

Vanderbilt University Center for Teaching



How do I email my entire class, or individual students?

Instructors are able to email their entire class at once, or select individual students to email. This guide will explain both methods of emailing students.

Updated Spring 2020

How to Email Your Entire Class

- 1) Log into your course and click **Classlist**.
- 2) Near the top of the page, click **Email Classlist**.

Brightspace Model Course		EB Erica Brandon
Content Activities & Assessments ~ Classlist Class Progress	Course Admin Library Resources	s Help 🗸
Classlist 1	Print	🔅 Settings 🛛 😢 Help
Add Participants V Class Engagement Enrollment Statistic	cs Email Classlist	
View By: User ~ Apply		
Search For Q Show Search Options		

3) This will open a page displaying a list of all your students. Click on **Send Email** to begin composing your email.

Email Classlist

View By: User Apply Search For									
Last Name 🔺 , First Name	Username	Org Defined ID	Email	Role	Last Accessed				
Instructor, CFT	CFT.Instructor	CFT.Instructor	brightspace@vanderbilt.edu	Instructor	Jan 24, 2019 1:09 PM				
Stu1, Vandy	vandystu1	vandystu1	vandystu1@vanderbilt.edu	TA (Grader)	Jan 21, 2019 12:11 PM				
Stu2, Vandy	vandystu2	vandystu2	vandystu2@vanderbilt.edu	Student					
Stu3, Vandy	vandystu3	vandystu3	vandystu3@vanderbilt.edu	Student	Jan 21, 2019 12:25 PM				
Stu6, Vandy	vandystu6	vandystu6	vandystu6@vanderbilt.edu	Student					
Total Users: 5									
Send Email Close									



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4) A pop-up window will open, where you can compose your email. Note that students will automatically be populated in the bcc: field for privacy. Once you are satisfied with your email, click **Send**.

Cor	mpose New Message								
Send	hd						Address	Book	
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- [_
Cc									
Bcc	"Vandy Stu1" vandy Stu2" <cft@va< td=""></cft@va<>	anderbilt.edu> × "Va	andy Stu3" <va< td=""><td>indystu3@vander</td><td>bilt.edu> ×</td><td></td><td></td><td></td><td></td></va<>	indystu3@vander	bilt.edu> ×				
	"Vandy Stu4" <vandystu4@vanderbilt.edu> × "Vandy Stu5" <vandyst< td=""><td>tu5@vanderbilt.edu> ×</td><td>"Vandy Stu</td><td>ı6" <vandystu6@< td=""><td>/anderbilt.edu> ×</td><td></td><td></td><td></td><td></td></vandystu6@<></td></vandyst<></vandystu4@vanderbilt.edu>	tu5@vanderbilt.edu> ×	"Vandy Stu	ı6" <vandystu6@< td=""><td>/anderbilt.edu> ×</td><td></td><td></td><td></td><td></td></vandystu6@<>	/anderbilt.edu> ×				
	"CFT Instructor" space@vanderbilt.edu> ×								
Subject	Instructional Technologist Sandbox Course >							Ă	
Rody									
Body									
	$\mathscr{O} \ \Omega \bullet \Omega$ \bullet Paragrag \bullet B $I \ \sqcup \bullet$ $\overline{\Xi} \ \overline{\Xi} \ \overline{\Xi} \bullet$ For	ont Far 💙 Sizı 💙		Σ -	Ð * K ∎				
Dear s	students,								
Here is	is the text of my email.								
Sincere	rely,								
Your In	nstructor								
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Attachm	ments								-
Drop	p files here, or click below!								
କ	✤ Upload Record ~								
С	Choose Existing								



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How to Email Individual Students

1) Scroll to the bottom of your **Classlist** page and select an option that will display all your students on one page. If you're not sure, just select **200 per page**.

	100 pe	er page					
10 per page ✓ 20 per page 50 per page 100 per page							
		R (1)	Styr, Vandy 🗸	vandystu1	vandystu1	brightspace@vanderbilt.edu	Student
		A 4	Stu2, Vandy	vandystu2	vandystu2	cft@vanderbilt.edu	Student
		A d	Stu3, Vandy 🗸 🗸	vandystu3	vandystu3	vandystu3@vanderbilt.edu	Student
		A d	Stu4, Vandy 🗸 🗸	vandystu4	vandystu4	vandystu4@vanderbilt.edu	Student
		R (1)	Stu5, Vandy 🗸	vandystu5	vandystu5	vandystu5@vanderbilt.edu	Student
		R (1)	Stu6, Vandy 🗸 🗸	vandystu6	vandystu6	vandystu6@vanderbilt.edu	Student

Now that you can see your entire class on one page, you are able to:

- 1) Use the **checkboxes** to choose the student(s) you wish to email.
- 2) Click the **Email** link at the top of the list. This will open a window where you can compose and send your

		Message E Print		lenroli			
	n se	Last Name First Name	Username	Org Defined ID	Email	Role 🔺	Last Accessed
	₽ 9	• Click Email	CFT.Instructor	CFT.Instructor	brightspace@vanderbilt.edu	Instructor	Aug 16, 2017 3:17
 	A 4	Stu1, Vandy 🗸	vandystu1	vandystu1	brightspace@vanderbilt.edu	Student	
	5	Stu6 Vandy	vandvstu6	vandystu6	vandystu6@vanderbilt.edu	Student	
 	P D	Stu5, Vandy V	vandystu5	vandystu5	vandystu5@vanderbilt.edu	Student	
	P D	Stu4, Vandy 🗸	vandystu4	vandystu4	vandystu4@vanderbilt.edu	Student	
	2 4	Stu3, Vandy 🗸	vandystu3	vandystu3	vandystu3@vanderbilt.edu	Student	
	R 9	Stu2, Vandy 🗸	vandystu2	vandystu2	cft@vanderbilt.edu	Student	

email.