

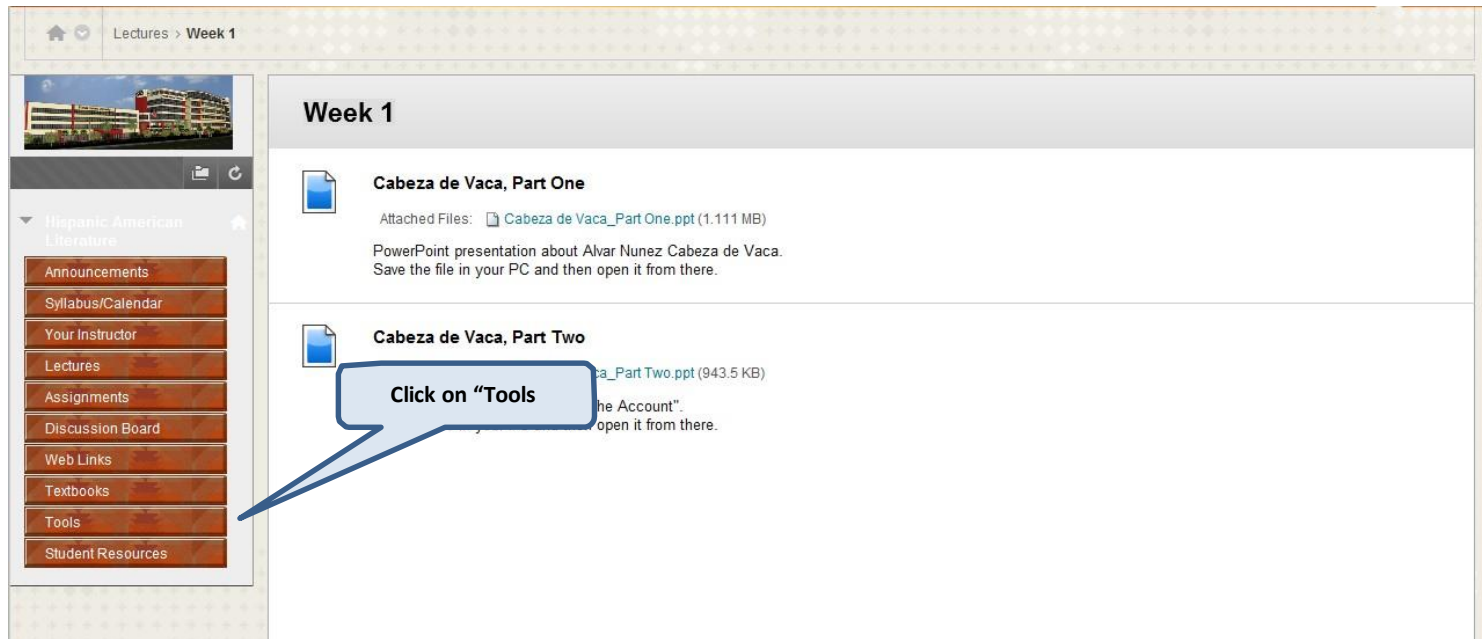
Sending E-mails

- You can send e-mails to anyone in your course through Blackboard
- It is another way of communicating with the instructor
- E-mails can only be sent to those enrolled in your course. You cannot e-mail someone in a different course or send e-mails to an address outside of Blackboard (ex. A friend in Vancouver who uses a Yahoo e-mail address)



