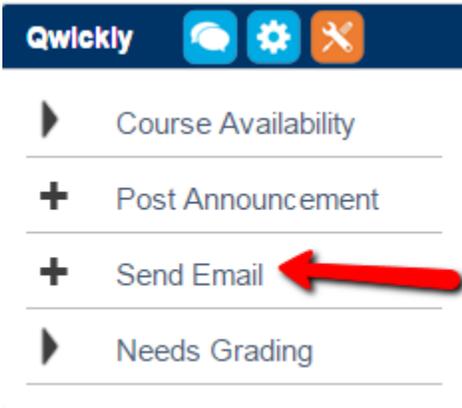# Email my class

There are two methods you can use to email students in your courses through Scholar: through the Qwickly module, or through the Course Tools for the individual course.

Email via Qwickly:

To create send email to students from one or more classes at once, locate the Qwickly module on your opening page and click Send Email:

This will pop open a window that will allow you to create the email. Select the courses that you wish to create the email for on the right-hand side of the box, and use the Subject and Message fields to write your email. If you wish to send this email to yourself as well, click the dialog button at the top of the window.
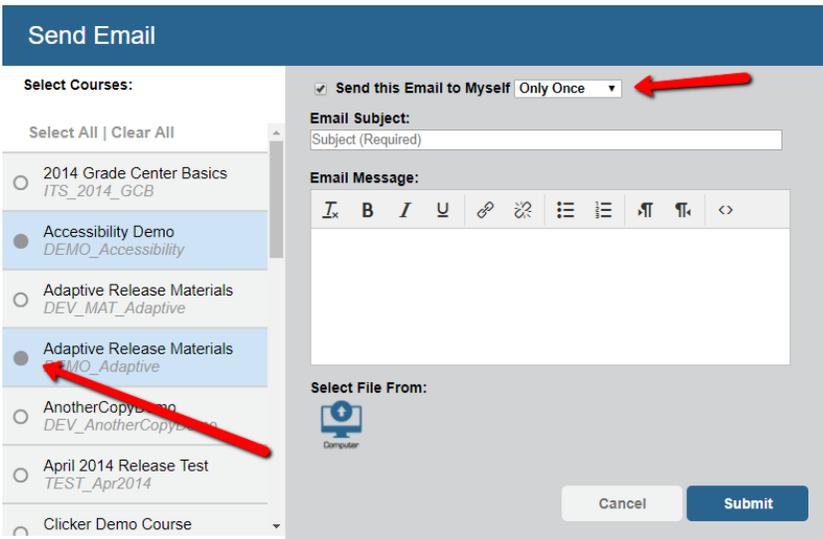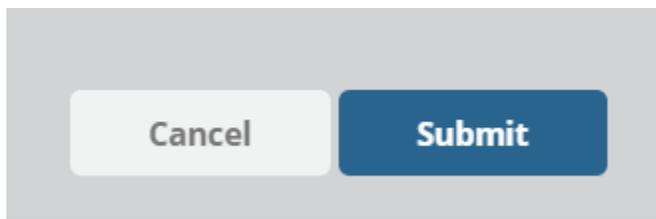

If you wish to attach a file to the email, click the computer icon.
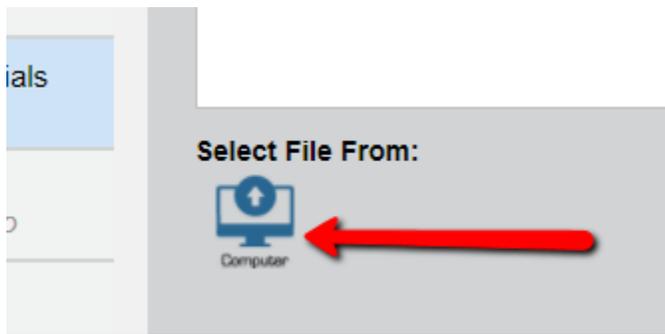
It will turn into a Choose File button. Click Choose File to select and attach a file to the email.

Once finished, Click Submit to send the email.

Email Within a Course:

Enter into the desired course shell, and use the control panel category labeled 'Course Tools' to select 'Send Email'.

Course Tools

Achievements
Announcements
Blackboard Collaborate Ultra
Blogs
Contacts
Content Market Tools
Course Calendar
Course Portfolios
Date Management
Discussion Board
Glossary
Goal Performance
Journals
McGraw-Hill Higher Education
Mobile Compatible Test List
OSCELOT Photo Roster
Pearson's MyLab & Mastering
Rubrics
SafeAssign
Self and Peer Assessment
Send Email ←
Tests, Surveys, and Pools
WebAssign
WileyPLUS

This will take you to the send email page. From this page you can click on the link to send email via a number of different selections. The most common selections would be 'all users' or 'single/select users'.

Send Email

Send emails to others in your course without having to switch to your email provider. More Help

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Student Users
Send email to all of the Student users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

All Observer Users
Send email to all Observer users in the Course.

Single / Select Users
Select which users will receive the email.

Single / Select Groups
Select which Groups will receive the email.

Single / Select Observer users
Send an email to selected Observer users.

If you are selecting specific individuals or groups your page will include a pair of windows to select your intended recipients.

EMAIL INFORMATION

★ To

Available to Select		Selected	
Dougherty, Janna test15, fdi15 test16, fdi16 test17, fdi17 test18, fdi18	> <		

Invert Selection Select All   Invert Selection Select All

Click the name of the individual you wish to email and hit the arrow to move them into the 'selected' category. These are the individuals who will receive the email.

With any of the selections your page includes windows for your email subject line and the body of your email text. You can also include an attachment.

From   Ms. Janna Dougherty - janna.dougherty@cnu.edu

Subject   Reminder

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

T T T Arial ▼ 3 (12pt) ▼ T ▼ ≡ ▼ ≡ ▼ ✓ ▼ 🔗

Enter content of the email here.

Path: p

A copy of this email will be sent to the sender.
Return Receipt   ☐

Attachments   Attach a file

After filling in the subject line and body of the email in the boxes, click submit. The email will be sent to all the intended recipients' CNU email accounts and you will receive a copy of it as well. Responses will come to your CNU email account.