Emailing an entire class

How may I email my entire class?

FERPA Reminder

FERPA regulations prohibit any type of “posting” of student grades where others have access to them. This applies even if a unique, non-identifying number is used to “mask” each student. Also, grades should never be posted on a non-University approved source such as Google Docs or sent within a list of grades via a mass email. If you have any questions regarding the FERPA requirements, please contact Registrar Alison Hutchinson.

Emailing using the Email Classlist Button

1. Click on Communication in the navigation bar.
2. Select Classlist from the menu that opens.
3. On the Classlist page, click the Email Classlist button.

   - Note that the Email Classlist button will format an email to all users on the classlist regardless of the number of users currently displayed on the classlist page.
   - Note that the Email Classlist button will format an email to all users on the classlist regardless of role, i.e. student and instructor.

4. On the Email Classlist page, click the Send Email button.
5. In the Compose New Message window that opens:
   - Type a subject for your message.
   - Type your message.
   - Click the Send button.

Emailing one or more people after isolating by role in the course.

1. Click on Communication in the navigation bar.
2. Select Classlist from the menu that opens.
   - By default D2L will display “All” users regardless of role in the course. Click “Students” or “Instructors” tab to see a list of users with that role.
   - By default D2L will only initially display up to 20 users. Set the “number per page” dropdown field, located at the bottom of the page, to display all the users at one time if needed.

3. On the Classlist page:
   - Locate the first person you wish to email.
   - Check the box to the left of their name.
   - Locate and check the boxes for all the other people to whom you want to send this email message.
d. Check the box at the top of the list of people to select all people displayed on the page at once. This will only select class members displayed on the page. It will not select class members from other pages if the "number per page" filter will not allow for the entire enrollment to display on a single page.

e. Click the Email button above the list of class members.

4. In the Compose New Message window that opens:
   a. Type a subject for your message.
   b. Type your message.
   c. Click the Send button.

⚠️ For privacy reasons, email sent from D2L Brightspace uses blind carbon copy (BCC) by default. For more information, please see: Email rate limiting and delays.