

Blackboard Communication Tools: Announcements and Email

There are two primary ways to send communications to your students in Blackboard: Announcements and Email. They are both excellent ways to easily communicate with all the students enrolled in a course.

Announcements are for sharing information about the course that will be retained in the Announcements area in your course for all enrolled to reference in addition Blackboard will email a copy of the announcement to everyone enrolled in the course to everyone's preferred email.

Email is for sending emails to everyone enrolled in the course (or selected individuals) without having to know their email address. Emails sent through Blackboard will arrive in the recipients' preferred email and you will receive a copy in your email. Replies to the email will go to the sender's preferred email.

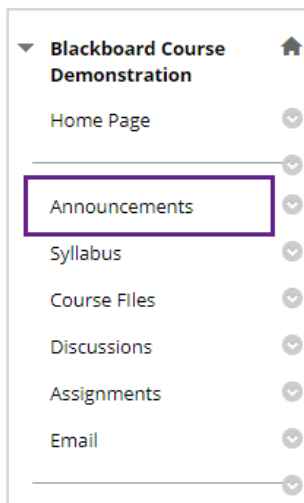
Blackboard Announcements

You can add, edit, and delete announcements from the *Announcements* page. When you add an announcement, you can also send it as an email to students in your course. Students receive the announcement even if they don't log into your course.

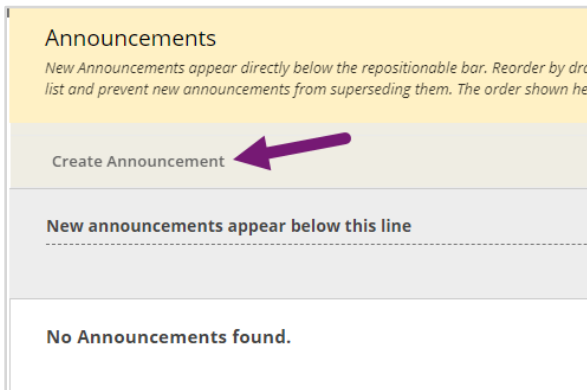
1. Access the Blackboard Course where you want to make an Announcement
2. Make sure **Edit Mode** (upper right corner) has been turned **On**



3. In the left menu, select **Announcements**



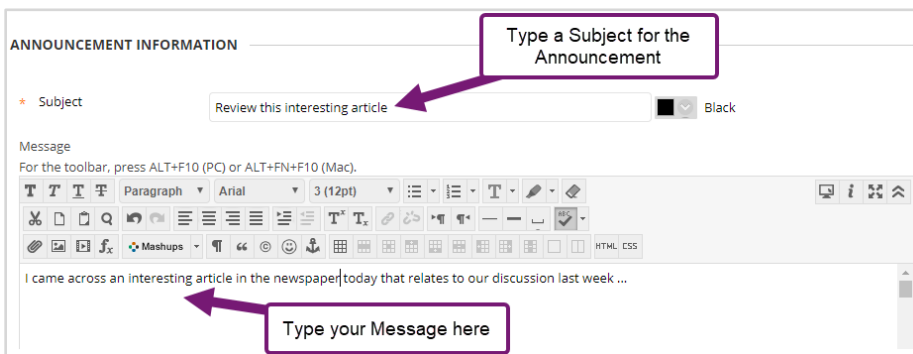
4. Select **Create Announcement**



5. The create assignment page will open

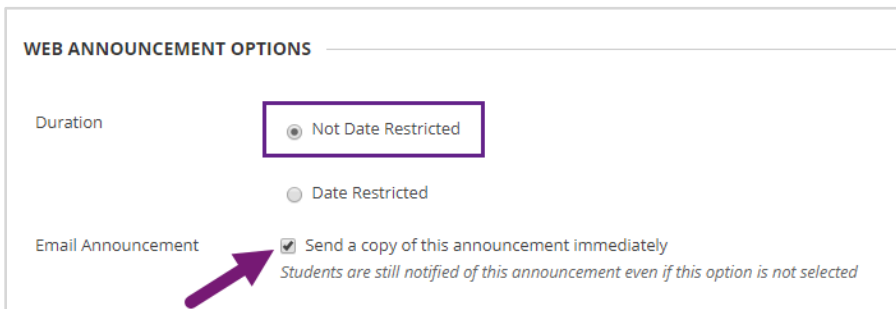
6. Type a **Subject**, which appears as the title of the announcement on the Announcements page

7. Type your **Message** in the text editor*



8. Duration is already set to Not Date Restricted (recommended)

9. Add a checkmark beside **Email Announcement** to **Send a copy of this announcement immediately**



10. Select **Submit** to post the Announcement and send the message out via email to everyone enrolled in the course.

Blackboard Send Email

Blackboard makes it easy to send emails to anyone enrolled in your course without having to know their email address. Emails sent through Blackboard will arrive in the recipients' preferred email and you will receive a copy in your email. Replies to the email will go to the sender's preferred email.

Note: Blackboard does not keep a record of sent or received emails

1. Access the Blackboard course from which you would like to send an email.
2. Select **Email** from the course menu

3. The Send Email page will open
4. Choose the intended recipients from the available choices

Send Email
Send emails to others in your course without having to switch to your email provider. [More Help](#)

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Student Users
Send email to all of the Student users in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.


All Instructor Users
Send email to all of the Instructor users in the Course.

All Observer Users
Send email to all Observer users in the Course.

Single / Select Users
Select which users will receive the email.

Single / Select Groups
Select which Groups will receive the email.

Single / Select Observer users
Send an email to selected Observer users.

5. **NOTE** If you choose Single/Select Users, choose the users to email by selecting the name under Available to Select and move to the Selected area by clicking the right pointing arrow  (See image below.)

Single / Select Users

* Indicates a required field.

EMAIL INFORMATION

* To

Available to Select		Selected
<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>ACOSTA, JOY, ACHILLY</p> <p>KNEP, TONY, MARY</p> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> > < </div>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>CHADWELL, PreviewUser, SANDRA</p> <p>SAISLY, CORNWALL</p> </div>
<p>Invert Selection Select All</p>		<p>Invert Selection Select All</p>

6. Type a **Subject**, which appears as the title of the Email
7. Type your **Message** in the text editor*
8. Select **Attach a File** to optionally attach file(s) to your Email
9. Select **Submit** to send the message

The screenshot shows the Blackboard email composition interface. At the top, the 'From' field is set to 'SANDRA'. The 'Subject' field contains 'Reminder Assignment 2', with a callout box pointing to it that says 'Type a Subject for the Email'. Below the subject field is a rich text editor with a toolbar. The message body contains the text: 'Don't forget Assignment 2 is due tomorrow in Blackboard! If you have any questions please email me as soon as possible.' A callout box points to the text area with the text 'Type your Message here'. Below the text editor, there is a 'Path: p' field and a 'Words:20' counter. Underneath, there is a checkbox for 'Return Receipt' and a section for 'Attachments' with a link that says 'Attach a file'. A callout box points to this link with the text 'Select to attach file(s)'. At the bottom right, there are 'Cancel' and 'Submit' buttons. A callout box points to the 'Submit' button with the text 'Select Submit to Send'. At the bottom left, there is a note: 'Click **Submit** to proceed.'

**Note: If your Blackboard text editor is displaying one line of editing options, select the double down arrow to the right of the text editor to expand all the text editor options.*

