

BRIGHTSPACE – SEND EMAIL USING THE EMAIL “CLASSLIST” FUNCTION



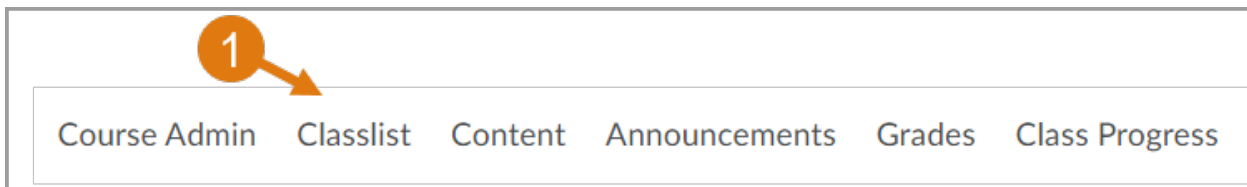
Teaching and Learning Support Service, uOttawa

CONTEXT

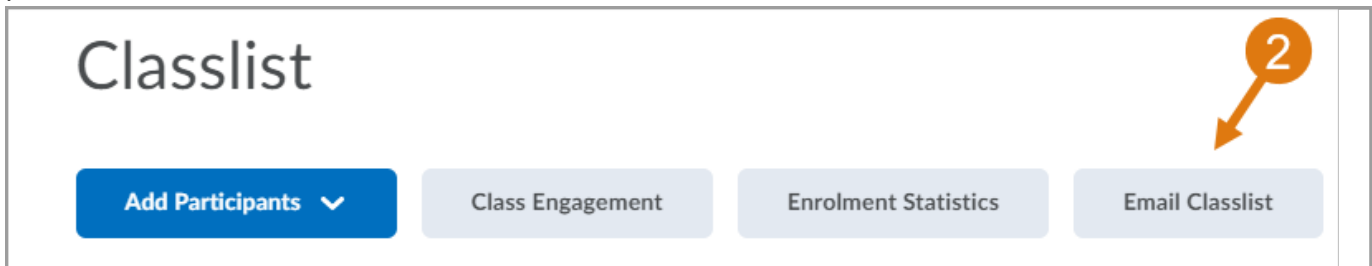
Instructors can send email messages to one, several, or all course members at once using the “Classlist email tool”. This tool is an extension of the University of Ottawa official email platforms (i.e. Gmail and Microsoft Exchange). All outgoing emails are therefore sent to the uOttawa email address associated with the Brightspace account. This also means that if a course member replies to an email message that you sent via the Classlist email tool, their messages will go to the address associated with your Brightspace account, which is typically your Microsoft Exchange (Outlook) account. The following document covers how to send an email to the entire class list, as well as how to send an email to an individual student or several students.

SEND AN EMAIL TO THE ENTIRE CLASSLIST

1. In the Navbar of the course, click on **Classlist**



2. At the top of the page, click on **Email Classlist**. A list of the individuals that the email will be sent to is presented



3. Next, click on **Compose Email**

Doe, John	JDOE	UOT_123456	jdoe045@uottawa.ca	Étudiant • Student	
Borealis, Aurora	ABOREALIS	UOT_456789	aurora.borealsi@uottawa.ca	Professeur • Faculty	Jun 16, 2020 5:04 PM
Nazari, Sirine	SNAZARI	UOT_987654	snaza053@uottawa.ca	Étudiant • Student	Jun 30, 2020 4:46 PM

