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.

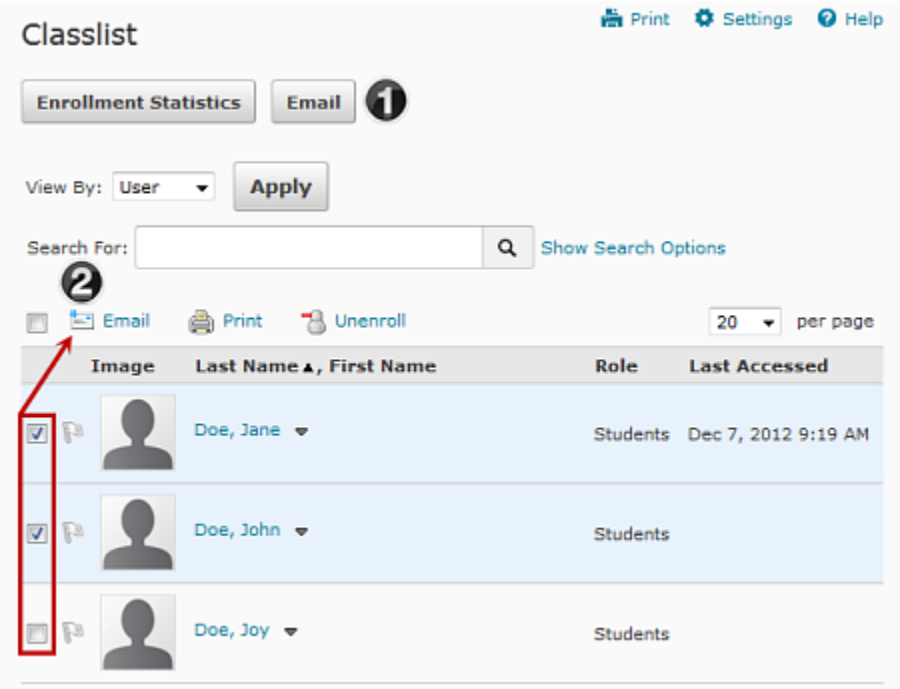
Email can be sent from a variety of areas in the D2L platform.

- 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.

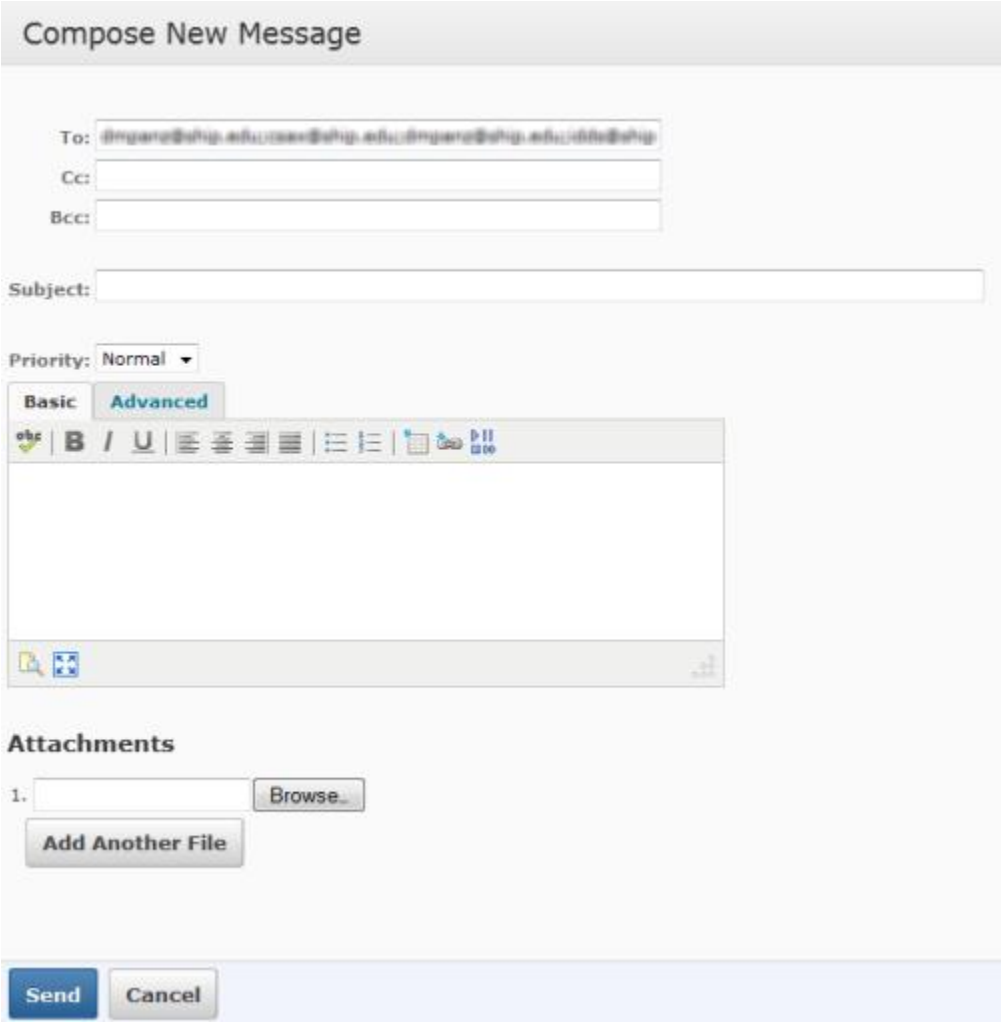
Classlist

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



1 - Email All Students

1. Click on the Classlist link in the Navigation bar.
2. Click on the **Email** button to email everyone on this tab. Students' email addresses appear in the "To:" area of the Compose New Message dialog box.
3. Fill out the appropriate email fields.



