Email Your Class Using Classlist

Overview

Brightspace Classlist feature allows instructors to view all users enrolled in the course and email the entire class.

Objectives

By following the guide, you will be able to:

Part 1: Email your Class using Classlist
Part 2: See a List of All your Sent Mail

Part 1: Email your Class using Classlist

1. In your course, click Classlist (up in the navigation bar).

2. Click the Email Classlist button at the top of the page

3. Click Send Email button
4. On the Compose New Message dialog, type (or paste) the text in the Body textbox. (See screenshot below.)

5. Attach a file (such as your syllabus). (See screenshot below.)

6. When ready to send the email, scroll back to the top & click Send. (See screenshot below.)

Part 2: See a List of all your Sent Mail

Note: Brightspace does keep a list of the emails you send out within a course, but you have to go about finding it differently than the Classlist tool. The list will display all mail sent from Brightspace.

1. Click the envelope mail icon at the top of the screen.

2. Click Email

3. In the top right corner of the page there is a button for “Sent Mail”