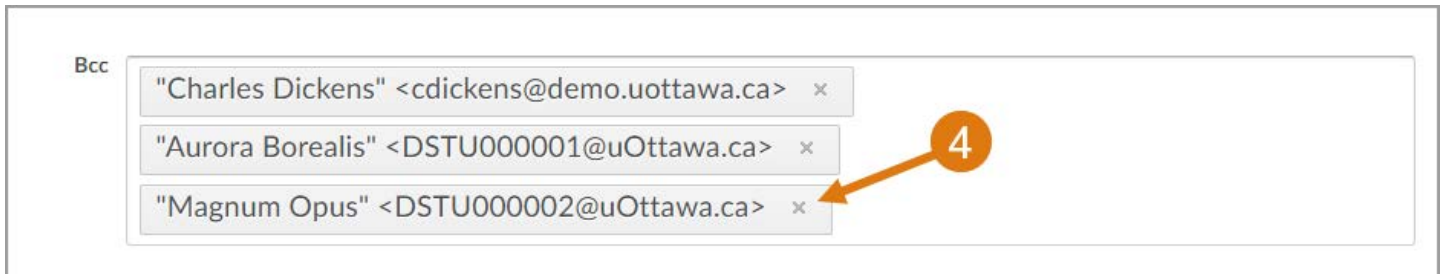
Total Users: 5

Compose Email Close

An orange circle with the number '3' and an arrow points to the 'Compose Email' button.

4. The **Bcc** field will automatically be populated with the email addresses of all of the individuals in your course. Add additional recipient email addresses to the list by separating them with a semi-colon. To remove someone from the list, click on the **X** associated with that individual.

Note: We recommend keeping all email recipients in the **Bcc** field so that individual users are not identified within email communications. This is especially important when sensitive information is being sent (e.g. requesting that several students meet with you regarding their performance)

