Sending Email to Students in Blackboard Learn

A Step-by-Step Guide for Faculty

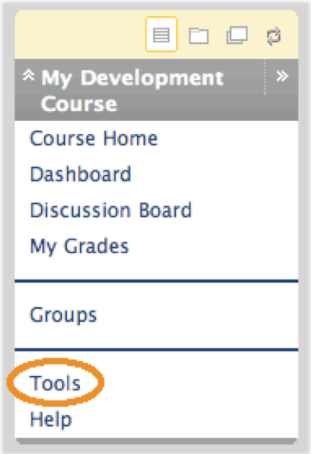
At a Glance

This guide will demonstrate how to send emails (including those with attachments) to an individual student, a group of students, or the entire class. Please note that students will receive emails generated in Blackboard Learn through their regular email clients. They do not have to log into Blackboard Learn to receive the email.

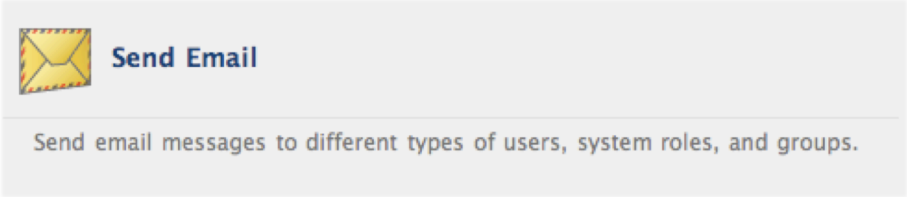
Step 1: Open Blackboard Learn in your web browser (http://blackboard.fhu.edu) and sign in using your FHU username and password. Your home page will then be displayed.

Step 2: Open your course by clicking on the course title in the *My Courses* module.

Step 3: Click on *Tools* in the Course Menu located on the upper left-hand side of the screen.



Step 4: Scroll down the Tools screen and click *Send Email* to open the Send Email window.



Step 5: Review your options on the Send Email window. Instructors can send email to individual students, groups of students, or the entire class. Select *All Users* to send an email to everyone enrolled in the class (including students, other instructors, teaching assistants, etc.)

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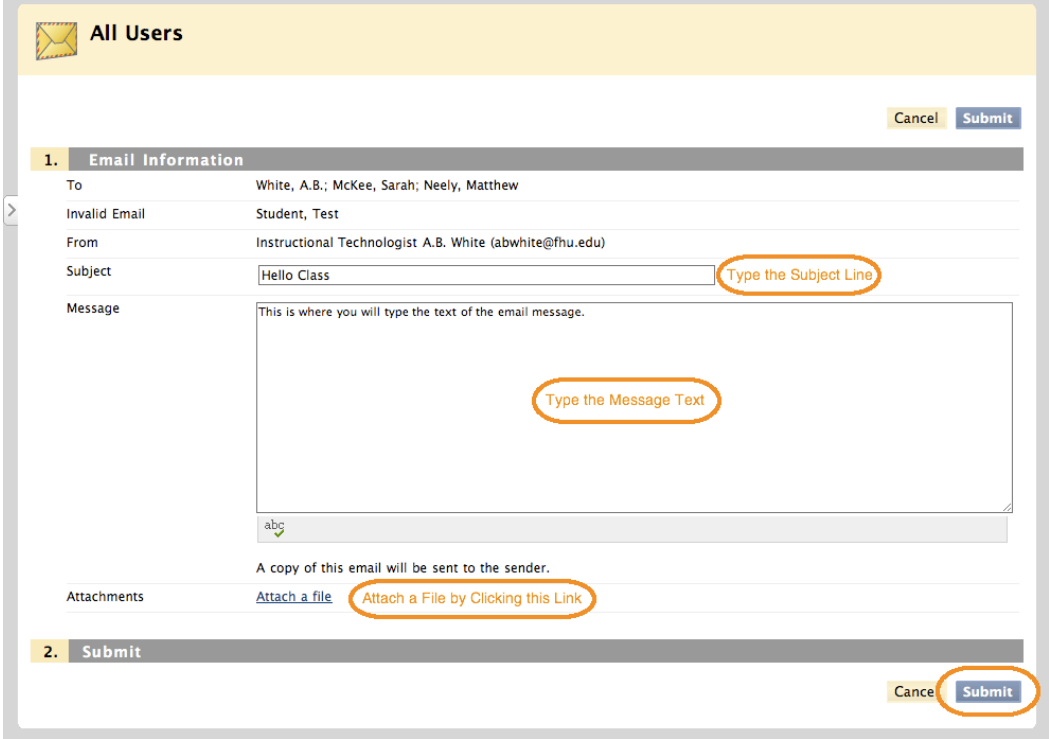
Step 6: You are now ready to compose your email. Complete the *Subject* line and the *Message* text. The *To* and *From* addresses are automatically completed. Students that do not have a valid email address in Blackboard Learn will be listed on the *Invalid Email* line. Attach a file to the email by clicking the *Attach a File* link below the message box. Click the *Submit* button when you are ready to send the email.



Note: Student replies will be routed to your email client's inbox (ex: Outlook or Google Mail.) You do not have to log into Blackboard Learn to read these messages.

Additional Assistance for Faculty

See the *Blackboard Learn Basics* guide as well as other resources on the faculty tutorial site at http://www.fhu.edu/tutorials/faculty. Faculty may also receive assistance by contacting the Center for Instructional Technology at http://helpdesk.fhu.edu or by phone at 731-989-6333.

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