address. You can click the magnifying glass to search for an admin's email address.
14. In the Customize Contents section of the screen, enter a Subject and Body for the email.

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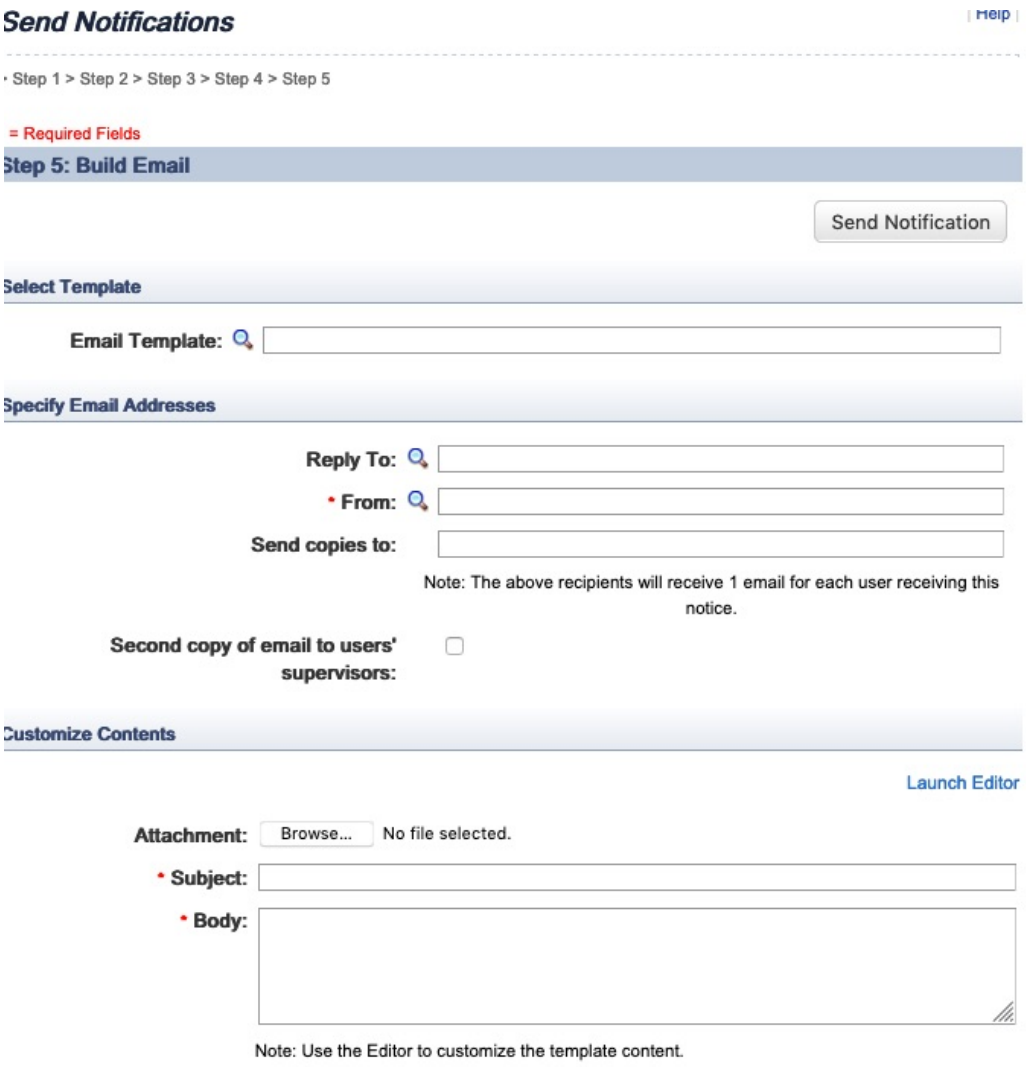
15. Click Launch Editor which is where you will edit the text in word format and if you wish to customize the contents of the email (i.e. font, colour, bold, logo etc.)
16. Make the desired changes and click **Save**. Close the Notification Template Editor window.
17. Click **Send Notification**.