

# Emailing Your Class through Blackboard

# Emailing Your Class

- Blackboard allows you to email all of your students as a group or individually.
- This functionality means that you don't have to collect all of your student emails and cc the entire class in Gmail.
- If you plan to use this tool, be sure that your students check their Fordham email.



Home Page

Add Course Mod

imize Page

On the left side menu, scroll down and click **Tools**.

- +
- Test Course
  - Home Page
  - Information
  - Content
  - Discussions
  - Tools**
  - Help
  - Attendance
  - Bb Collaborate
  - Test Module
  - Calendar

My Announcements

Test Course

Please check this announcement

more announcements...

Alerts



Edit Notification Settings

Past Due

Actions

No Notifications

Retention Center Alerts

Test Course (4)

To Do



Edit Notification Settings

What's Past Due

Actions

All Items (0)

What's Due

Actions

Select Date: 03/04/2020



Go

Today (0)

Nothing Due Today

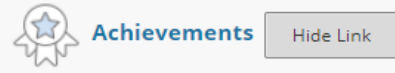
Tomorrow (0)

This Week (0)

## Tools

This is the Tools page.

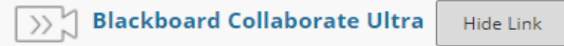
At the bottom of the page, find **Send Email**.



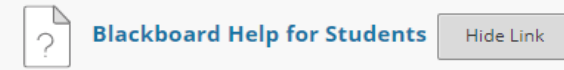
Achievements



Create and view Course Announcements.



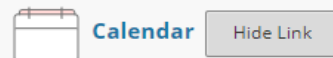
Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.



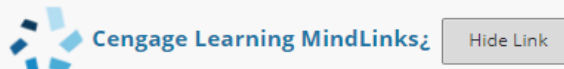
Open Blackboard Help in a separate window.



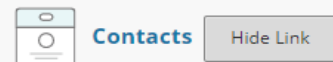
Create and manage blogs for Courses and Course Groups.



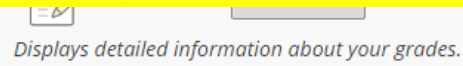
Track important events and dates through the Calendar.



Access Cengage Learning MindLinks for this course



Instructors can post contact information about themselves and others.



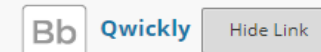
Displays detailed information about your grades.



Access and Manage Pearson's MyLab & Mastering products for this course through Blackboard.



Create and manage personal Portfolios and Artifacts.



Qwickly tool.



Qwickly Attendance tool.



Send email messages to different types of users, system roles, and groups.

Test Course

- Home Page
- Information
- Content
- Discussions
- Tools
- Help
- Attendance
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- Test Module
- Calendar

**Course Management**

- Control Panel**
  - Files
  - Course Tools
  - Evaluation
  - Grade Center
  - Users and Groups
- Customization**
  - Enrollment Options
  - Guest and Observer Access
  - Properties
  - Quick Setup Guide

## Send Email

Send emails to others in your course without having

### All Users

Send email to all of the users in the Course.

### All Groups

Send email to all of the Groups in the Course.

### All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

### All Student Users

Send email to all of the Student users in the Course.

### All Instructor Users

Send email to all of the Instructor users in the Course.

### All Observer Users

Send email to all Observer users in the Course.

### Select Users

Select which users will receive the email.

### Select Groups

Select which Groups will receive the email.

### Single / Select Observer users

Send an email to selected Observer users.

This page lists the email options.  
Here you can email various student configurations.

The two options you will use most are:

**All Users**  
**Select Users**



The All Users function allows you to email everyone enrolled in the course. You will not have to input every students' email address. All of your students will receive your email to their Fordham Gmail account.

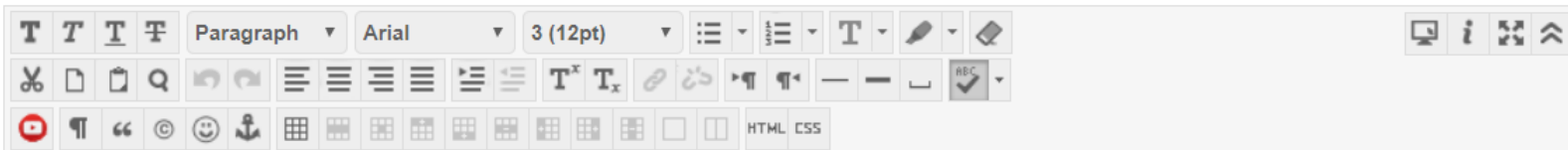
All Users

EMAIL INFORMATION

To D'Agustino, Steven; D'Agustino, Steven  
From Steven M. D'Agustino - dagustino@fordham.edu (dagustino@fordham.edu)  
Subject

Write the subject of your email.

