

## Configuring Student E-mail Options Who Students Can E-mail from Blackboard

The following are quick tips for managing Student Email Options inside of Blackboard Learn. Additional resources, videos and handouts can be found at <http://www.gvtc.org/bblearn> under the guides and tutorials area.

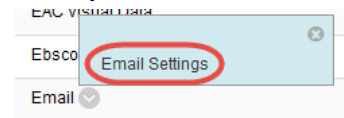
By default students can use the e-mail feature inside their Blackboard course to e-mail anyone from a single user to all users. As the course instructor you can configure which options are available to students (this does not affect the options you will see).

### **To change the student settings:**

1. From the course, under **Control Panel** select **Customization**.
2. Select **Tool Availability**.
3. Scroll down until you see **Email**. It is the only option with an Options Menu button.

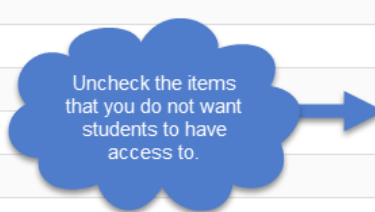


4. Click **Options Menu** button and choose **Email Settings**.



5. All possible e-mail options for students will be displayed (checked by default). **Uncheck the items** that you do not want students to have access to.
6. Click the **Submit** button.

Send Email To	Available
All Users	<input checked="" type="checkbox"/>
All Groups	<input checked="" type="checkbox"/>
All Teaching Assistant Users	<input checked="" type="checkbox"/>
All Student Users	<input checked="" type="checkbox"/>
All Instructor Users	<input checked="" type="checkbox"/>
Select Users	<input checked="" type="checkbox"/>
Select Groups	<input checked="" type="checkbox"/>
All Observer Users	<input checked="" type="checkbox"/>
Single / Select Observer users	<input checked="" type="checkbox"/>



### **Notes:**

- While you can set these as the default in a master course you will always want to double check your live CRN courses to make sure that these settings are still configured correctly.
- Limiting these options will have no effect on what you will see as the instructor when you go to send e-mail.
- The most limited option would be to only allow *All Instructor Users*. This would remove any method (from this area) for a student to e-mail a class peer.