

## **Emailing Students**

Blackboard Learn Grade Center

To send an Email to a student from the Grade Center:

1. From the Grade Center, select the student to Email.

CLEMS	<u>N</u>									et 💄	ssie Buckley 🔻	*
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson F	Resources	Portal Admin				
buckle8-nutrition101 buckle8-nutrition101 🔯 Grade Center Edit Mode is: ON 2												
Content     C												
Groups Tools Help		Move To Top Email Control Layout Position Ofder: Ascending Control Internation By: Layout Position Ofder: Ascending Control Internation By: Layout Position Control International Control Internationa										
Textbooks		<ul><li>Last Name</li><li>Trainer01</li></ul>	<ul> <li>Email Selected and their Obser</li> <li>Email Observer</li> </ul>	Users vers rs for <sup>101</sup>	Studer	nt ID 🛛 🗵	Last Access July 25, 2013	Availability	Weighted Total	Contral 87.50	8	
* Control Panel		Trainer02	Selected Users	02			July 25, 2013	Available				
Content Collection		Selected Rows: 1	1	•				, wallable			•	
Evaluation	»	Move To	Top Email 📎								Icon Legend	
Needs Grading Full Grade Center Assignments Tests Users and Groups Customization	er sendEmailTe	elected('S')								Edi	Rows Displayed	

- 2. Then hover your mouse over the **Email** button.
- 3. Click Email Selected Users.

CIEMSON					💄 Jessie Buckley 🔻 🤧			
MyCl Emson Courses	Workgroups Content Collection	Employees St	Idente Clemeon Resources	Portal Admin				
injoeenison courses	Workgroups Content Conceation	Employees	Clemson resources					
buckle8-nutrition101 buckle8-nutri	tion101 🔯 Grade Center > Send Email				Edit Mode is: ON 📝 ?			
* bucklo? putrition101	Send Email							
(buckle8-nutrition101)								
Home Page 🛛 📓								
Information 🖩 🛛 📓					Cancel Submit			
Content 📓								
Discussions 📓	1. Email Information							
Groups	То	Trainer01, Trainer01			E			
Help	Additional Recipients (Bcc)							
Textbooks	From	Jessie Bucklev						
	Subject	Du Curdus						
COURSE MANAGEMENT	,	Re. Grades						
COURSE MARACEMENT	Message		_					
* Control Panel	T T T T Paragraph	▼ Arial ▼ 3 (	12pt) ▼ Ξ * ½Ξ * T *	P - Q				
Content Collection >	※ D D Q 10 m 三三三三 15 T T, タジュ m m 」 ジュ							
Course Tools     Evoluation								
Grade Center >>								
Needs Grading	Please schedule a time to meet with me to discuss your current grade in the class.							
Full Grade Center				-				
Assignments								
Tests								
Customization >	Path: p				Words:16			
Packages and Utilities >					-			

- 4. The Send Email page is displayed.
- 5. Enter a **Subject** for the Email message.
- 6. Then enter the **Message**.

CLEMS	N		💄 Jessie Buckley 🛛 🔻	-21
MyCLEmson	Courses	Workgroups Content Collection Employees Students Clemson Resources Portal Admin		
Groups		To Trainer01, Trainer01		-
Tools	B	Additional Recipients (Bcc)		
Help	8			
Textbooks		From Jessie Buckley		
		Subject Re: Grades		
COURSE MANA	GEMENT	Message		
* Control Panel		T T T T Paragraph - Arial - 3 (12pt) - 🗄 - 1 🚍 - 1 - 🖉 - 🗶	Q 1 8 A	
Content Collection		X D D D D D E E E E E E E T T 2 /2 M M		
Evaluation	»			
Needs Grading Full Grade Center Assignments Tests		Please schedule a time to meet with me to discuess your current grade in the class.		
Vusers and Groups				
Rackages and Utility		Path: p	Words:16 🥢	
Fackages and Game		Include list of recipients A copy of this email will be sent to the sender. Attachments Attacha file <b>3.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b> <b>5.</b>	<b>③</b>	
			Cancel Submit	

- 7. Select **Include list of recipients** to add a list of the recipients to the email.
- 8. Click Attach a file then Browse and select the file to attach.
- 9. Click Submit.

**Note:** You can also click the action link at the end of the Last Name, First Name, Username, StudentID, Last Access, and Availability columns for a specific student and select to **Email User.**