

Sending Emails to Students on Brightspace

- 1. Select the course you wish to send an email in
- 2. Click Classlist on the Navigation Bar
- 3. Click Email Classlist if you wish to email the entire class.

	Course Home	Content	Assessments 🗸	Communication \checkmark	Tools 🗸	Calendar	Grades	Classlist	Course Admin
Classlist									é
	Enrollment Statis	stics	Email Classlist						
	View By: User	~	Apply						

Figure 1: Brightspace showing class list options and navigation bar.

4. A page will be loaded showcasing all the students in the course. At the bottom there will be a button that says **send email.**

Note: If there are selected students in which you would like to email. There will be a box next to each name. Check the box next to the students name then click **Email**.

Click on the Email link after selecting all or individual students												
	mail	🔒 Print	🗄 Enrollment 🔰 Unenroll									
	-	Check	this box to send email to everyone	Usemame	Org Defined ID	Role						
	P	R	Mit Polymouth and A	colore clinicity	101000	-						
	-	Check	individual names if you do not wish	to send email to entire cla	isslist							
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\Box	P	R	from Stormanti w	dormal good 11		-						
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Figure 2: Image displays selecting students to email with instructions and checkboxes.

5. After that a *compose new message* window will pop up on the screen. Here is where the email can be written and then sent by clicking **send**.