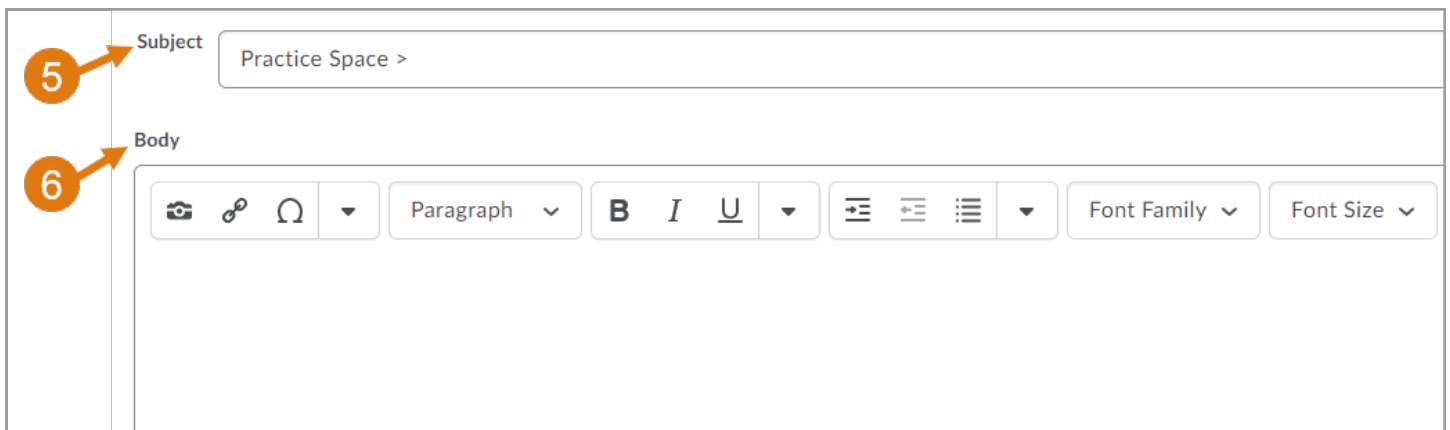


5. The **Subject** line will be automatically populated with the course name followed by a colon.

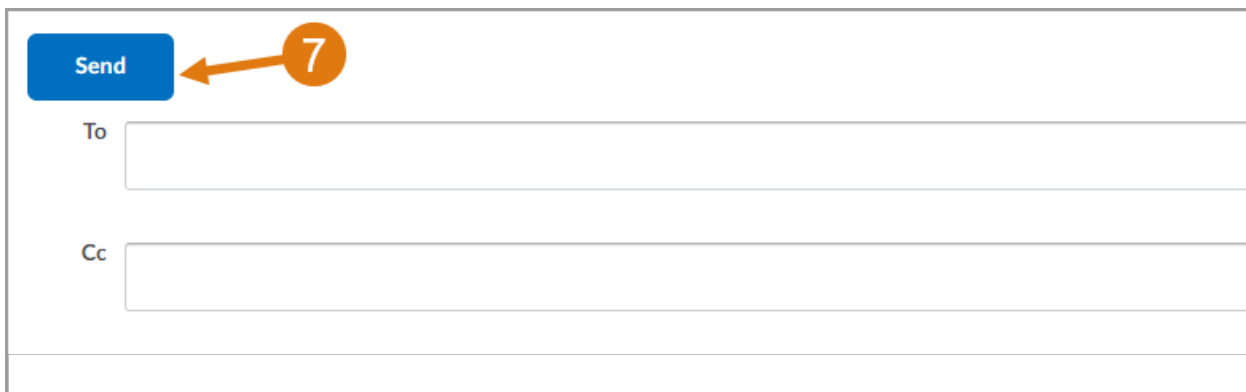
Tip: You can modify the **Subject** as you see fit, but keep in mind that it is useful to leave the course code in to help students identify what course the email refers to. Using something consistent in the **Subject** line can also provide you with a way to easily organize your emails within the Microsoft exchange platform.

6. Fill in the email **Body** using the HTML editor to add in images, attach documents, link to webpages, and link to material within the course (e.g. a quiz).

Tip: Linking directly to a course item like an assignment, is a great way to remind students of an upcoming due date, while pointing them to its location! We also recommend sending a test copy of the email to yourself to make sure that it displays the way you want it to, before sending it off to all course users

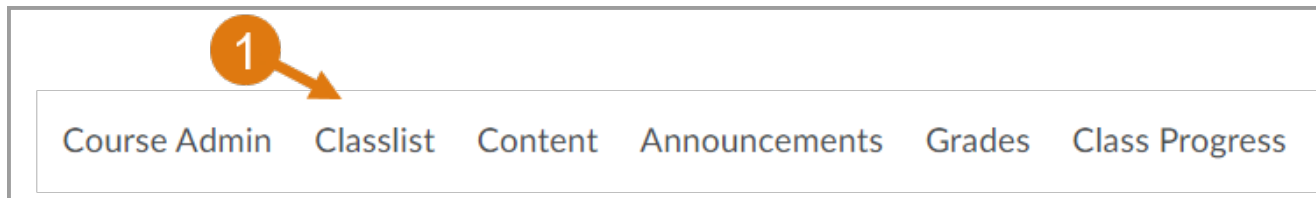


7. Scroll up and click on **Send**



SEND AN EMAIL TO AN INDIVIDUAL STUDENT OR SEVERAL STUDENTS

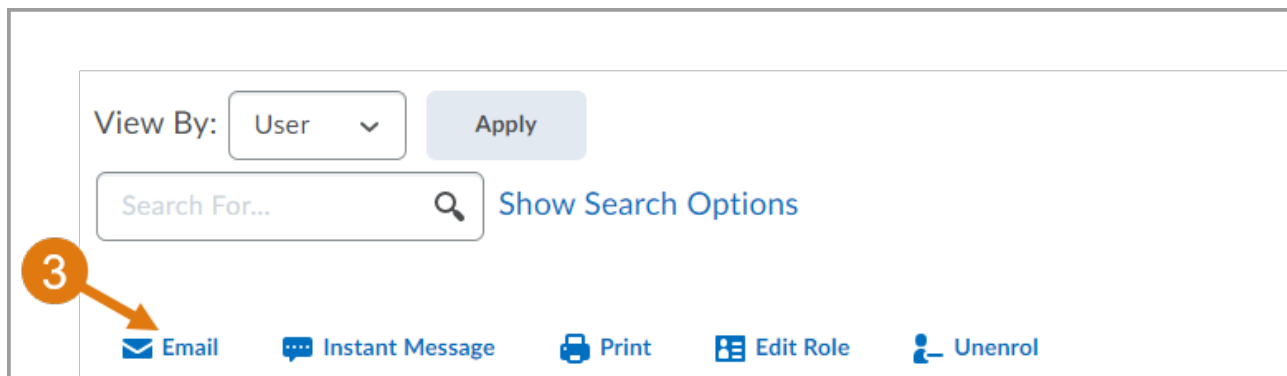
1. In the Navbar, click on **Classlist**.



