Vanderbilt University
Center for Teaching

**Brightspace SUPPORT @CFT**

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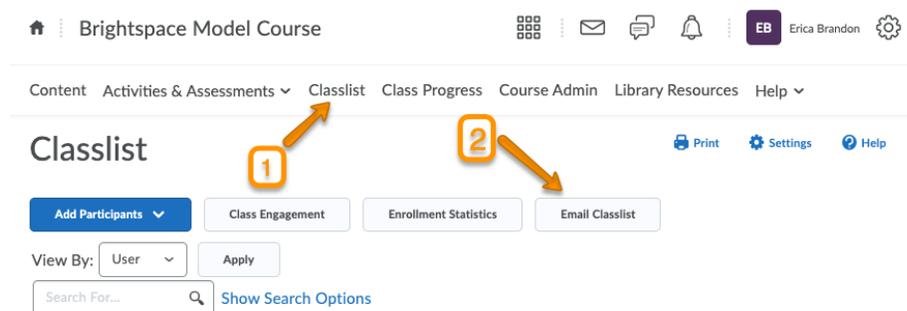
3) This will open a page displaying a list of all your students. Click on **Send Email** to begin composing your email.

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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>   ×

Cc

Bcc   "Vandy Stu1" <brightspace@vanderbilt.edu> ×   "Vandy Stu2" <cft@vanderbilt.edu> ×   "Vandy Stu3" <vandystu3@vanderbilt.edu> ×

"Vandy Stu4" <vandystu4@vanderbilt.edu> ×   "Vandy Stu5" <vandystu5@vanderbilt.edu> ×   "Vandy Stu6" <vandystu6@vanderbilt.edu> ×

"CFT Instructor" <brightspace@vanderbilt.edu> ×

Subject   Instructional Technologist Sandbox Course >

Body

Dear students,

Here is the text of my email.

Sincerely,
Your Instructor

Priority   Normal

Attachments

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**.

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.