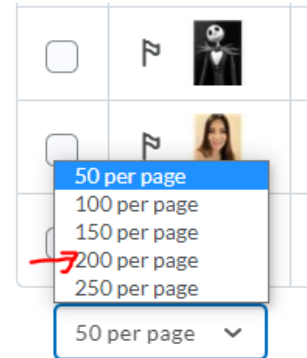




# Brightspace – Emailing the Class

## From your course page

- Click on **Roster** from the course nav bar.
- Scroll all the way down and change how many students you can see. If you have a large class, your Roster may span multiple pages, and you want them to be on one page. Doing this once should save your settings for future times.
- Scroll back up and click the first checkbox to select everyone. Then, click **Email**.



<input checked="" type="checkbox"/>	Image	Last Name, First Name
<input checked="" type="checkbox"/>		Bunny, Bugs <span>▼</span> <span>●</span>
<input checked="" type="checkbox"/>		Student, D2L.Demo <span>▼</span>
<input checked="" type="checkbox"/>		Galilei, Galileo <span>▼</span>

This will open up the email editor. All students are automatically added as BCC to protect their privacy.

## Brightspace Email Tips

- Add the course name to the Subject Line, especially in the first few weeks before students know you, so students can recognize at a glance which class the email is for.
- You will have the same editing functions found anywhere in Brightspace that has a text editor.
- You can add attachments to emails from Brightspace as well as record video or audio.
- You can include links to items on the course page by selecting “Choose Existing”.
- You will receive a copy of your email in your Inbox. You will *not* see the email in your Sent items in Outlook since this is being sent through the Brightspace system. To view past emails you have sent *through Brightspace*, click on the Email icon in the main navigation menu, and then look for the button for *Sent Mail* on the right-hand side.

