

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:

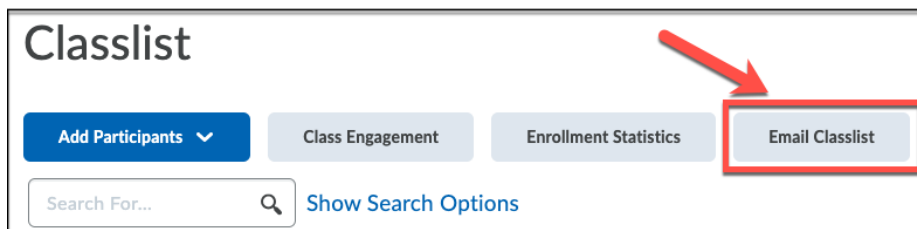
- Part 1: Email your Class using Classlist
- Part 2: See a List of All your Sent Mail

Part 1: Email your Class using Classlist

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



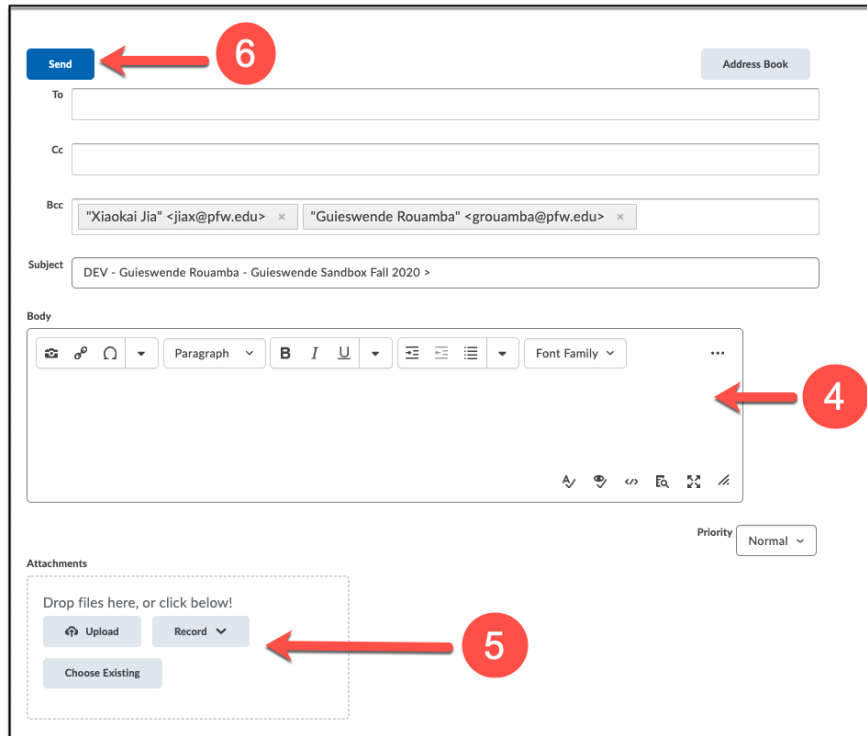
2. Click the **Email Classlist** button at the top of the page



3. Click **Send Email** button



- On the Compose New Message dialog, type (or paste) the text in the Body textbox. (See screenshot below.)
- Attach a file (such as your syllabus). (See screenshot below.)
- 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.

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



- Click Email



- In the top right corner of the page there is a button for "Sent Mail"