Sending E-mails

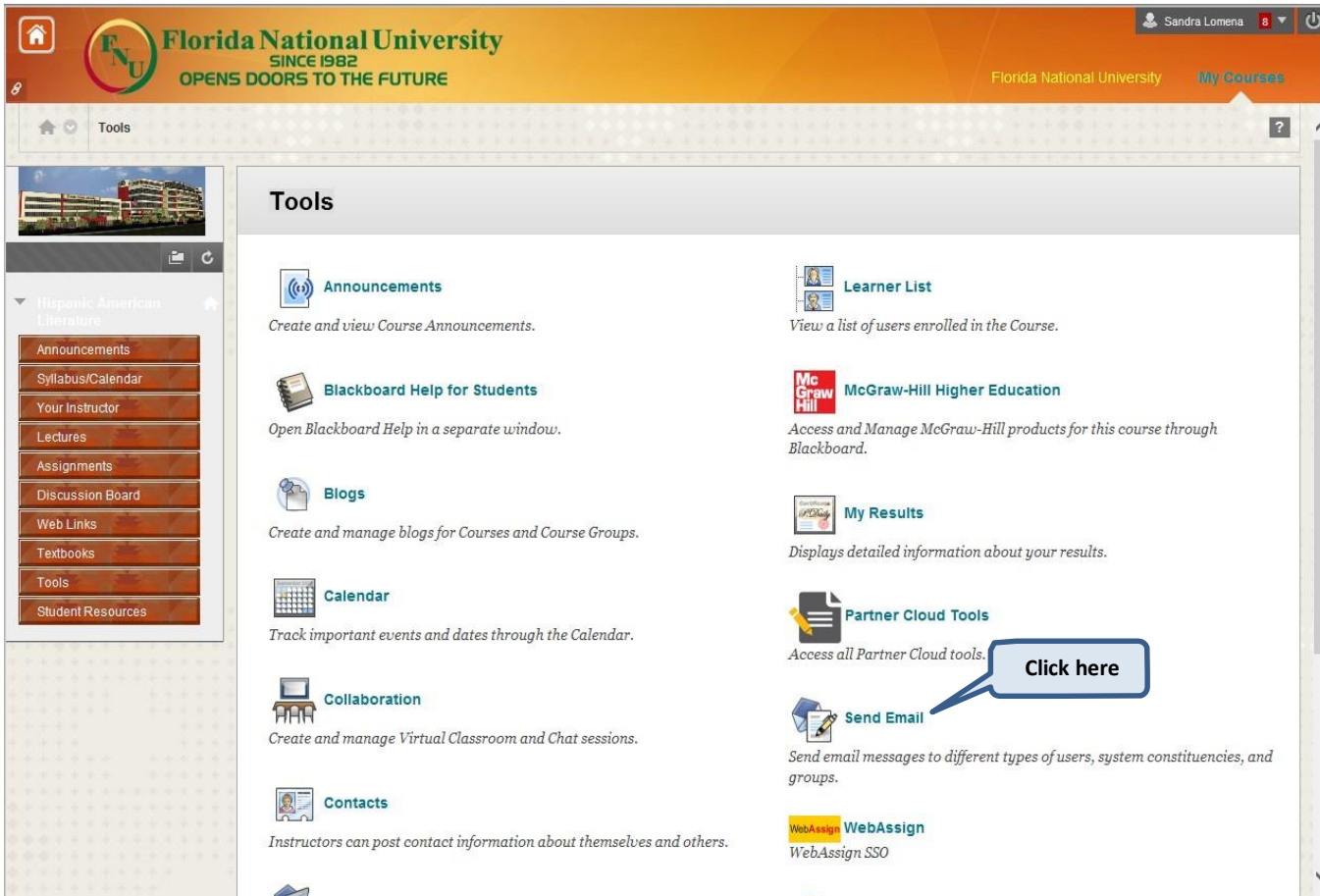
To send an e-mail to your instructor through Blackboard click on the “**Tools**” button in the course menu



The screenshot shows a Blackboard course page for 'Lectures > Week 1'. On the left is a course menu with the following items: Announcements, Syllabus/Calendar, Your Instructor, Lectures, Assignments, Discussion Board, Web Links, Textbooks, Tools, and Student Resources. The 'Tools' button is highlighted with a blue callout box that says 'Click on "Tools"'. The main content area shows two attachments for 'Cabeza de Vaca, Part One' and 'Cabeza de Vaca, Part Two', both PowerPoint presentations.

Sending E-mails

Click on “Send Email ”