2. Check off the box beside the user(s) that you wish to contact.

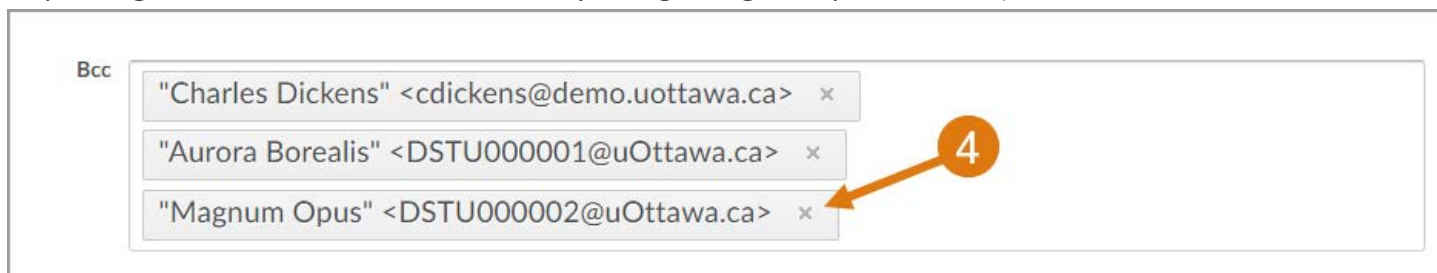
<input type="checkbox"/>		Borealis, Aurora	Aurora.Borealis	DSTU000001	DSTU000001@uOttawa.ca
<input type="checkbox"/>		Dickens, Charles	cdickens	D2L000001	cdickens@demo.uottawa.ca
<input type="checkbox"/>		Opus, Magnum	Magnum.Opus	DSTU000002	DSTU000002@uOttawa.ca

3. Then, click on **Email**.



4. The **Bcc** field will automatically be populated with the email address(es) of the individual(s) you selected to email. Add additional recipient email addresses to the list by separating them with a semi-colon. To remove someone from the list, click on the **X** associated with that individual.

Note: We recommend keeping all email recipients in the Bcc field so that individual users are not identified within email communications. This is especially important when sensitive information is being sent (e.g. requesting that several students meet with you regarding their performance).

