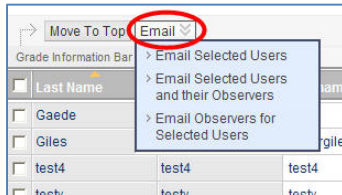


Blackboard 9 Training – University of St. Thomas

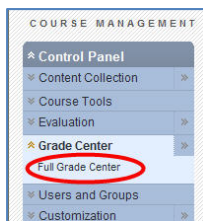
Emailing within the Grade Center

The email feature allows the instructor access to email within the Grade Center. Use this feature to send email to selected users or to other people within or outside the system. This allows instructors to actively communicate with students while engaged in grading in the Grade Center.

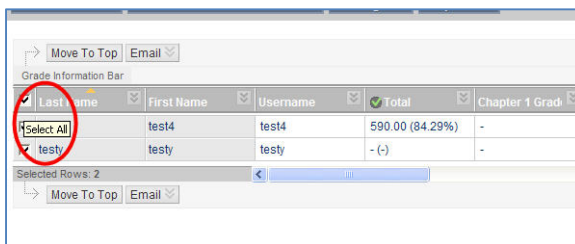


To email within the Grade Center:

1. Go to the **Control Panel** | under **Grade Center** | click **Full Grade Center**.

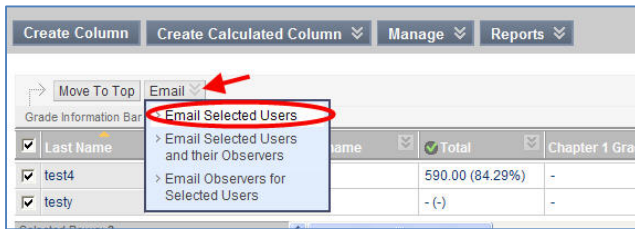


2. Click the **Checkmark** above the checkboxes located to the left of the **Last Name** column | click **Select All**.



Note: An instructor can choose individual or specific users rather than all by simply clicking the checkboxes next to each user.

3. Hover over the **Email** icon on the top action bar | click **Email Selected Users**.



4. Fill in the fields:
 - **Additional Recipients (Bcc):** this is an optional blind copy opportunity.
 - **Subject:** type subject or email title
 - **Message:** type message in this box. A copy of the email will be sent to the sender's email.
 - **Return Receipt:** optional return receipt opportunity
 - **Attach a file:** click the link to reveal a Browse button to upload an optional file.
 - Click **Submit**.

A screenshot of an 'Email Information' form. The form has two sections: '1. Email Information' and '2. Submit'. In the '1. Email Information' section, there are fields for 'To' (containing 'testy, testy' and 'Invalid Email test4, test4'), 'Additional Recipients (Bcc)' (with a red arrow pointing to the empty field), 'From' (containing 'Linda Giles'), 'Subject' (with a red arrow pointing to the empty field), and 'Message' (with a red arrow pointing to the empty text area). Below the message field is a checkbox labeled 'Include list of recipients' with a red arrow pointing to it, and a note 'A copy of this email will be sent to the sender.' Below the checkbox is an 'Attachments' section with a red arrow pointing to the 'Attach a file' link. In the '2. Submit' section, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button circled in red.