Sending Email in D2L

Our D2L LMS uses our external email addresses (username@ship.edu) which is managed outside Learning Environment. Instructors can compose emails from within Learning Environment, but you cannot receive emails.

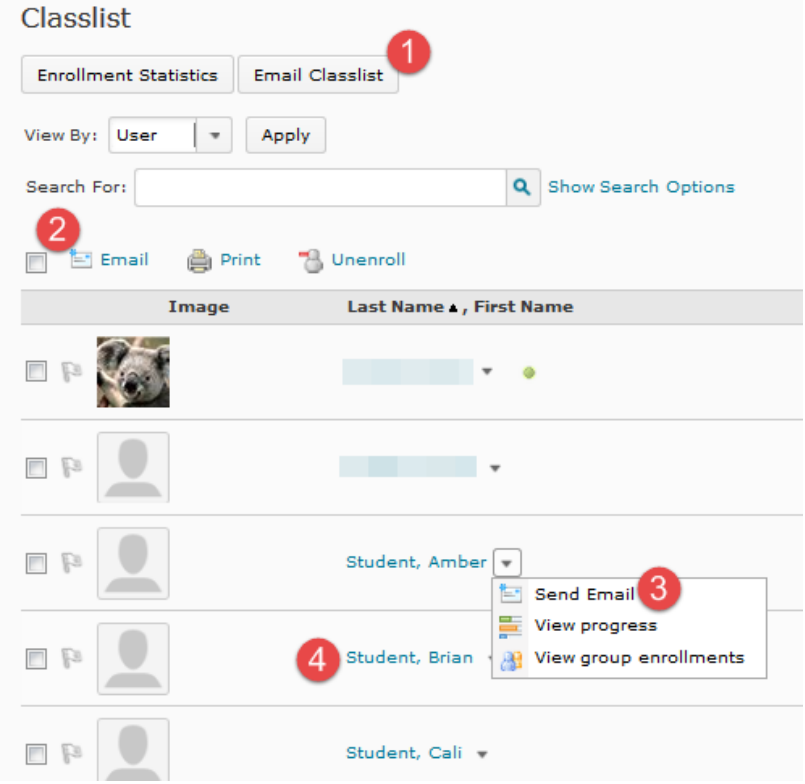
Email can be sent from a variety of areas in the D2L platform.

- Classlist
- Grades Area - Spreadsheet View and by clicking on a student's name.
- Groups Area
- Dropbox Area

The following file types cannot be added to or downloaded from email messages in Learning Environment: .asp, .aspx, .exe, .bat, .dll, .com, .asa, .asax, .ascx, .asmx, .axd, .cdx, .cer, .config, .idc, .cs, .csproj, .java, .jsl, .licx, .rem, .resources, .resx, .shtm, .shtml, .stm, .vb, .vbproj, .vjsproj, .vsdisco, .webinfo, .ini.

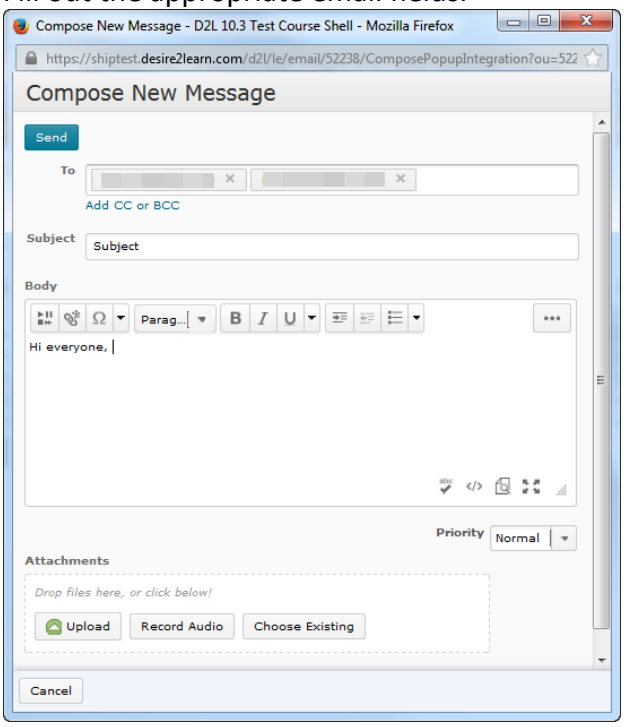
Classlist

There are four ways to email students using the Classlist Tool.



