

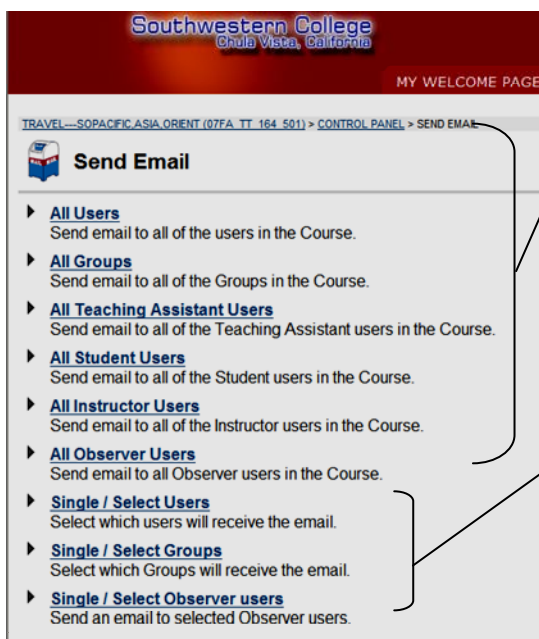
Emailing Students from Your Blackboard Course

The **Send E-mail** tool is a quick and easy way instructors can send e-mail to students who are participating in their Blackboard course. You can e-mail individual students, groups of students or all course members directly from your course. However, this tool cannot be used to send email to others, outside of the course, via the Internet. Emails from Blackboard go to the email address listed in the user's personal information page.

Step 1: Click on the **Control Panel** button.



Step 2: Click **Send E-mail** in the **Course Tools** area



- **All Users:** Sends the same email message to **all users** in a specified course.
- **All Groups:** Sends email to all of the groups in a specified course.
- **All Teaching Assistants:** Sends email to all of the teaching assistants in a specified course.
- **All student users:** Those with the student role
- **All Instructors:** Sends email to all of the instructors for a specified course.
- **All Observer Users:** Those who have been created as observers
- **Single/Select Users:** Sends email to a **single user** or **select users** in a specified course.
- **Select Groups:** Send email to a single group or select groups in a course.
- **Single/Select Observer users:** send an email to individuals

Step 2: Click on the link for one of the options for sending e-mail. The most common options are to send email to **All Users** or to **Select Users**.

This is an example of sending email to **single/select Users**

The screenshot shows the Blackboard interface for sending an email to selected users. The 'To' field is divided into two columns: 'Available to Select' and 'Selected'. The 'Available to Select' column contains a list of names: Alisea, Shannon; Alvarez, Irma; Arias, Julio; Bantug, Yvette; Betty, Sandra; Blum, Stacy; Borromeo, Mariane; and Coronado, Emmanuel. The 'Selected' column is currently empty. Below the 'To' field, the 'From' field is populated with 'Larry Lambert (llambert@swccd.edu)'. The 'Subject' and 'Message' fields are empty text boxes. At the bottom, there is a 'Return Receipt' checkbox, an 'Attachments' section with an 'Attach a file' link, and a 'Submit' button.

1. In the first window click on the name(s) of those you want to send email to


2. Click the arrow pointing to the other window

3. The name(s) will appear in the **SELECTED** window and are included in your email

4. Type the SUBJECT line of your email in this window

5. Type the email message in this window

If you would like a return receipt check this box

6. Click the **SUBMIT** button  to send your email

Sending emails to ALL USERS, GROUPS, etc, is similar to this example but you do not have a choice to select users

NOTE: Email coming from Blackboard is subject to the rules and regulations governing the college regarding language and attachments. Please check with the System Administrator for Microsoft Exchange at extension 4357 if you have questions