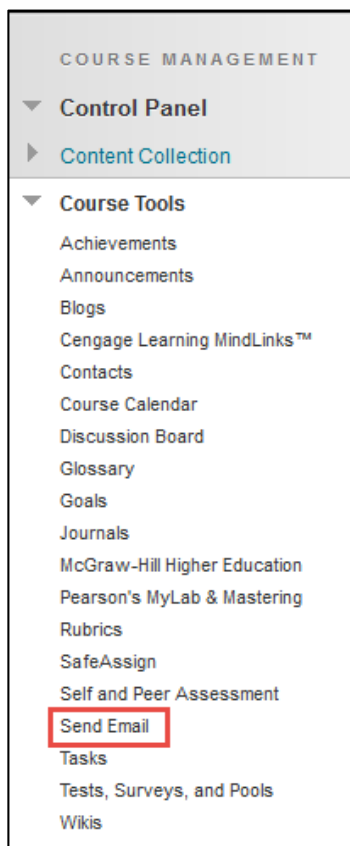




Sending Emails to Students

It is possible to send email messages from within the Blackboard system. Delivery will occur in the addressee's AIC email address. You will also receive a copy for your records. All replies will go directly to your AIC email address.

1. Log into Blackboard and select your course.
2. Locate the Control Panel and click to expand the Course Tools button. Select Send Email.



3. The Send Email form will open and provide a list of the types of recipients to whom you may send a message. You can send to the whole class, individual students, a group of students, etc. Click to select the desired audience.

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

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

All Teaching Assistant Users
Send email to all of the Teaching Assistant 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.
[mail/caret.jsp?family=send_email&course_id=_731_1#](#)

4. If you chose a recipient type of Single / Select Users, you will be presented with a list of possible recipients. Complete this step, otherwise skip to (5).

Single / Select Users

* Indicates a required field. Cancel Submit

1. Email Information

* To

Available to Select

Anderson, Jeremy

Invert Selection Select All

Selected

Invert Selection Select All

Click to select recipients.
Tip: Hold CTRL and click to select multiple

Press the right-facing arrow to move the recipients into the "selected" field

5. Compose your message with a Subject and Body as you would in FirstClass. If you would like a delivery confirmation that addressees received your message, check the box for a **Return Receipt**.

The screenshot shows an email composition interface. At the top, the 'From' field is populated with 'Jeremy Anderson (jeremy.anderson@aic.edu)'. Below it is an empty 'Subject' field. The main area is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, font color, background color, text color, bulleted list, numbered list, link, unlink, and insert. Below the editor is a 'Path: p' field and a 'Words:0' counter. A section titled 'Return Receipt' contains a checkbox and the text 'A copy of this email will be sent to the sender.' A red arrow points from the text 'A Return Receipt will send you an email confirming the delivery status to addressees' to the checkbox. Below this is an 'Attachments' section with a link 'Attach a file'. At the bottom, there is a '2. Submit' button and a 'Cancel' button. A note at the bottom reads 'Click Submit to proceed. Click Cancel to quit.'

6. Click Submit to send the email. You will receive a copy in your Office365 inbox, as well.