

Blackboard Tips:

Create an Email Class Menu Item

Within Blackboard (<http://blackboard.uscupstate.edu>), instructors can customize the left menu to help course members find essential tools and content quickly. Add a menu item for Email Class to help you and your students email each other and share information.

Purpose and Applications

You can use an Email Class menu item to:

- Reach out quickly to the whole class, a specific group, or specific users.
- Allow students to communicate with you, their groups, or specific classmates to make study groups, plan group projects, or ask questions.

How to Add an Email Class Menu Item

- **Email Class** is one of the Blackboard Course Tools.
- Add a **Tool Link** to the Course Menu to make a new menu item for course members.
- Click the + sign above your current Course Menu to see the Add Item drop-down menu. Be sure Edit Mode is ON in the upper-right corner. Click **Tool Link** option to add the Email tool feature.

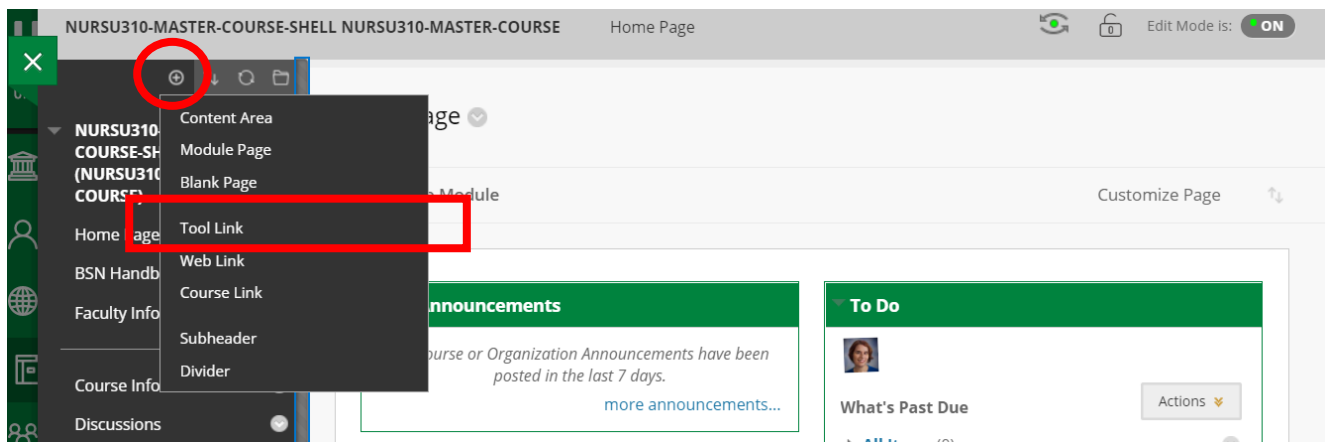


Figure 1 Add Course Menu Item Drop-Down Menu

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- Add a Name (Email Class) in the Name box. Scroll down to Email in the Type menu. Click Available to Users, then click **Submit**.

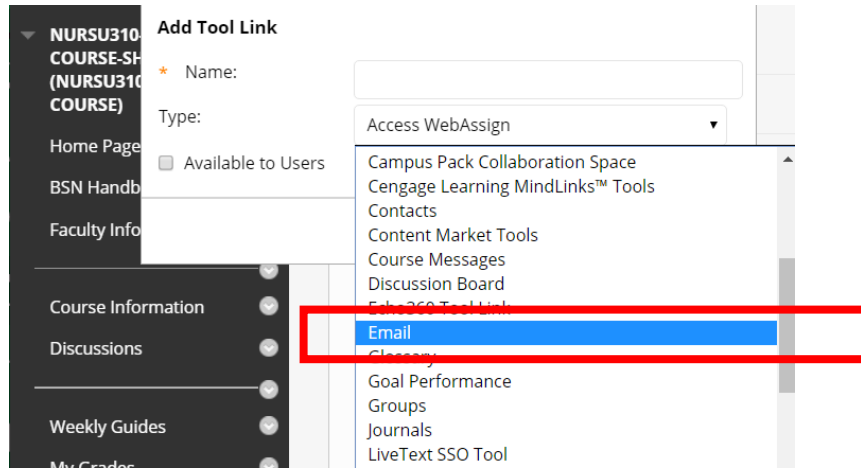
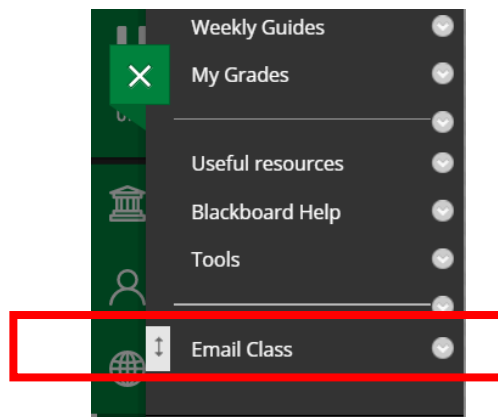


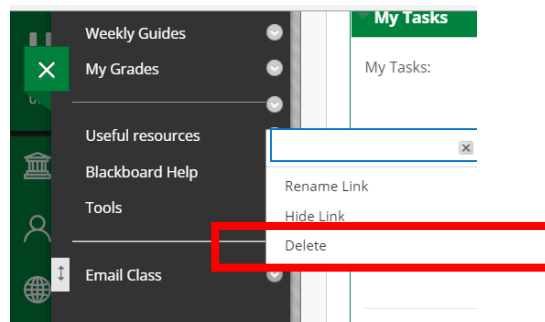
Figure 2 Add Tool Link Options with Type Drop-Down Menu

- Click the new menu item to drag it up or down your menu list until it appears where you want it.



Quick Tips for Use

- Use Dividers and Subheaders to group Course Menu items by related uses.
- Delete unwanted items to create a streamlined menu experience. Click the down arrow next to an item name (such as Home Page), then select Delete to remove the item.



For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.