

USING THE EMAIL TOOL



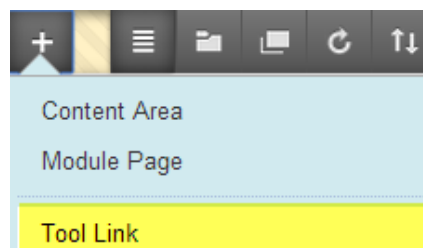
Blackboard Learn

To send email to students enrolled in your Blackboard course, or allow students to send email to you or other students in the course, add the email tool link to your course's menu. Through this tool, you may send email to all or selected individuals in the course. Email sent to students will be received at their individual MATC Gmail accounts.

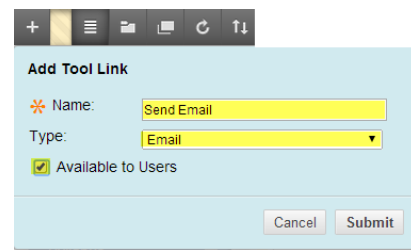
CREATING AN EMAIL TOOL LINK BUTTON

If you do not have this button in your course, but would like to add it to your course menu, turn **EDIT MODE** on in your course and follow these steps:

1. Above your course's menu, roll your mouse over the ADD button and select **TOOL LINK** from the menu that appears.




2. In the **ADD TOOL LINK** form that appears, give the button a logical name. In the **TYPE** drop-down menu, select . Click the **AVAILABLE TO USERS** checkbox. Then, click **SUBMIT**.



The new tool button will be added to the bottom of your course menu.

CUSTOMIZING YOUR EMAIL TOOL'S SETTINGS

By default, the email tool will show students options to contact all course instructors, all course users, or selected users. If you would like to restrict students so that they can only contact instructors, see these steps.

1. In your course's **CONTROL PANEL**, click **CUSTOMIZATION** and select **TOOL AVAILABILITY**.
2. On the Tool Availability page, scroll down to the **EMAIL TOOL** and click on the gray context arrow  to view a context menu. Select **EMAIL SETTINGS**.

On the **EMAIL SETTINGS** page, uncheck the options that you do not want to show students. Then, click **SUBMIT** to save your changes. Please note that you the instructor will still see all the email options when using the email tool.

SENDING AN EMAIL

To send an email, click the Email tool link button that you created. This will take you to the SEND EMAIL page and a list of options to choose from.

Simply choose the option you would like to use, and complete the simple form that appears.

The email addresses of your selected recipients will automatically be added to the form.

For example, to send an email to specific students, you would choose **SELECT SINGLE USERS** and then use the form that appears to choose your recipients and create your message.

ATTACHED FILES

Please note that at the bottom of the form, there is an area to attach one (1) file that is no larger than 250 MB.

RETURN RECEIPTS

If you would like to receive a copy of the email message and selected recipients at your MATC Email account, be sure to click the RETURN RECEIPT checkbox, found underneath the message box.

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

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 Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

All Student Users

Send email to all of the Student users in the Course.

Single / Select Users

* Indicates a required field.

Cancel Submit

1. Email Information

* To

Available to Select	Selected
curtin, test	Asterisk, Annie
Curtin, Admin	Bracket, Brett
Hamilton, Megan	Colon, Colin
Hamilton, Megan	
Holt, test	
Love, Test	
Love, Kameal	
Spacebar, Sally	

Invert Selection Select All Invert Selection Select All

From admin Megan Hamilton (hamitmi@matc.edu)

Subject Midterm Exam - Make Up Date

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and HTML/CSS.

Placeholder text: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent sodales eu mauris at vestibulum. Duis eget laoreet ligula. Cras eros sapien, porttitor at erat id, convallis rutrum purus. Sed sapien ipsum, placerat quis fermentum a, ultricies quis quam. Sed in lectus nec mauris convallis ultricies. Pellentesque fermentum tincidunt velit, vitae auctor erat vestibulum at. Fusce scelerisque sem eget ipsum consequat, non posuere nisi venenatis. Morbi ullamcorper leo a nisi eleifend placerat. Nullam eu malesuada sem, in malesuada felis. Morbi nec dapibus est. Aliquam velit odio, condimentum id scelerisque at, mollis in turpis. Praesent eget dapibus velit. Morbi eu eros sed elit feugiat pretium pretium at quam.

Path: p x span

A copy of this email will be sent to the sender.
Return Receipt

Attachments Attach a file

Select "RETURN RECEIPT" option to send a copy of the email to your email address.

WHAT TO DO IF STUDENTS REPORT THEY ARE NOT GETTING YOUR EMAILS

If students report to you that they are not receiving email you have sent to them through the Blackboard system, please verify with the student that they are accessing their official MATC email account (not a forwarding email address) and direct the student to check their email's spam folder.