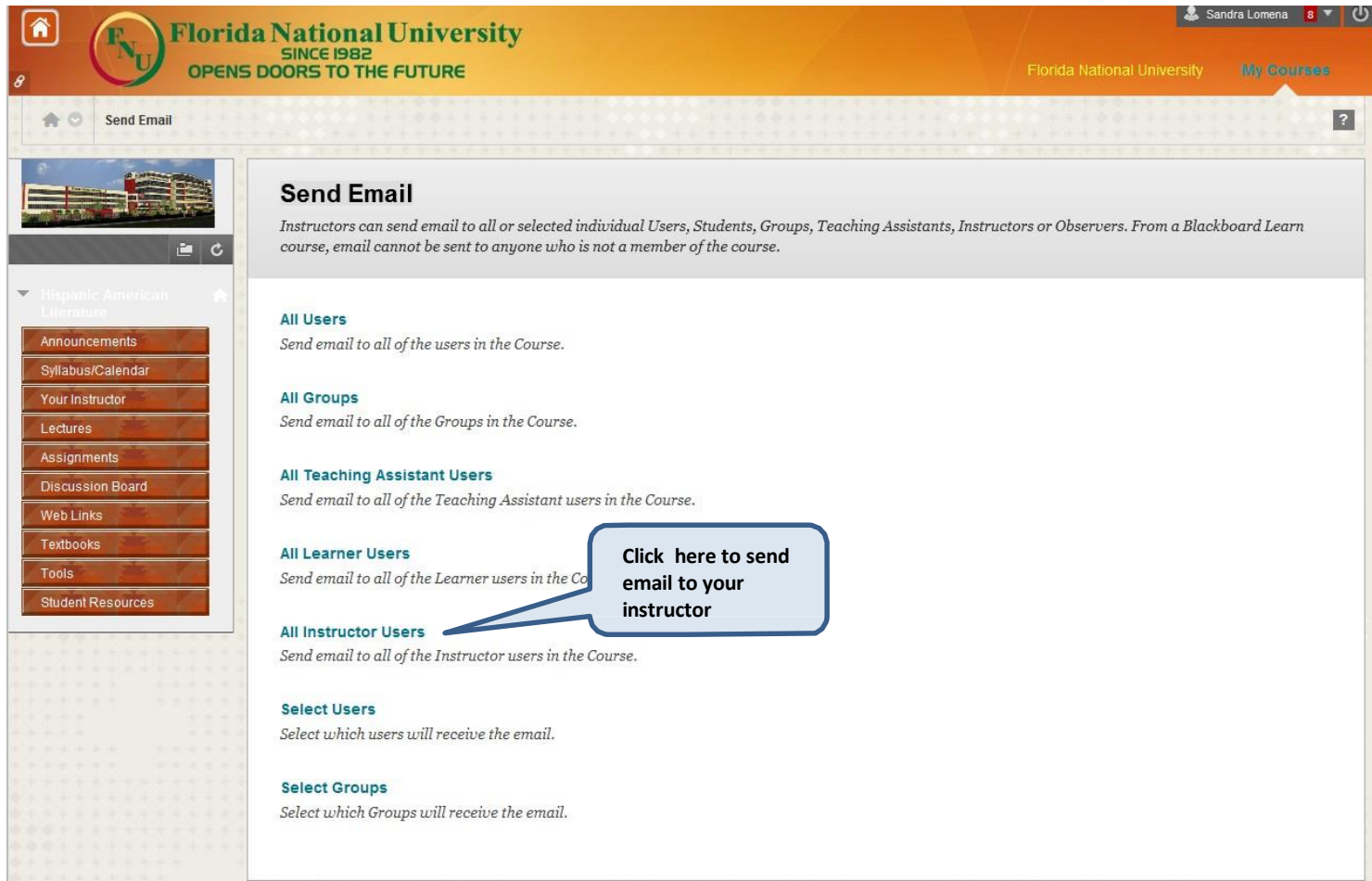
The screenshot displays the Blackboard LMS interface for a course. The top navigation bar includes the Florida National University logo and the user's name, Sandra Lomena. The main content area is titled "Tools" and lists various course management options. A callout box with the text "Click here" points to the "Send Email" tool.

Tools

- Announcements**
Create and view Course Announcements.
- Blackboard Help for Students**
Open Blackboard Help in a separate window.
- Blogs**
Create and manage blogs for Courses and Course Groups.
- Calendar**
Track important events and dates through the Calendar.
- Collaboration**
Create and manage Virtual Classroom and Chat sessions.
- Contacts**
Instructors can post contact information about themselves and others.
- Learner List**
View a list of users enrolled in the Course.
- McGraw-Hill Higher Education**
Access and Manage McGraw-Hill products for this course through Blackboard.
- My Results**
Displays detailed information about your results.
- Partner Cloud Tools**
Access all Partner Cloud tools.
- Send Email**
Send email messages to different types of users, system constituencies, and groups.
- WebAssign**
WebAssign SSO