1 - Email All Students

1. On the red course navigation bar, click **Communication** and then select **Classlist** from the drop-down menu.
2. Click on the **Email Classlist** button to email everyone on this tab.
3. A confirmation screen appears displaying the all users on the classlist.
4. Click **Send Email** to open the Compose New Message dialog box. Email addresses appear in the "Bcc:" area of the Compose New Message dialog box.
5. Fill out the appropriate email fields.



6. Click on the **Send** button.

2 - Email Multiple Students or a Specific Students

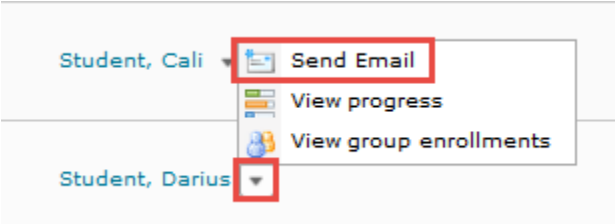
1. On the red course navigation bar, click **Communication** and then select **Classlist** from the drop-down menu.
2. Click on the checkbox next to the student or students' name(s).
3. Click the **Email** icon.

The Compose New Message dialog box appears with students' email addresses in the "Bcc:" area.
4. Fill out the appropriate email fields.
5. Click on the **Send** button.

3 – Email an Individual Student

1. On the red course navigation bar, click **Communication** and then select **Classlist** from the drop-down menu.

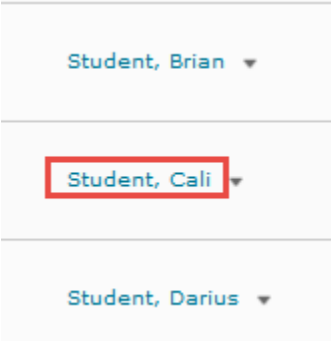
2. Click the context (drop-down) menu next to the student's name and select **Send Email**.



3. The Compose New Message dialog box appears with the student's email addresses in the "To:" area.
4. Fill out the appropriate email fields.
5. Click on the **Send** button.

4 – Email an Individual Student

1. On the red course navigation bar, click **Communication** and then select **Classlist** from the drop-down menu.
2. Click the student's name.



3. The Compose New Message dialog box appears with the student's email addresses in the "To:" area.
4. Fill out the appropriate email fields.
5. Click on the **Send** button.

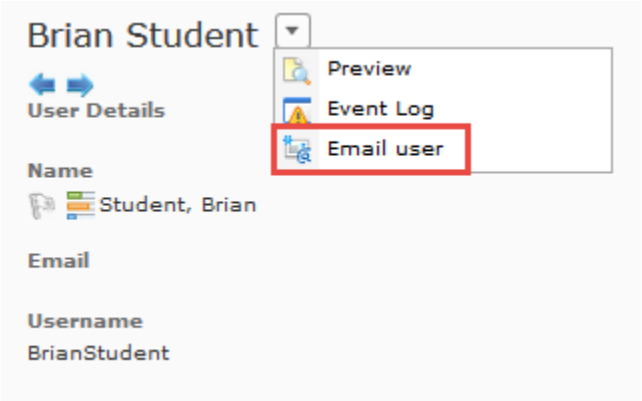
Grades

There are two ways to email students in the Grades area.

Individual Students

1. On the red course navigation bar, click **Grades** and then select **Enter Grades** from the navigation area (if Enter Grades isn't your default page view).
2. Click on a student's name to view the user's details.

