

Sending Gmail from Blackboard

Blackboard provides an interface that allows you to send mail to the Gmail accounts of class members. This Email system is an important way to communicate with your students. In online courses, it is the primary means of communication between instructors and students. Effective communication through Gmail can enhance student-instructor interactivity.

The advantages of using the Send Gmail interface include:

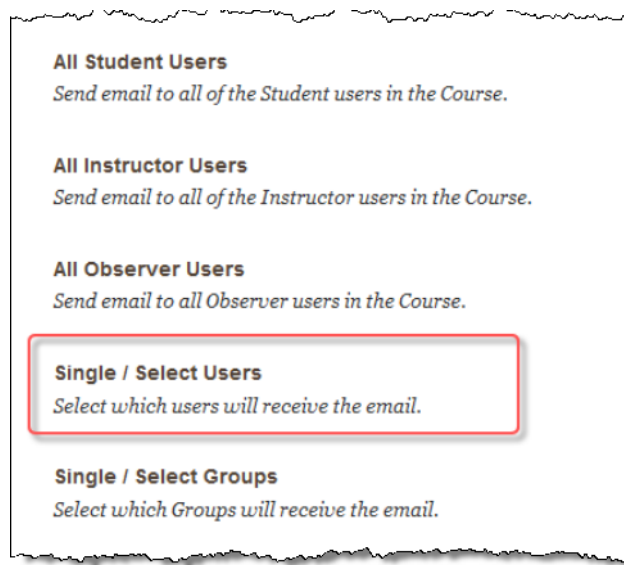
- Mail will automatically include the Course Name in the Subject line.
- A copy of the mail message will automatically be sent to your Gmail account.
- You do not need to log in to Gmail to send the message

Principle 1: Good practice encourages contact between students and faculty.

Chickering, A. & Gamson, Z. (1987). Seven principles for good practice in undergraduate education. *AAHE Bulletin* (39)7.

To send an e-mail to a user's Gmail account:

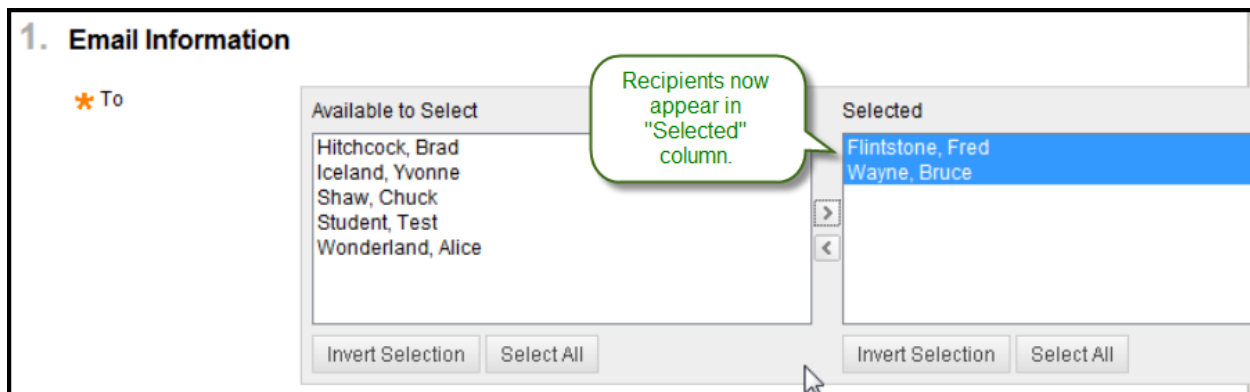
1. Click on the Send Gmail link on the Course menu.
2. To send mail to one or more students, select the Single/Select Users link.



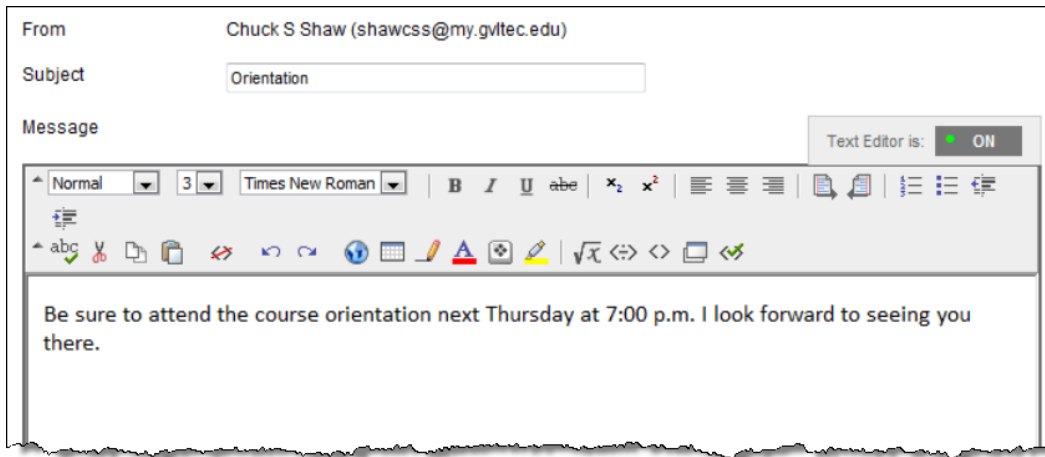
3. When the Select Users page opens, a list of all participants in your course will appear in the Items to Select Window. Choose one or more recipients by clicking on the recipient's name. Then click the right arrow to add the names to the recipient list.



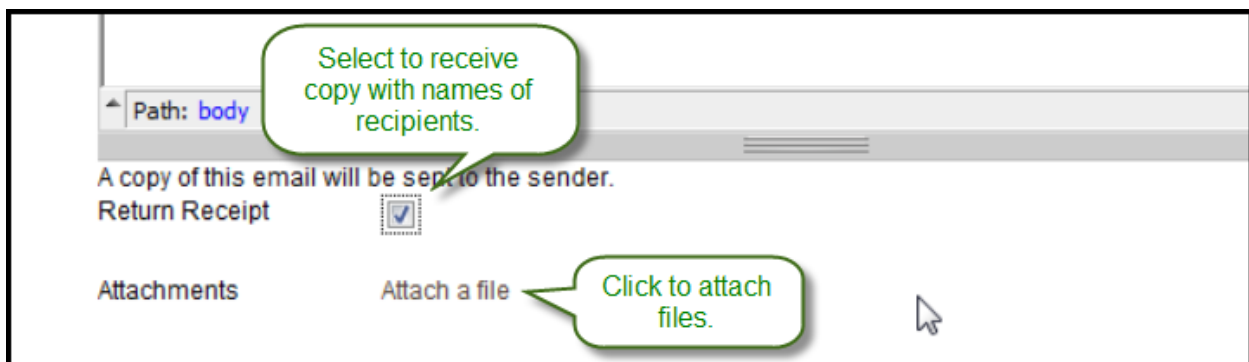
Make sure the names of your intended recipients appear in the "Selected Items" window (see Below)



4. Compose your message by filling in the subject and message boxes.



5. **Return Receipt:** When you send an email from Blackboard, each recipient will only see his or her name; the names of other recipients are not displayed. This is also true of the copy of the email that will automatically be sent to your Gmail account. For documentation, you will probably want a copy with the names of the recipients. If you select Return Receipt you will receive a second copy which displays all the names of those to whom the message was sent.



6. Attachments: You can attach external files to Blackboard by clicking the Attach a file link. Then browse to the file on your computer and select it.

7. Click Submit to send the mail message.