Sending Emails to Students

It is possible to send email messages from within the Blackboard system. Delivery will occur in the addressee’s AIC email address. You will also receive a copy for your records. All replies will go directly to your AIC email address.

1. Log into Blackboard and select your course.

2. Locate the Control Panel and click to expand the Course Tools button. Select Send Email.

3. The Send Email form will open and provide a list of the types of recipients to whom you may send a message. You can send to the whole class, individual students, a group of students, etc. Click to select the desired audience.
4. If you chose a recipient type of Single / Select Users, you will be presented with a list of possible recipients. Complete this step, otherwise skip to (5).

5. Compose your message with a Subject and Body as you would in FirstClass. If you would like a delivery confirmation that addressees received your message, check the box for a Return Receipt.

6. Click Submit to send the email. You will receive a copy in your FirstClass inbox, as well.