

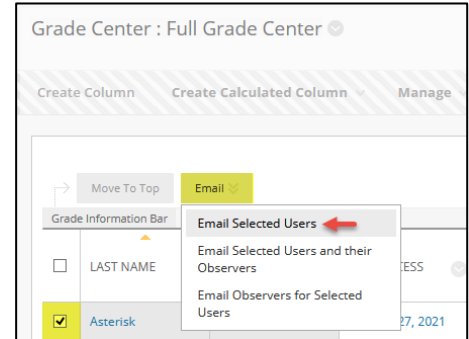
Sending Email to Students through the Grade Center



Blackboard

When reviewing and grading student work in a course's Full Grade Center, you may send an email notification to one or more students through the Full Grade Center's Email tool through this process.

1. In the **FULL GRADE CENTER**, locate and select the students that you want to send an email notification to by checking each student's **CHECKBOX**. Roll your mouse over the **EMAIL** button and select **EMAIL SELECTED USERS**.



2. On the **SEND EMAIL** page, complete the provided form with a **SUBJECT** and **MESSAGE**. Check the **INCLUDE LIST OF RECIPIENTS** checkbox to receive a copy of this message at your instructor email address for your records.

- a. If you would like to attach a file from your computer to the email, click the **ATTACH A FILE** link.

3. When you are done composing your message, click the **SUBMIT** button at the bottom of the page. If you are successful, you will see a confirmation message.

Success: The following Users were notified: Annie Asterisk

4. If you checked the **INCLUDE LIST OF RECIPIENTS** checkbox, check your MATC Gmail account for a copy of the email notification sent to the selected students.



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 student email accounts (not a forwarding email address) and direct the student to check their email's spam folder.