

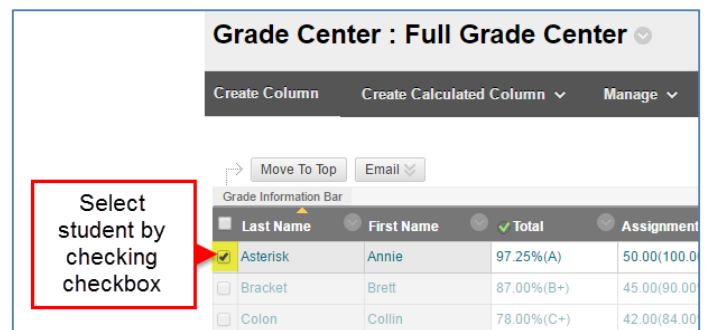
# Sending Email to Students Using the Full Grade Center Email Tool



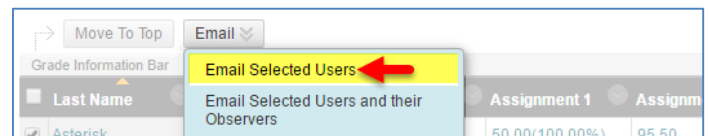
## Blackboard Learn

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 course's **CONTROL PANEL**, click **GRADE CENTER** and select **FULL GRADE CENTER** from the menu.
2. 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**.



3. Roll your mouse over the **EMAIL** button and select **EMAIL SELECTED USERS**.



4. On the **SEND EMAIL** page, complete the provided form with a **SUBJECT** and **MESSAGE**.

**Send Email**

EMAIL INFORMATION

To: Asterisk, Annie

Additional Recipients (Bcc):

From: Megan Hamilton

Subject: Lorem ipsum dolor sit amet

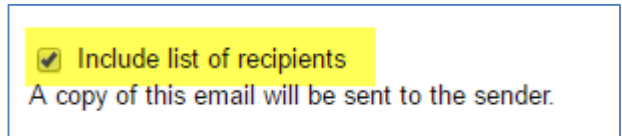
Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

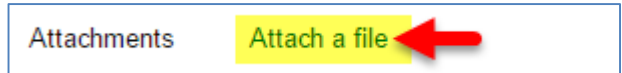
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Path: p » span Words:55

5. Scroll down the page and check the **INCLUDE LIST OF RECIPIENTS** checkbox. This ensures that you receive a copy of this message at your instructor email account for your records.

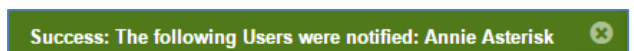


6. If you would like to attach a document to the email, click the **ATTACH A FILE** link.

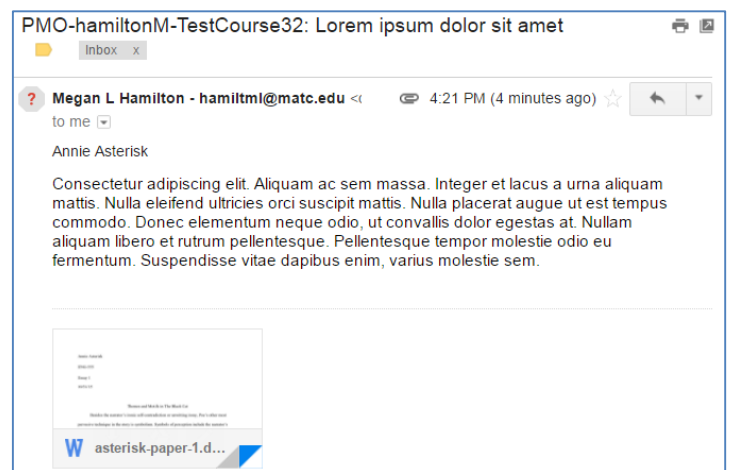


- a. A **CHOOSE FILE** button will appear; click this button to browse and select a file from your computer or storage media. Once a file is attached, it will appear next to the *Choose File* button.

7. 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 at the top of the Full Grade Center page.



8. 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.