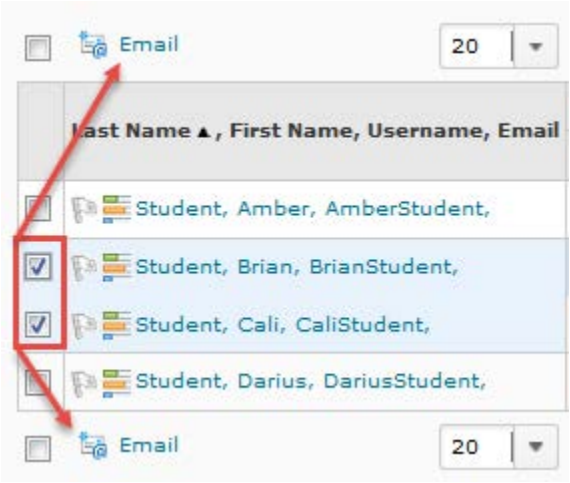
3. Click on the context menu next to the student's name.



4. Select the **Email user** button.
5. Compose and send the email.

Multiple Students

1. On the red course navigation bar, click **Grades** and then select **Enter Grades** from the navigation area (if Enter Grades isn't your default page view).
2. Select the checkbox next to individual students' names.
3. Click on the email icon.
4. Compose and send the email.



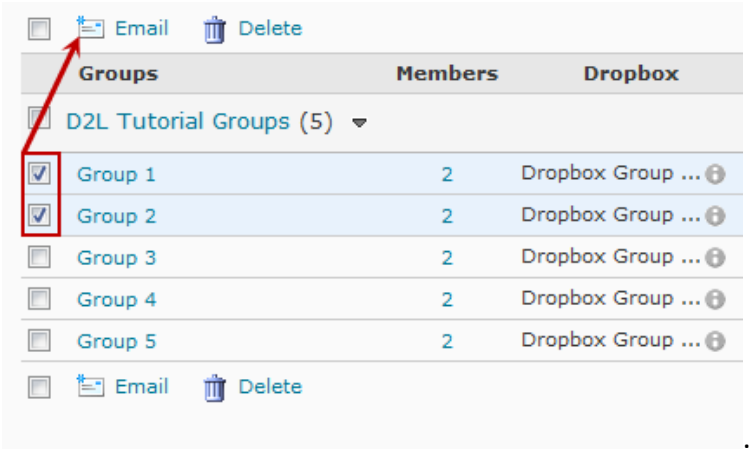
Groups

Emailing the Members of a Group

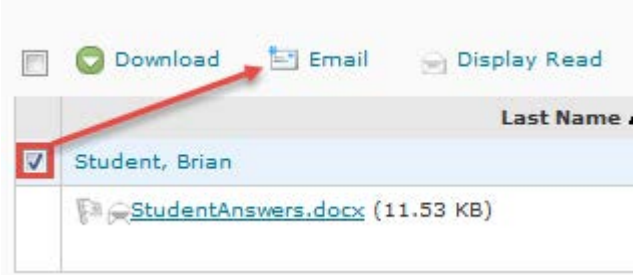
With one click you can easily address an email to group members. A copy of the email is not automatically sent to you. Please place your email address in the To: textbox of the message.

1. On the red course navigation bar, click **Communication** and then select **Groups** from the drop-down menu.

2. Select your group by placing a checkmark next to the name of the group.
3. Click on the **Email** icon. A “Compose New Message” window appears addressed to the selected group's members. Complete the text of the email.
4. Click on the **Send** button. The email is sent to the selected group.



Dropbox

To email students from the Dropbox area:

1. On the red course navigation bar, click **Course Elements** and then select **Dropbox** from the drop-down menu.
2. Select the appropriate dropbox from the Dropbox Folders List.
3. Click on the checkbox next to the student's name.
4. Click on the Email icon.
5. Compose and send the email.