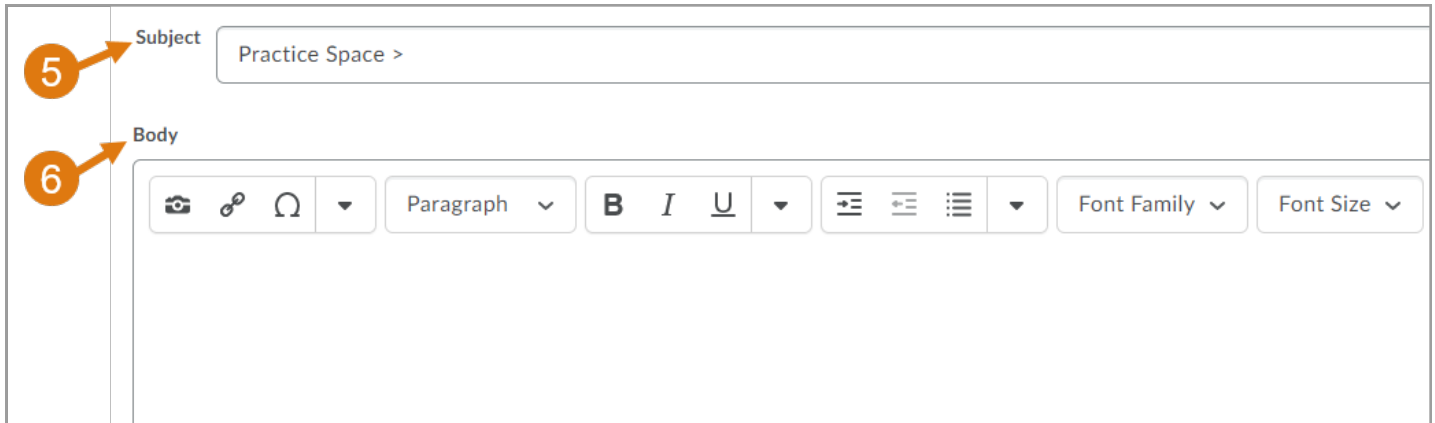


5. The **Subject** field will automatically be populated with the course name followed by a colon.

Tip: You can modify the **Subject** as you see fit, but keep in mind that it is useful to leave the course code in to help students identify what course the email refers to. Using something consistent in the **Subject** line can also provide you with a way to easily organize your emails within the Microsoft exchange platform.

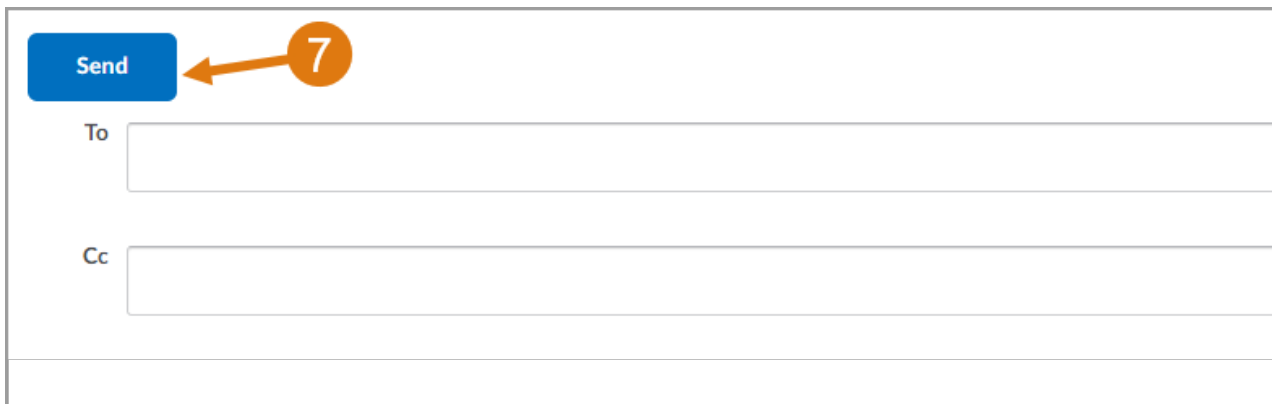
6. Fill in the email **Body** using the HTML editor to add in images, attach documents, link to webpages, and link to material within the course (e.g. a quiz).

Tip: Linking directly to a course item like an assignment, is a great way to remind students of an upcoming due date, while pointing them to its location! We also recommend sending a test copy of the email to yourself to make sure that it displays the way you want it to, before sending it off to all course users.



The screenshot shows an email composition window. The 'Subject' field is at the top, containing the text 'Practice Space >'. An orange circle with the number '5' and an arrow points to the 'Subject' label. Below the subject field is the 'Body' field, which contains a rich text editor toolbar. An orange circle with the number '6' and an arrow points to the 'Body' label. The toolbar includes icons for inserting images, links, and tables, as well as dropdown menus for paragraph style, bold, italic, underline, list, font family, and font size.

7. Scroll up and click on **Send**.



The screenshot shows the bottom portion of an email composition window. A blue 'Send' button is located at the top left. An orange circle with the number '7' and an arrow points to the 'Send' button. Below the button are two empty text input fields labeled 'To' and 'Cc'.