

Sending Messages in Brightspace

How to Message All Students in a Course

1. From "Classlist" select all students then click "Email".

The screenshot shows the Brightspace 'Classlist' page. The navigation bar at the top includes 'Course Home', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Classlist', 'Grades', 'Class Progress', and 'Course Tools'. The 'Classlist' tab is highlighted with a red circle. Below the navigation bar, there are buttons for 'Enrollment Statistics' and 'Email Classlist'. A 'View By:' dropdown is set to 'User' with an 'Apply' button. A search bar is present with a 'Show Search Options' link. Below the search bar, there are three buttons: 'Email', 'Instant Message', and 'Print'. The 'Email' button is circled in red. Below these buttons is a table with columns: 'Image', 'Last Name', 'First Name', 'Username', 'Role', and 'Last Accessed'. The first row of the table has a checkmark in the 'Image' column, which is also circled in red. The table contains five rows of student data.

<input checked="" type="checkbox"/>	Image	Last Name	First Name	Username	Role	Last Accessed
<input checked="" type="checkbox"/>		Meadows, Robin		gsu_00051498	Instructor	Nov 18, 2022 12:00 AM
<input checked="" type="checkbox"/>		Morrison, Cory		cory_learner	Student	Nov 9, 2021 1:23 PM
<input checked="" type="checkbox"/>		Student, IT		IT.Student	Student	
<input checked="" type="checkbox"/>		Student, Test		test.student	Student	May 31, 2022 12:00 AM
<input checked="" type="checkbox"/>		Test, Brightspace		Brightspace.Test	Student	

10 per page

Glennville State College prepares and inspires students to be thoughtful, productive, engaged, and responsible citizens who contribute to the well-being of their community, state, nation, and world.

3. You also have the ability to email students from the “Grades” section as well. You can email all students or specific students.

Course Home Content Assignments Discussions Quizzes Classifications **Grades**

View Achievements By: **Grades** Mastery View

Enter Grades Manage Grades Schemes Setup Wizard

Import Export Switch to Spreadsheet View More Actions

View By: User Apply

Search For... Show Search Options

Email

✓	Last Name ▲	First Name	Final Grades				Week 1 ▼
			Final Calculated Grade ▼	Outlook Module 1 SAM Training ▼	Outlook Module 1 SAM Exam ▼	Outlook Module	
✓	Morrison, Cory		- / -, -%	- / 10, -%	- / 50, -%		
✓	Student, IT		- / -, -%	- / 10, -%	- / 50, -%		
✓	Student, Test		- / -, -%	- / 10, -%	- / 50, -%		

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