

Blackboard Tips: Email Your Class, Group, or Student

Within Blackboard (<http://blackboard.uscupstate.edu>), instructors can send emails to the whole class, to a course group, or to individual students. Instructors will also receive a copy of the email to themselves for reference.

Purpose and Applications

You can use Send Email to:

- Reach out to an individual student about grades or assignments without ever leaving Blackboard.
- Reach the whole class quickly or email select groups to discuss progress or projects.

How to Email Your Class, Group, or Student

- Navigate to **Send Email** under the Blackboard **Course Tools** in the **Control Panel**. Students may access the **Send Email** tool through the **Tools** menu item. (See Blackboard Tip: Create an Email Class Menu Item to create a direct link in your course menu).

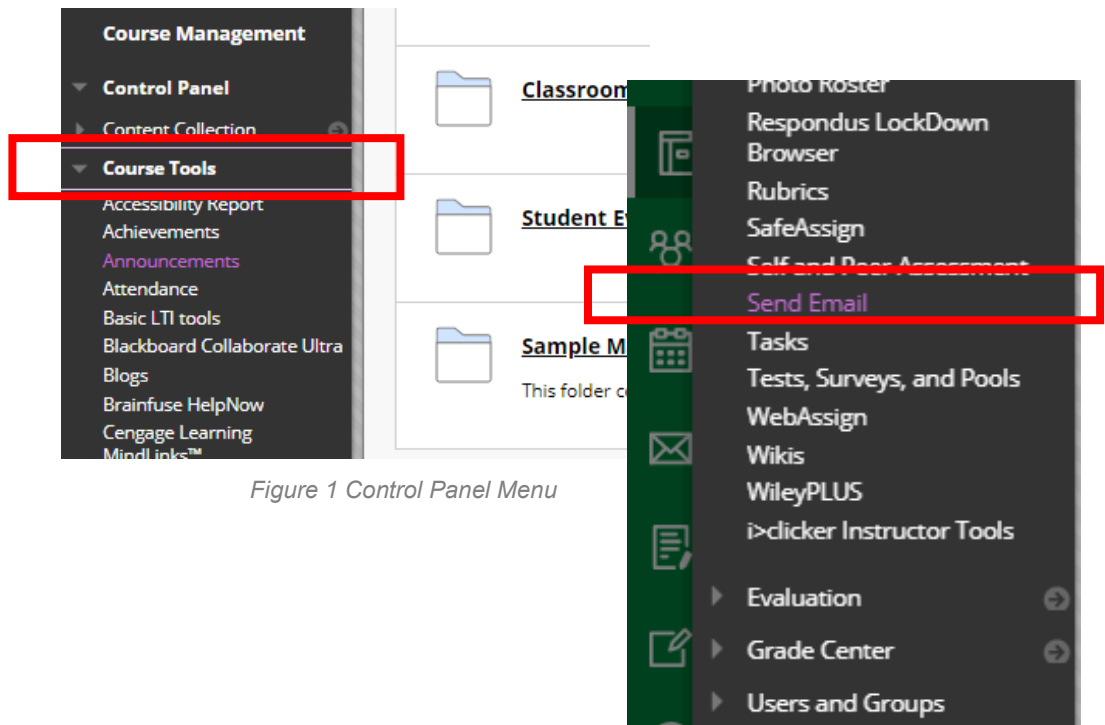
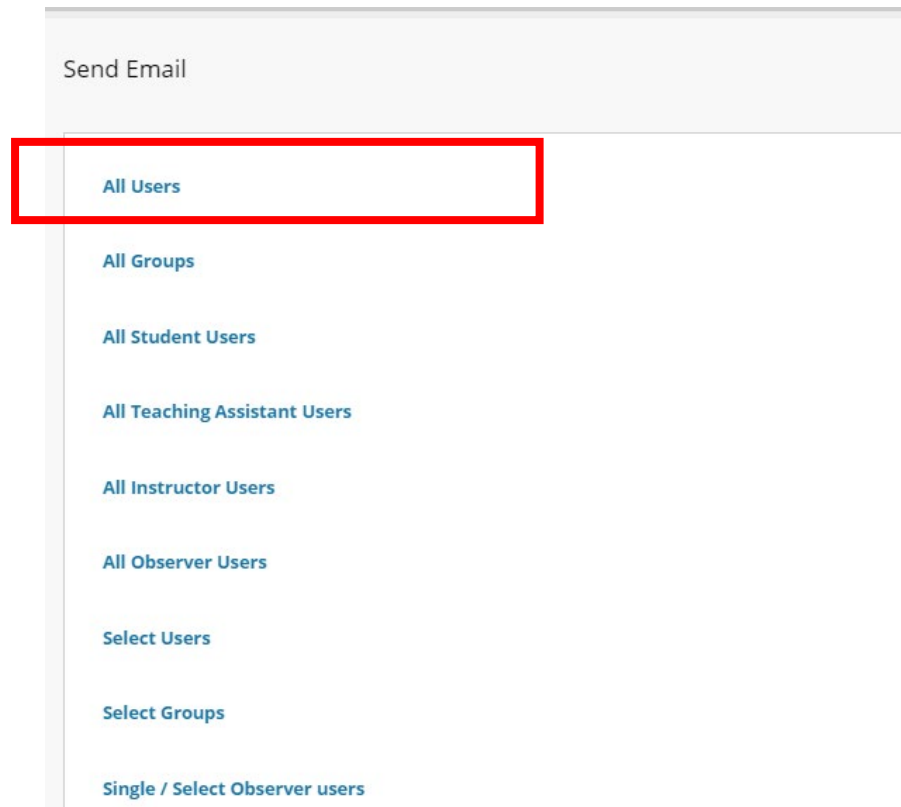


Figure 1 Control Panel Menu

Figure 2 Announcements Page in Blackboard

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

- Select the type or user(s) you would like to email. **All Users** will email all students and any secondary instructors or guests currently enrolled in your course. **Select Groups** allows you to email a student group (if you have set up groups elsewhere). **Select Users** allows you to email an individual student or a handful of students.



- Under **Email Information**, add a Subject for your email and type your message. You may add links using the chain link icon. Be sure to check the “To” line to confirm the message will go to only your chosen users.
- Click **Submit**.

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