



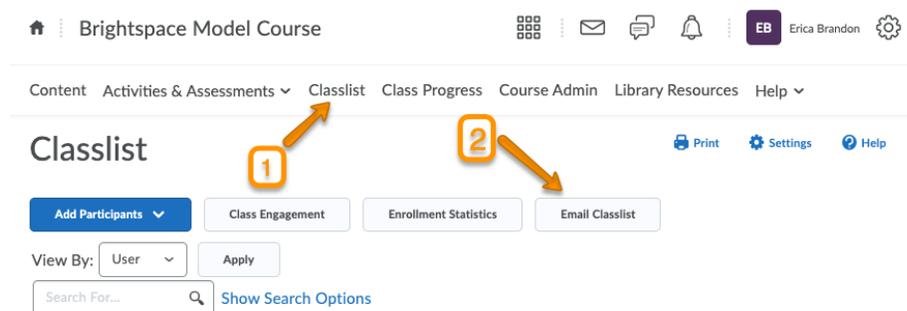
How do I email my entire class, or individual students?

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**.



- 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:

Search For... [Show Search Options](#)

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



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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**.

Compose New Message

Send
Address Book

To "CFT Instructor" <brightspace@vanderbilt.edu> x

Cc

Bcc "Vandy Stu1" <brightspace@vanderbilt.edu> x "Vandy Stu2" <cft@vanderbilt.edu> x "Vandy Stu3" <vandystu3@vanderbilt.edu> x
 "Vandy Stu4" <vandystu4@vanderbilt.edu> x "Vandy Stu5" <vandystu5@vanderbilt.edu> x "Vandy Stu6" <vandystu6@vanderbilt.edu> x
 "CFT Instructor" <brightspace@vanderbilt.edu> x

Subject Instructional Technologist Sandbox Course >

Body

📺 🔗 📎 ⌵
Paragraph ⌵
B *I* U ⌵
☰ ☰ ☰ ⌵
Font Far ⌵
Size ⌵
■ ⌵
🔠 ⌵
Σ ⌵
🔄 ⌵
✂ 📄

Dear students,
 Here is the text of my email.
 Sincerely,
 Your Instructor

🔍 🔊 🔇 🗑 🔗 🔒 🔓

Priority Normal ⌵

Drop files here, or click below!

📁 Upload
📄 Record ⌵

Choose Existing

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**.

<input type="checkbox"/>		Stu6, Vandy	vandystu6	vandystu6	vandystu6@vanderbilt.edu	Student
<input type="checkbox"/>		Stu5, Vandy	vandystu5	vandystu5	vandystu5@vanderbilt.edu	Student
<input type="checkbox"/>		Stu4, Vandy	vandystu4	vandystu4	vandystu4@vanderbilt.edu	Student
<input type="checkbox"/>		Stu3, Vandy	vandystu3	vandystu3	vandystu3@vanderbilt.edu	Student
<input type="checkbox"/>		Stu2, Vandy	vandystu2	vandystu2	cft@vanderbilt.edu	Student
<input type="checkbox"/>		Stu1, Vandy	vandystu1	vandystu1	brightspace@vanderbilt.edu	Student

10 per page
 20 per page
 50 per page
 100 per page
 200 per page

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

[Email](#) [Instant Message](#) [Print](#) [Enrollment](#) [Unenroll](#)

<input type="checkbox"/>		Last Name, First Name	Username	Org Defined ID	Email	Role	Last Accessed
<input type="checkbox"/>			CFT.Instructor	CFT.Instructor	brightspace@vanderbilt.edu	Instructor	Aug 16, 2017 3:17
<input checked="" type="checkbox"/>		Stu1, Vandy	vandystu1	vandystu1	brightspace@vanderbilt.edu	Student	
<input type="checkbox"/>		Stu6, Vandy	vandystu6	vandystu6	vandystu6@vanderbilt.edu	Student	
<input checked="" type="checkbox"/>		Stu5, Vandy	vandystu5	vandystu5	vandystu5@vanderbilt.edu	Student	
<input checked="" type="checkbox"/>		Stu4, Vandy	vandystu4	vandystu4	vandystu4@vanderbilt.edu	Student	
<input type="checkbox"/>		Stu3, Vandy	vandystu3	vandystu3	vandystu3@vanderbilt.edu	Student	
<input type="checkbox"/>		Stu2, Vandy	vandystu2	vandystu2	cft@vanderbilt.edu	Student	

email.