Overview

Brightspace **Classlist** feature allows instructors to view all users enrolled in the course and email the entire class.

Objectives

By following the guide, you will be able to:

Part 1: Email your Class using Classlist Part 2: See a List of All your Sent Mail

Part 1: Email your Class using Classlist

1. In your course, click **Classlist** (up in the navigation bar).

Course Home Content Classlist Grades Class Progress Course Tools ~ Course Admin Help	Course Home Content Classlist Grades Class Progress Course Tools × Course Admin
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2. Click the Email Classlist button at the top of the page

Classlist					
Add Participants 🗸	Class Engagement	Enrollment Statistics	Email Classlist		
Search For	Show Search Opt	ions			

3. Click Send Email button





- 4. On the Compose New Message dialog, type (or paste) the text in the Body textbox. (See screenshot below.)
- 5. Attach a file (such as your syllabus). (See screenshot below.)
- 6. When ready to send the email, scroll back to the top & click Send. (See screenshot below.)

Send 6 Address Book To	
To Cc Subject DEV - Guleswende Rouamba - Guleswende Sandbox Fall 2020 > Body	
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Attachments	
Drop files here, or click below!	
⊕ Upload Record ✓	
Choose Existing	

Part 2: See a List of all your Sent Mail

Note: Brightspace does keep a list of the emails you send out within a course, but you have to go about finding it differently than the Classlist tool. The list will display all mail sent from Brightspace.

1. Click the envelope mail icon at the top of the screen.

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2.	Click Email			
	Email			
3.	In the top right corner of the page there is a button for "S	ent Mail"		
	Address Book Sent Mail			