Message

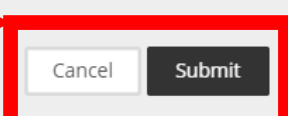


Write your message here.

Path: p Words:0

A copy of this email will be sent to the course email distribution list.  
Click **Submit** to proceed. Click **Cancel** to go back.

Click **Submit** to send your email.



This success banner will appear. You will be copied automatically on the email as additional confirmation.

Email was sent to intended recipient/s.  
D'Agustino, Steven

## Send Email

Send emails to others in your course without having to switch to your email provider. [More Help](#)

### All Users

Send email to all of the users in the Course.

### All Groups

Send email to all of the Groups in the Course.

### All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

### All Student Users

Send email to all of the Student users in the Course.

### All Instructor Users

Send email to all of the Instructor users in the Course.

## Send Email

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### All Instructor Users

Send email to all of the Instructor users in the Course.

### All Observer Users

Send email to all Observer users in the Course.

### Select Users

Select which users will receive the email.

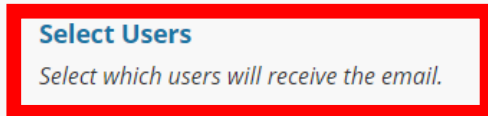
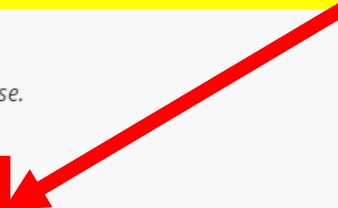
### Select Groups

Select which Groups will receive the email.

### Single / Select Observer users

Send an email to selected Observer users.

You can also email **Select Users**. This means individual users.



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## Select Users

\* Indicates a required field.

## EMAIL INFORMATION

Select the student you want to email by clicking their name.

\* To

Available to Select

Selected

D'Agustino, Steven  
D'Agustino, Steven



Invert Selection

Select All

Invert Selection

Select All

From Steven M. D'Agustino - dagustino@fordham.edu (dagustino@fordham.edu)

Subject

Message



Click **Submit** to proceed. Click **Cancel** to go back.


Cancel

Submit

## EMAIL INFORMATION


\* To

Available to Select	Selected
<div data-bbox="173 285 871 554"><p>D'Agustino, Steven D'Agustino, Steven</p></div>	<div data-bbox="1019 285 1717 554"></div>
<div data-bbox="173 571 616 639"><p>Invert Selection   Select All</p></div>	<div data-bbox="1019 571 1462 639"><p>Invert Selection   Select All</p></div>



Click the arrow to move the selected name to the **selected** box.

Message



HTML CSS

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

## EMAIL INFORMATION

\* To

Available to Select

D'Agustino, Steven

Selected

D'Agustino, Steven



After clicking the arrow, the highlighted name will move to the **Selected** box.

From

Subject

Message

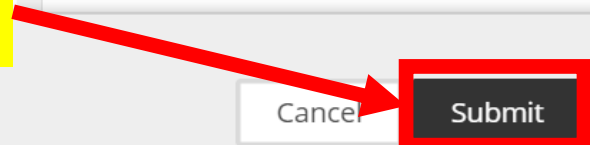
A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment, font face (Arial), font size (3 (12pt)), bulleted and numbered lists, indenting, link, unlink, and other editing functions. It also includes a 'HTML CSS' toggle.

Follow the same email procedure and then click **Submit**.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit



This success banner will appear. You will be copied automatically on the email as additional confirmation.

Test Course

ON

Email was sent to intended recipient/s.  
D'Agustino, Steven

## Send Email

*Send emails to others in your course without having to switch to your email provider. [More Help](#)*

### All Users

*Send email to all of the users in the Course.*

### All Groups

*Send email to all of the Groups in the Course.*

### All Teaching Assistant Users

*Send email to all of the Teaching Assistant users in the Course.*

### All Student Users

- +
- +
- Test Course
  - Home Page
  - Information
  - Content
  - Discussions
  - Tools
  - Help
  - Attendance
  - Bb Collaborate
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  - Calendar