Sending E-mails

Click on “**All Instructor Users**” to select your instructor as the recipient



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 Learner Users
Send email to all of the Learner users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

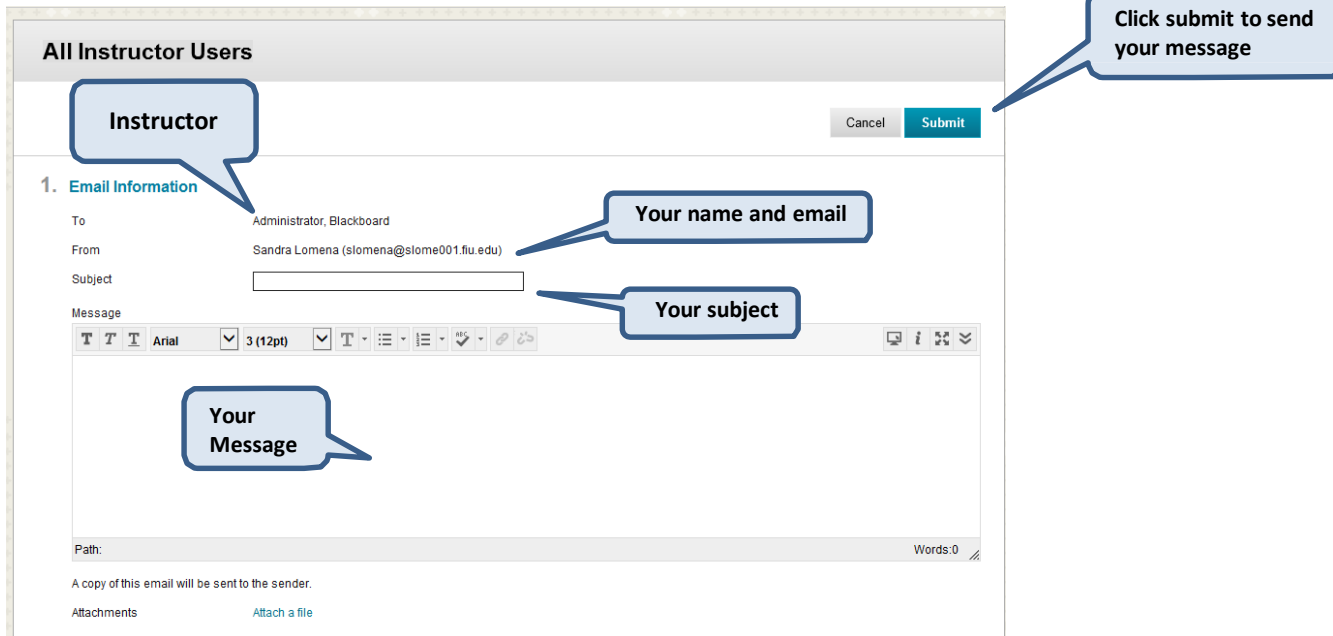
Select Users
Select which users will receive the email.

Select Groups
Select which Groups will receive the email.

Click here to send email to your instructor

Sending E-mails

- Type the subject of your email in the “**Subject**” field
- Type your email in the “**Message**” field
- You will be able to use an advanced text formatting tool like spelling check
- To send your email, click “**Submit**”



The screenshot shows an email composition window titled "All Instructor Users". At the top right, there are "Cancel" and "Submit" buttons. A callout bubble points to the "Submit" button with the text "Click submit to send your message". Below the buttons is a section titled "1. Email Information". The "To" field is pre-filled with "Administrator, Blackboard" and has a callout bubble labeled "Instructor". The "From" field is pre-filled with "Sandra Lomena (slomena@slome001.fiu.edu)" and has a callout bubble labeled "Your name and email". The "Subject" field is empty and has a callout bubble labeled "Your subject". Below the "Subject" field is a rich text editor for the "Message" field, with a callout bubble labeled "Your Message". The rich text editor includes a toolbar with options for bold, italic, underline, font color, background color, text color, font size (set to 3 (12pt)), bulleted list, numbered list, link, unlink, and insert image. At the bottom of the window, there is a "Path:" field and a "Words:0" counter. A note at the bottom states "A copy of this email will be sent to the sender." and there is an "Attachments" section with a link to "Attach a file".