

Sending Email from Blackboard

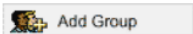
Sending email to your students using the Blackboard **Send Email** feature is helpful in many ways. This saves you from needing to type all those names into the "To" field of a message or to create an email distribution list for your course; Blackboard does the work for you. Blackboard also sends you a copy of the message, so you can see what you sent. When you choose "All Users," Blackboard creates the list of recipients from the people enrolled in your course, and sends the message to their AB Tech email addresses. The problem is that this list includes non-students, for example, your Dean and Chair may be included in your course list.


The solution is to create a "Student" Group in Blackboard that contains only the active students. You can also remove students from this mailing list, for example if a student withdraws from the course.

Creating a Student Email Group

1. In the **User Management** section of the Control Panel, click **Manage Groups** and **Add Group**
2. In section one, Group Information, enter a Group name. (ex.: Student Email Group)

 **Manage Groups**



 **Student email Group**

Group Email

3. Under Group Options, check only the box next to **Group Email Available** and click the **Yes** radio button to make the Group **Available**.

4. Click **Submit** and **OK**. The group you have created will display in the Manage Groups window.

Adding Users to your Group

1. Click the **Modify** button to the right of the group you just created. Click **Add Users To Group**. To see a list of all course participants (25 participants to a window), click **Search**.
2. **Click the checkbox** to the left of each student that you wish to add to the group.
3. Click **Submit** to add the selected users to the group. *(If you have more than 25 users listed and need to add users from another window, click your browser's Back button to return to the list of users. To move to the next window, scroll down to the bottom of the window and click the small link > at the left.)*
4. After you've clicked **Submit**, click **OK** to return to the Manage Group window. To add other members, remove members, or list current members, click the appropriate link. If you'd like to rename the group or enable or disable a tool, click Group Properties.

Ready to Send Email to your Student Group?

Now that you have a group of your students, you can send easily email to this group as follows:

1. Go to **Control Panel** and choose **Send Email** under **Course Tools** choose **Single/Select Groups**
2. In the **"TO"** area (on the left) select your Student Email Group and click the top right-facing arrow in the center to move the group from **Available** to **Selected**.
3. Add a Subject and Message and click Submit. A copy will be sent to your Groupwise email and will contain the course ID first, then your Subject in the title.

Note that once you send email from Blackboard, the email is delivered to each student's email account (not to Blackboard). If the student replies, the reply will go to your email account (not to Blackboard). In other words, although you are using Blackboard to send an email message to a list of students, once the email is sent all communications related to that message takes place through the email system.