

Blackboard Tips:

Email Your Classmates or Instructor

Within Blackboard (<http://blackboard.uscupstate.edu>), students can send emails to the instructor, to a course group, or to individual students. Students 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 instructor about grades or assignments without ever leaving Blackboard.
- Reach your classmates quickly or email select groups to discuss progress on projects.

How to Email Your Classmates or Instructor

- Navigate to the **Send Email** tool under **Tools** in the Course Menu.

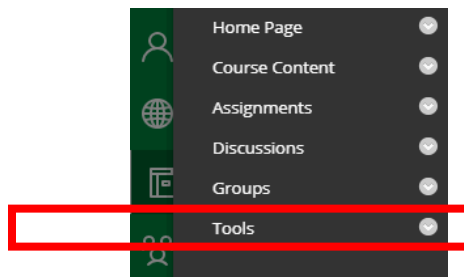


Figure 1: Course Menu

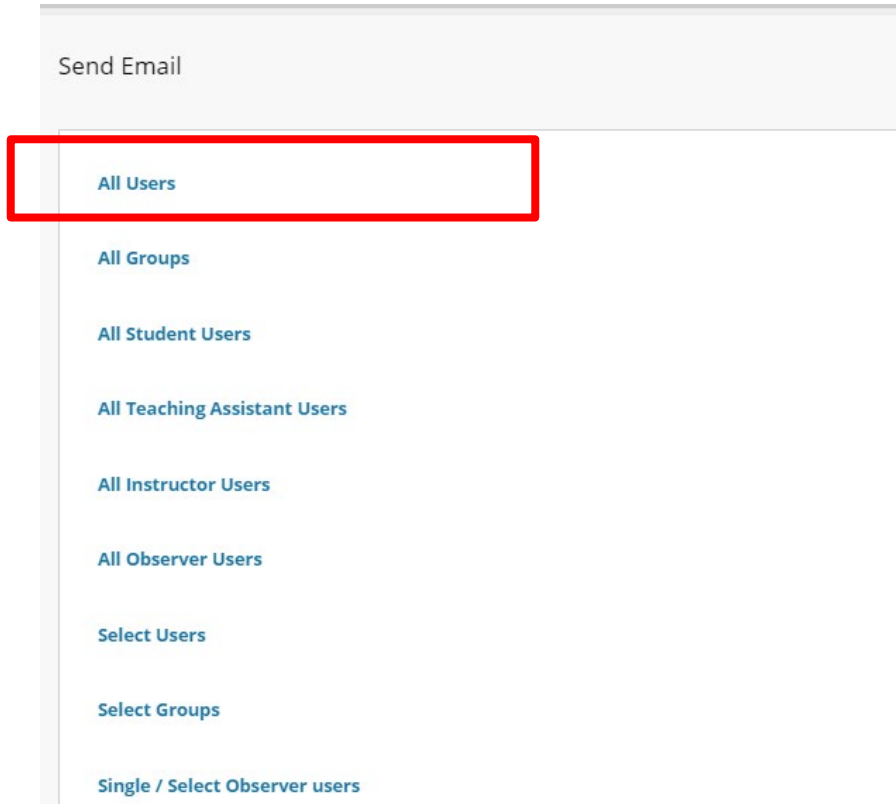
- Scroll through available tools to **Send Email**.



Figure 2: Tools 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, instructors, and guests currently enrolled in your course. **Select Groups** allows you to email a student group already set up in Blackboard under Groups. **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**.