## 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.

Send Email		
Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. Instructors cannot send email to users that are not enrolled from this page. 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 Student Users	×	
Send email to all of the Student users in the Course.		
» All Teaching Assistant Users	Choose the recipients from this list.	
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.		
» Single / Select Users		
Select which users will receive the email.		
» Single / Select Groups		
Select which Groups will receive the email.		
Single / Select Observer users		
Send an email to selected Observer users.		

## COURSE MANAGEMENT Control Panel Course Tools Announcements Assess Wikis Blackboard Scholar® Blogs Collaboration Configure Blog Tool Configure Wiki Tool Contacts Course Calendar Discussion Board

Self and Peer Assessment

Tests, Surveys, and Pools Voice Announcement

Glossary Journals Messages Recycle Blogs Recycle Wikis SafeAssign

Send Email Student Roster Tasks

## Single / Select Observer users Send an email to selected Observer users. 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).

Move To Top	Email
Last Name	Email Selected Users
Bri blocked Ca names for privacy	<ul> <li>Email Selected Users and their Observers</li> </ul>
	<ul> <li>Email Observers for Selected Users</li> </ul>

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.