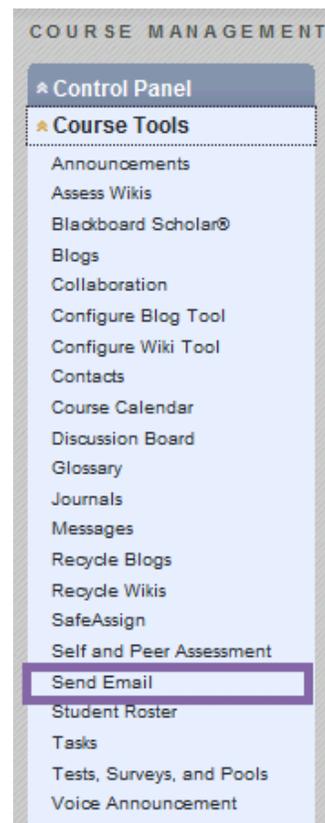
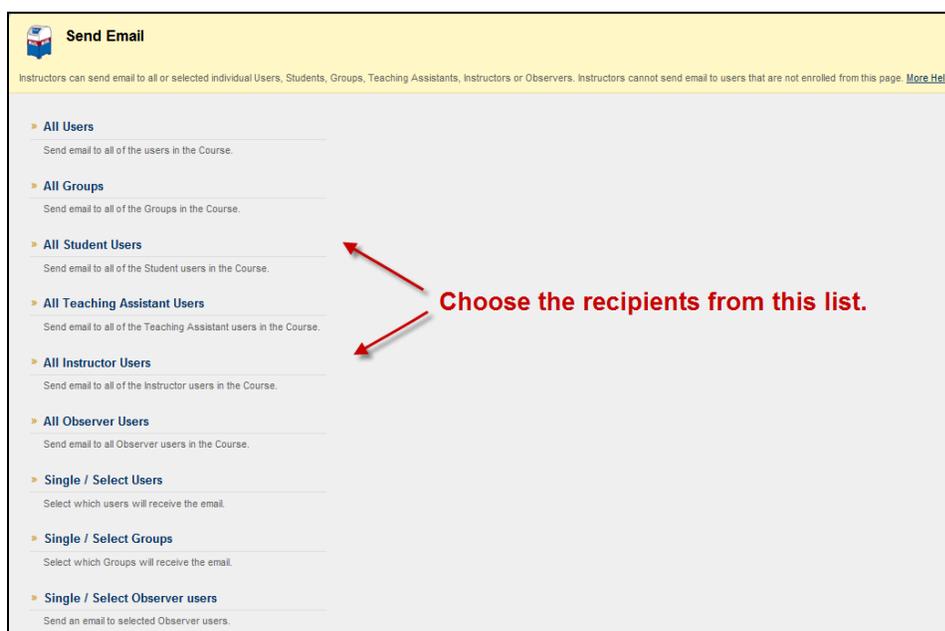


Sending Email

You can send email to your students within Blackboard in 2 ways.

One Way:

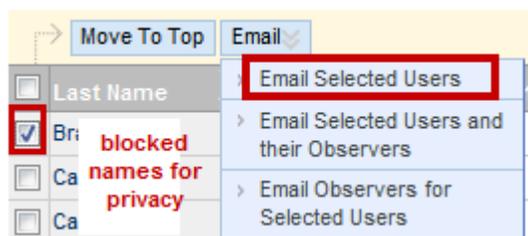
1. Click on Send Email from the **Course Tools** in the **Control Panel**.
2. Choose, from the list that appears, the email recipient(s).
3. Fill in the form with your desired information that you would like included in your email. The email will go to the student's St. Rose email account, appearing as being sent from your St. Rose faculty email account.



Second Option:

You can also email your students from the Grade Center.

1. Choose **Grade Center** from the **Control Panel**.
2. Choose the student or students that you want to send email to by clicking the check box to the left of their name.
3. Click on the Email button (located at the top and bottom of the grade center).



4. Fill in the form with your desired information that you would like included in your email. The email will go to the student's St. Rose email account, appearing as being sent from your St. Rose faculty email account.