How do I email students?

Instructors can email students from inside the course. Emails can be sent to individual students or multiple students at once. This tutorial covers two methods on how to accomplish this task.

Method 1: To email students using the Email tool

1) On the course home page, click The **email icon**, then click **Go to Email.**

CFT Instructor

2) Compose your message and add any attachments.

3) a. Use **Address Book** to populate recipients.

b. Select the **check box** for every user you want to send an email message to, then click **To**, **CC**, or **BBC** to add the selected users to the desired field.

c. Click **Add Recipients**.

Address Book   Sent Mail
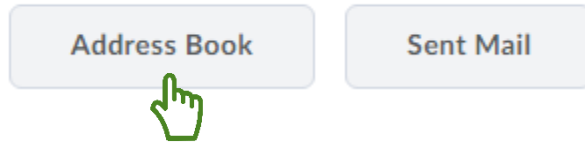
Address Book

New Contact

Select one or more recipients, then click on the To, Cc, or Bcc links to add them to the Recipients area. Once you select all your recipients, click **Add Recipients** to add these recipients to your new message.

4)

Recipients:

To:

Cc:

Bcc:

Filter By: System Contacts   Folder: Address Book

Search For...   Show Search Options

To Cc Bcc

	Last Name ▲ , First Name	Email Address	OrgDefinedId	Role	Type
☐	Instructor, D2L.Demo	Demo.Instructor@vanderbilt.Brightspace.com	Demo.Instructor	Instructor	Internal Email
☐	Instructor, CFT	cft.instructor@vanderbilt.Brightspace.com		Instructor	Internal Email
☐	Instructor, CFT	brightspace@vanderbilt.edu		Instructor	External Email
☐	Stu 1, Vandy	vandystu1@vanderbilt.Brightspace.com		Student	Internal Email
☐	Stu 1, Vandy	vandystu1@vanderbilt.edu		Student	External Email
☐	Stu 2, Vandy	vandystu2@vanderbilt.Brightspace.com		Student	Internal Email
☐	Stu 2, Vandy	vandystu2@vanderbilt.edu		Student	External Email
☐	Stu 3, Vandy	vandystu3@vanderbilt.Brightspace.com		Student	Internal Email
☐	Stu 3, Vandy	vandystu3@vanderbilt.edu		Student	External Email

Add Recipients   Close

Click **Send** or **Save as Draft** to send at a later date.

Method 2: To email students using the Classlist tool

1) On the navbar, click **Course Admin**.

🏠 ⋮ DEMO 1650.01

Content   Assignments   Quizzes   Discussions   Grades   Course Admin

2) Click **Classlist.**

Learner Management
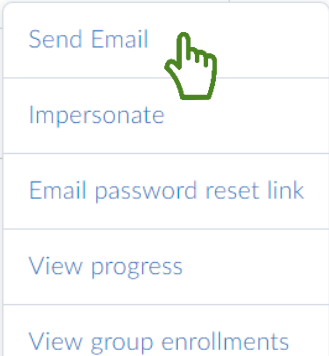
👤 Attendance   📋 Classlist   👥 Groups
☰ View User Progress

2) Do one of the following:

Click the email icon **Send Email** from the context menu of the student you want to contact.

☐	🚩 ⍉	Stu 6, Vandy ⌄	

Send Email

Impersonate

Email password reset link

View progress

View group enrollments

Select the check boxes for every student you want to email, then click **Email**.

		Last Name ▲ , First Name	Org Defined ID	Role	Last Accessed
☐	⚑ Ⓞ	Instructor, CFT ⌄ ●		Instructor	Dec 6, 2016 10:36 AM
☑	⚑ Ⓞ	Stu 6, Vandy ⌄		Student	

✉ Email   💬 Page   🖨 Print   📇 Enrollment   👤 Unenroll

20 per page ⌄

3) Compose your message and add any attachments.

4) Click **Send** or **Save as Draft** to send at a later date.