CLEMSON
COMPUTING & INFORMATION TECHNOLOGY

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.
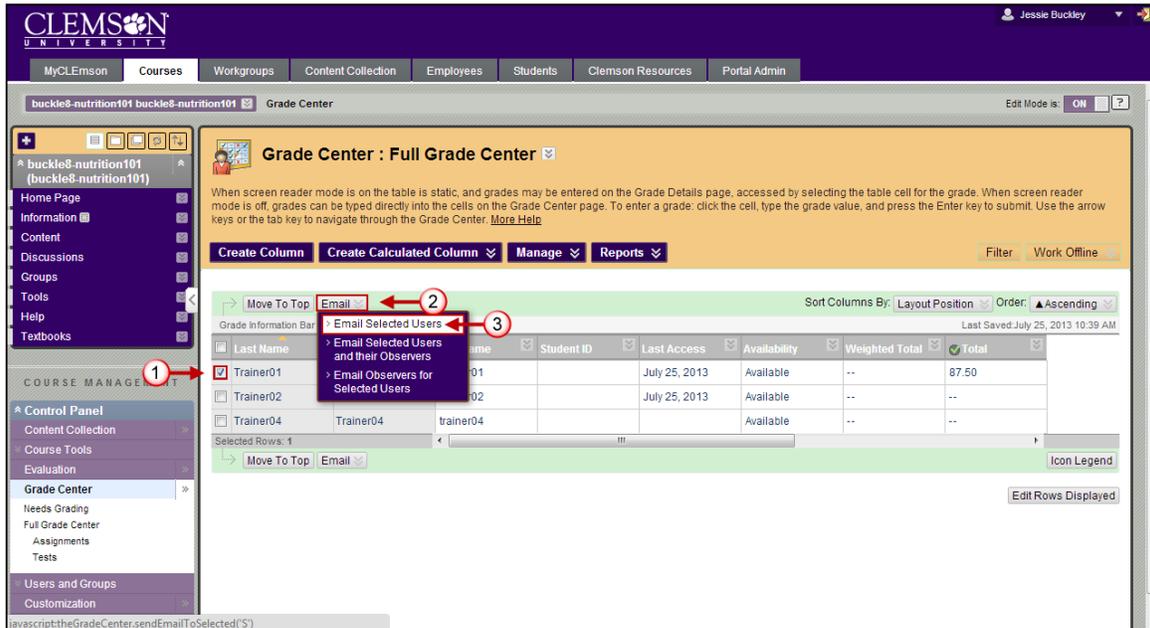
2. Then hover your mouse over the **Email** button.

3. Click **Email Selected Users**.
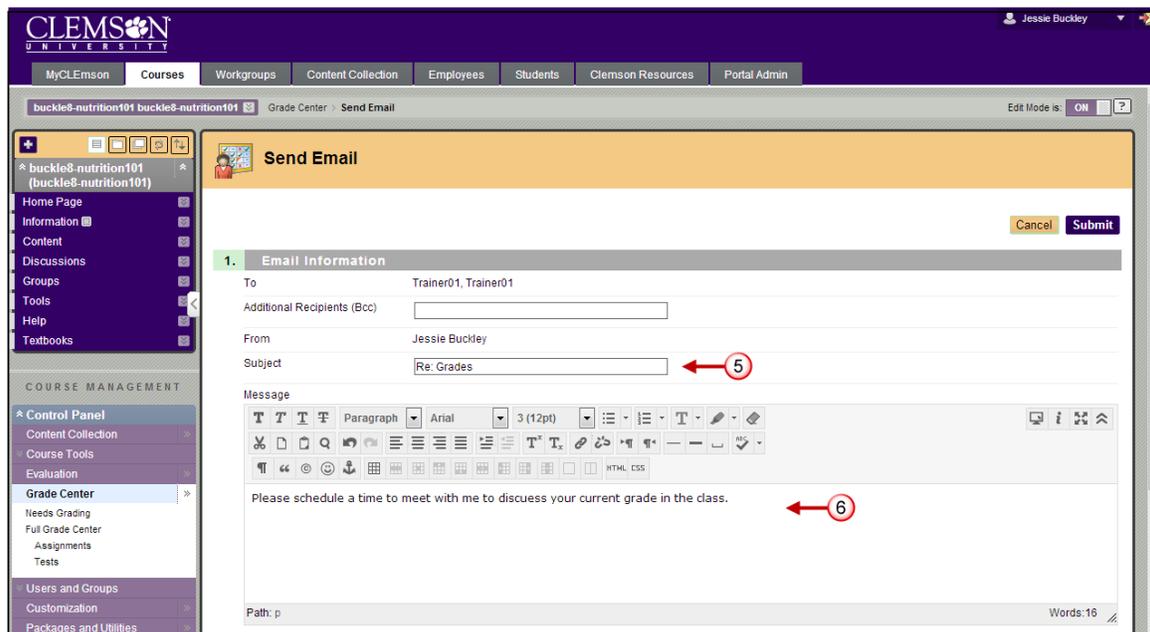
4. The Send Email page is displayed.

5. Enter a **Subject** for the Email message.

6. Then enter the **Message**.
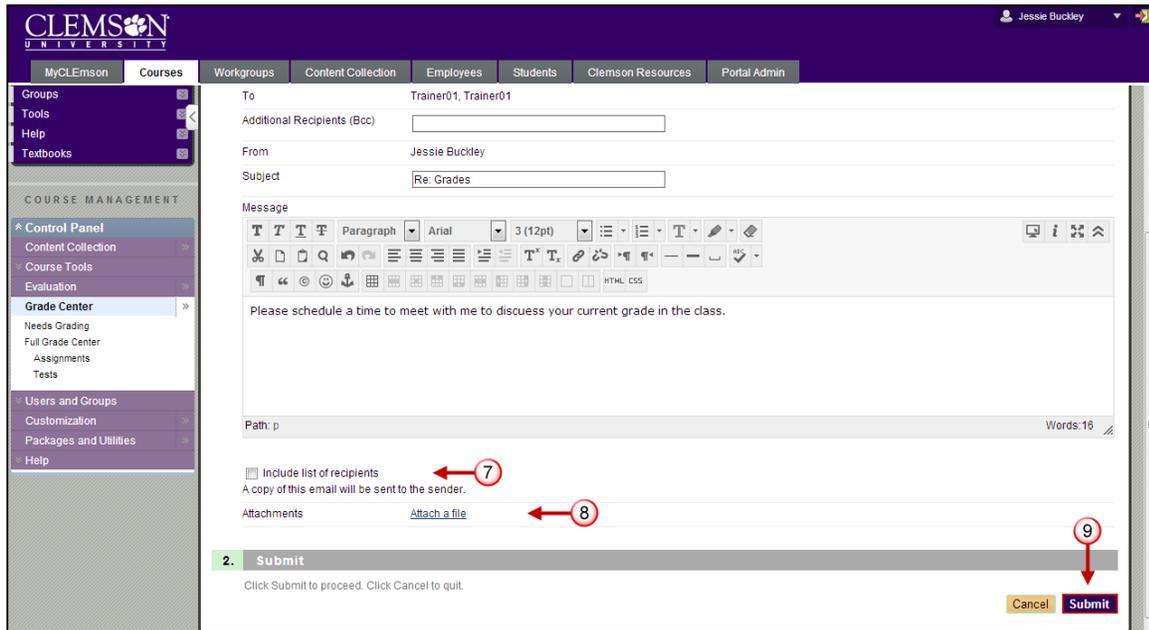
7. Select **Include list of recipients** to add a list of the recipients to the email.

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.**