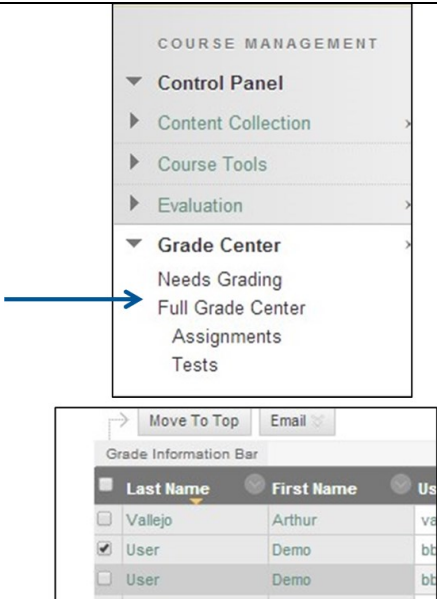
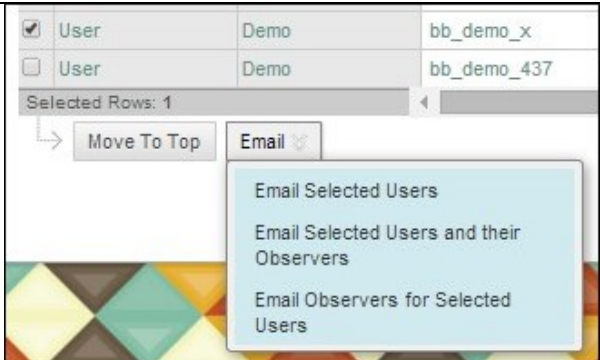


### Blackboard Learn – Email Students from the Grade Center Return Receipt (Jeff State Email Accounts)

You can email student(s) from the Grade Center – these emails will be sent to their **Jefferson State Email account**, and it will appear to be from your **Jefferson State Email mail account**.

<ol style="list-style-type: none"><li>1. Enter the course, and make sure Edit Mode is set to ON.</li><li>2. Scroll down to the control panel on the left and select Grade Center.</li><li>3. From the options that expand, select Full Grade Center.</li></ol>	 <p>The screenshot shows the 'COURSE MANAGEMENT' menu. The 'Grade Center' option is expanded, and a blue arrow points to 'Full Grade Center'. Below the menu is a 'Grade Information Bar' with a table of student information.</p> <table border="1"><thead><tr><th></th><th>Last Name</th><th>First Name</th><th>Us</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Vallejo</td><td>Arthur</td><td>va</td></tr><tr><td><input checked="" type="checkbox"/></td><td>User</td><td>Demo</td><td>bb</td></tr><tr><td><input type="checkbox"/></td><td>User</td><td>Demo</td><td>bb</td></tr></tbody></table>		Last Name	First Name	Us	<input type="checkbox"/>	Vallejo	Arthur	va	<input checked="" type="checkbox"/>	User	Demo	bb	<input type="checkbox"/>	User	Demo	bb
	Last Name	First Name	Us														
<input type="checkbox"/>	Vallejo	Arthur	va														
<input checked="" type="checkbox"/>	User	Demo	bb														
<input type="checkbox"/>	User	Demo	bb														
<ol style="list-style-type: none"><li>4. Select student(s) by clicking the Checkbox that appears to the left of their name(s).</li><li>5. Select Email.</li><li>6. Select Email Selected Users.</li><li>7. The email will automatically be addressed to the student(s) you selected.</li></ol>	 <p>The screenshot shows the 'Grade Information Bar' table with the first 'User' row selected. The 'Email' dropdown menu is open, and 'Email Selected Users' is highlighted.</p> <table border="1"><tbody><tr><td><input checked="" type="checkbox"/></td><td>User</td><td>Demo</td><td>bb_demo_x</td></tr><tr><td><input type="checkbox"/></td><td>User</td><td>Demo</td><td>bb_demo_437</td></tr></tbody></table> <p>Selected Rows: 1</p> <ul style="list-style-type: none"><li>Move To Top</li><li>Email</li><li>Email Selected Users</li><li>Email Selected Users and their Observers</li><li>Email Observers for Selected Users</li></ul>	<input checked="" type="checkbox"/>	User	Demo	bb_demo_x	<input type="checkbox"/>	User	Demo	bb_demo_437								
<input checked="" type="checkbox"/>	User	Demo	bb_demo_x														
<input type="checkbox"/>	User	Demo	bb_demo_437														

8. Type in a **Subject** and **Message**.
9. Check the Include list of recipients checkbox.

**Note:** This will ensure that the names of the recipients will appear in the Instructor's Jefferson State Email Account but will not show any additional student names in the email message.

Note: The Course Id will appear (i.e. CRN/Term; Crosslist as xlist) in the Subject Line of the email.

10. Scroll down and attach any files you wish to include.
11. Click Submit.

Send Email

EMAIL INFORMATION

To: **Student A, Student B, Student C, Student D, Student E, Student F, Student G**

Additional Recipients (Bcc)

From: Instructor

Subject: Syllabus Quiz - 2nd Notification

Message

Good morning. Today begins the third day of classes and I've noticed that you still haven't completed the syllabus quiz. This quiz is not only part of your grade, it is also used to verify your attendance in the course. If this quiz is not completed by 5pm on Monday, May 25th you will be recorded as "non-attending". This means that you will be dropped from this course (even if you've already paid for the class). Please complete the syllabus quiz as soon as possible so that you do not get dropped from the class. If you have any questions, don't hesitate to email me.

Include list of recipients  
A copy of this email will be sent to the sender.

Attachments Attach a file

Click **Submit** to proceed.

Cancel Submit

This is how email will appear in Instructor's Outlook Email.

**Note:** In Outlook you can 'search' for student name to retrieve email sent.

**Syllabus Quiz - 2nd Notification**

**From:** Instructor <\_\_\_\_\_@jeffersonstate.edu <do-not-reply@blackboard.com>>  
**Sent:** Friday, May 22, 2020 10:39 AM  
**To:** Instructor <\_\_\_\_\_@jeffersonstate.edu>  
**Subject:** ~~202030~~202030.xlist: Syllabus Quiz - 2nd Notification

**Student A, Student B, Student C, Student D, Student E, Student F, Student G**

Good morning. Today begins the third day of classes and I've noticed that you still haven't completed the syllabus quiz. This quiz is not only part of your grade, it is also used to verify your attendance in the course. If this quiz is not completed by 5pm on Monday, May 25th you will be recorded as "non-attending". This means that you will be dropped from this course (even if you've already paid for the class). Please complete the syllabus quiz as soon as possible so that you do not get dropped from the class. If you have any questions, don't hesitate to email me.