

## Communicating Electronically with your Class

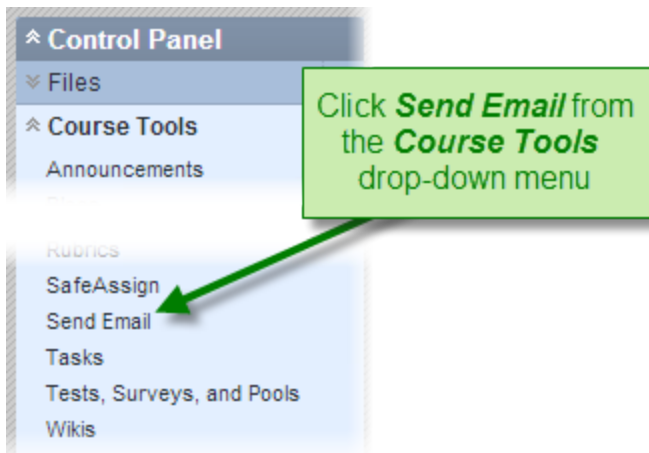
There are several ways to communicate with your course, you can send them a message through Portal, you can do the same through Blackboard, or you can set up a contact list with your students' names, and email them through your Gmail account.

- Blackboard
- Portal

Instructors can message students, TAs, and other instructors enrolled in their Blackboard course. This tool, unlike the Portal tool allows instructors to contact any user enrolled in their course in any way (alternate and informal students as well!).

To send an email to your course, sign in to Blackboard, access the course you would like to message, and follow the instructions below:

1. Open your **Course Tools** drop-down menu, located in your **Control Panel**.
2. Click **Send Email**.

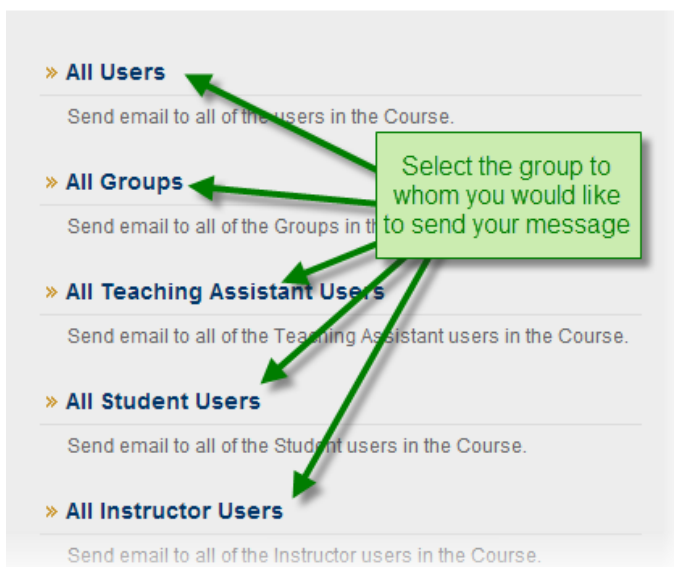


- 3.
4. Select the group to which you would like to send your message.



### Send Email

Instructors can send email to all or selected individual Users, Students, Groups, or Teaching Assistant users in the course. You cannot send email to users who are not a member of the course.



- 5.
6. Enter your email's subject and body.
7. If you want to add an attachment, you can do so by clicking **Attach a file**.

Subject

Message

Paragraph Arial 3 (12pt)

Enter your message's subject and text

Decide if you wish to send a copy to yourself

Path: p

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

Attachments [Attach a file](#)

Attach a file if necessary

- 8.
9. Click **Submit**.

Click **Submit**

Cancel Submit

10.

Portal contains an email tool, with which you can message a specific course. It is the most rigid one, in that you will not message anyone enrolled in an alternate or informal role in your course.

1. Sign into Portal.
2. Access your **Faculty** tab.

THE PUBLIC St. Mary's at Historic St. Mary's

Home Faculty

Click the **Faculty** link

- 3.
4. Find the course you want to create a contact list for under your **Faculty Schedule and Course Lists**.
5. Select **Course List** from the drop-down menu.

View More Options My Faculty Schedule

| Fall Term | Course     | Title              | Go Directly To  |
|-----------|------------|--------------------|-----------------|
|           | CORE101-20 | FIRST YEAR SEMINAR | Select Area ... |

Click the **Go Directly To** drop down menu

Select **Class List**

Select Area ...  
Course Details  
Class List  
Grade Entry  
Textbooks

- 6.
7. Click **E-mail All Students**.

E-mail Selected Students

E-mail All Students

Click **E-mail All Students**

8.

9. Decide if you would like the students to see the others' addresses, and if you would like to send a copy to yourself.

**Addresses**

☒ Public (Addresses are listed in the 'To:' field)

☐ Send a copy to yourself

☐ Private (Addresses are listed in the 'Bcc:' field)

*A copy will automatically be sent to you.*

Decide if you would like the students to see who else you sent this message to

If you want to send a copy to yourself, check this box

10.

11. Enter your email's subject and body.

**Message**

**Subject:** Class

**Body:**

Dear Students,

As I just won the lottery, class has been cancelled forever!

Sincerely,  
Dr. Hibbert

P.S. You all will be receiving A's.

Normal HTML

Enter the message's **Subject**

Enter the text you wish to send in your message in the **Body** section. There are several simple text formatting options

12.

13. If you want to add an attachment, you can do so.

**File:**

You can add an attachment if you would like. Click **Browse** to locate the file

Make sure you've clicked **Add** or it will not show up in the email

14.

15. Click **Send**.

Click **Send** once you are finished editing your message

16.