4. Click on the Send button.

2 - Email Specific Students

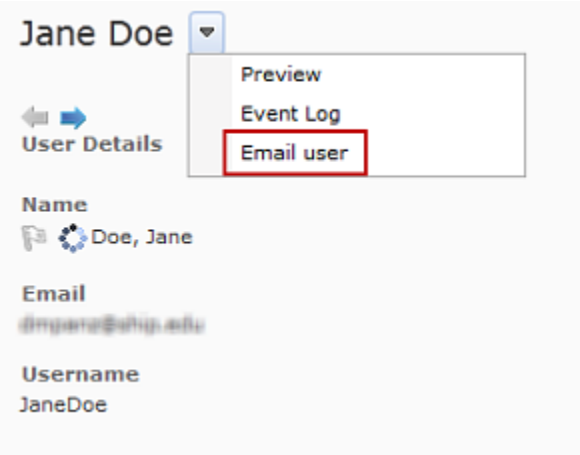
1. Click on the Classlist link in the Navigation bar.
2. Click on the checkbox next to the student's name. Students' email addresses appear in the "To:" area of the Compose New Message dialog box.
3. Fill out the appropriate email fields.
4. Click on the Send button.

Grades

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

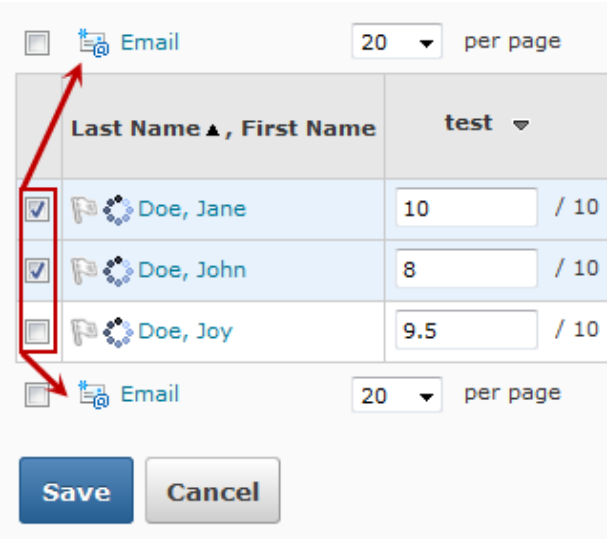
Individual Students

1. Click on a student's name
2. Click on the Email user button.
3. Compose and send the email.



Mutliple Students

1. Use the Spreadsheet view in the Grades area
2. Select the checkbox next to individual student's names
3. Click on the email icon.
4. Compose and send the email.

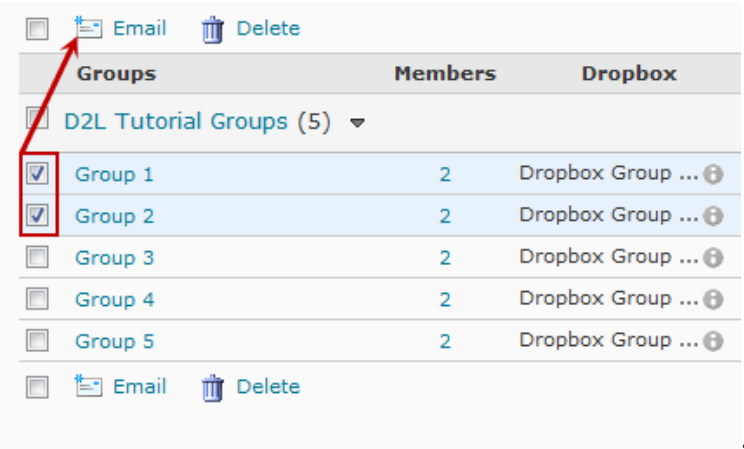


Groups

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. From the Course Home page on the Navigation bar click on the **Groups** link. The Groups page appears.
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.



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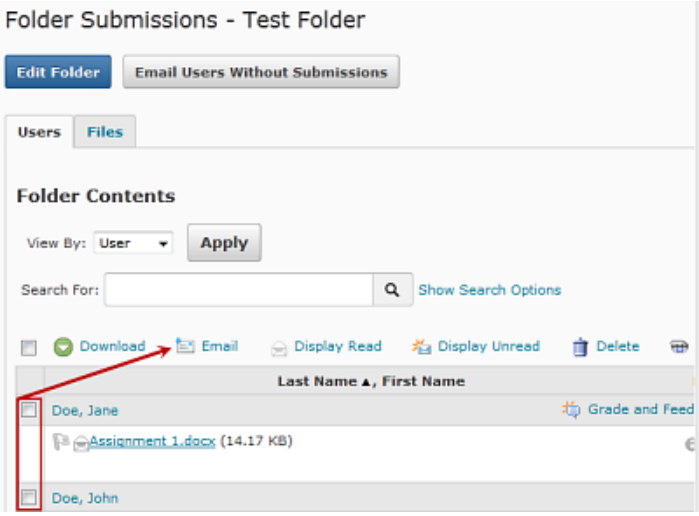
Dropbox

To email students from the Dropbox area:

1. Click on the checkbox next to the student's name.
2. Click on the Email icon.
3. Compose and send the email.


Folder Submissions - Test Folder
Edit Folder
Email Users Without Submissions
Users
Files
Folder Contents
View By:
User
Apply
Search For:
Show Search Options
Download
Email
Display Read
Display Unread
Delete
Last Name ▲, First Name
Doe, Jane
Grade and Feed
Assignment 1.docx (14.17 KB)
Doe, John