HOW DO I COMMUNICATE WITH MY STUDENTS?

LEARN MORE

Web: https://tech.rochester.edu/services/learning-management-system/

MAKE AN ANNOUNCEMENT

Announcements allow you to communicate with ALL students in the course, as well as other course members (teaching assistants, course builders, other instructors).

The message will remain in Blackboard for everyone to view later. Additionally, the message can be sent as an email.

Click on **Announcements** on the left hand menu. Choose **Create Announcement**. Fill in your subject and text.

To send as an email. Be sure to click the box "Send a copy of this announcement immediately" before hitting Submit.

You will receive a copy of the email.

https://tech.rochester.edu/communicating-with-and-managing-students-in-blackboard/
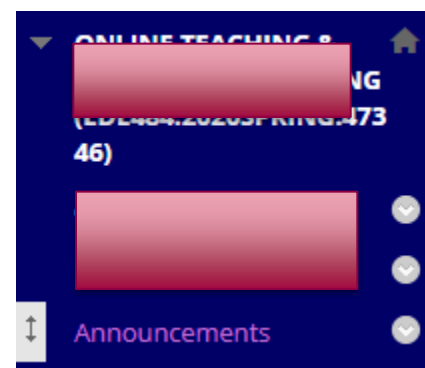
SEND AN EMAIL

When communicating with individual students or groups of students, use the Sen Email function in Blackboard. This feature allows you to choose which students you email.

The message is not saved in Blackboard. You will receive a copy of the message.

To use the Email tool, click on Tools/Course Tools in your left hand menu and find **Send Email**. You will be presented with a number of options.

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