

Post-December 2024: Send Emails To Students in D2L

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Post-December 2024, emailing your students via the **D2L Email Tool** will be functionally identical to how you email your students from before. There will be no changes to the navigation when sending a mass email through the **Compose-New-Message** window. However, the email will be delivered to your students' LSC email in Outlook instead of their D2L Email, as the D2L Email will be retired.

The **Compose-New-Message** window can be accessed through the following D2L pages: **Classlist**, **Gradebook**, **Grade Item**, **Insights Portal**, and **Intelligent Agents**.

ALERT: With this change, the **Sent** folder in D2L Email will **no longer be available**, meaning sent emails will **not** be automatically saved. To keep a record of sent emails in Outlook, please refer to the instructions in the article, [Post-December 2024: Send a Copy of Outgoing D2L Emails to Your Outlook Inbox \(https://vtac.lonestar.edu/help/send-a-copy-of-outgoing-d2l-emails-to-your-outlook-inbox\)](https://vtac.lonestar.edu/help/send-a-copy-of-outgoing-d2l-emails-to-your-outlook-inbox).

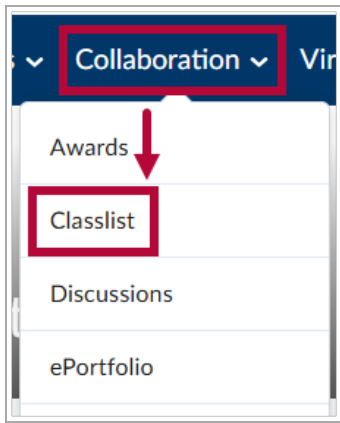
Keeping a record of your sent emails is important for documentation and accountability. This can be especially helpful if a student files a grade dispute.

Send Emails to the Classlist in Bulk

Whenever you want to send a bulk email to multiple students, you may recognize the small blue envelope icon  which appears in several locations throughout D2L, such as the **Classlist**, **Gradebook**, **Insights Portal**, and other areas. This envelope icon opens the **Compose-New-Message** window. After selecting the desired students using the **[Checkboxes]** on the left of their respective rows, the same email can be sent to all of them at once. Currently, these emails are sent to their D2L Email. Post-December 2024, they will be sent to their LSC email in **Outlook**.

You will notice that the email listed in the **[Bcc]** field has changed from the old D2L email to the current LSC email. Additionally, the **Subject** field will automatically default to the name of your D2L course.

1. Navigate to **[Collaboration]** → **[Classlist]**.



2. Select the **[Checkboxes]** for the students you want to send an email to, then click **[Email]**.

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Email Page Print

<input type="checkbox"/>	Image	Last Name ▲	First Name	Username	Org Defined ID	Role
<input checked="" type="checkbox"/>		Alaska, Abby	(She/Her) ▼	[Redacted]	[Redacted]	Student
<input checked="" type="checkbox"/>		California, Chris	(he/him/his) ▼	[Redacted]	[Redacted]	Student
<input checked="" type="checkbox"/>		Carolina, Carrie	(They/Them) ▼	[Redacted]	[Redacted]	Faculty

1

3. The selected recipients will be inserted into the **[Bcc]** field.

Compose New Message

Send

To

Cc

Bcc

- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X

Subject ENGL-1301 4213 1 Composition & Rhetoric I

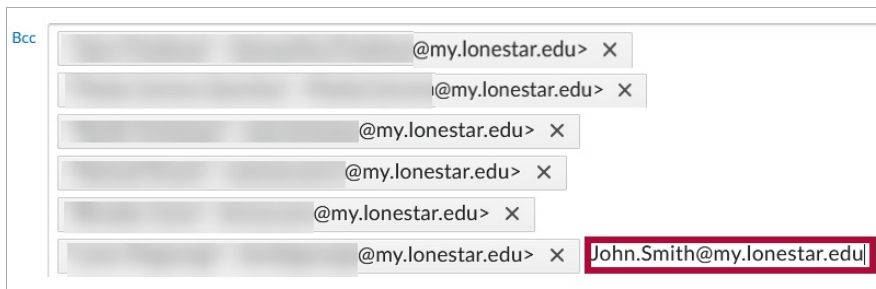
- You can also manually type out email address(s) within the field by clicking at the end of the last email entered in the field.

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Bcc

- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X
- [Redacted]@my.lonestar.edu > X |

- Manually type out the email you wish to add to the recipient list.



Send Emails from Gradebook to Students

To access the **Compose-New-Message** window from the gradebook, enable the **[Checkboxes]** to the left of the gradebook for the students you wish to email. Then click on the blue **[Email]** icon. As an example, you can use this method to send a notification email directly from the Gradebook to students who haven't completed a specific quiz.

The screenshot shows the Gradebook interface with the following elements:

- Navigation tabs: Enter Grades (selected), Manage Grades, Schemes, Setup Wizard
- Buttons: Import, Export, Switch to Standard View, More Actions
- View By: User (dropdown), Apply
- Search: Search For... (input), Show Search Options
- Red circle '2' highlights the **Email** button.
- Table with columns: Last Name, First Name, Final Grades, InQuizitive, Subtotal.
- Red circle '1' highlights the checkboxes in the first column of the table.
- Three rows in the table have their checkboxes checked.

	Last Name	First Name	Final Grades	InQuizitive	Subtotal
			Final Calculated Grade	Inquizitive	
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted] %	[redacted] / 100	[redacted] %
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted] %	[redacted] / 100	[redacted] %
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted] %	[redacted] / 100	[redacted] %
<input type="checkbox"/>	[redacted]	[redacted]	[redacted] %	[redacted] / 100	[redacted] %

Receive Emails from D2L-Classlist

When an email is sent from the **Classlist**, **Gradebook**, or **Insights Portal** using the **Compose-New-Message** window, the sender's D2L email will automatically populate in the **[From]** field. When a recipient replies to this email, the sender's LSC email address instead will be placed in the **[To]** field. Even though the email exchange started in D2L, the rest of your communication continues in Outlook.

NOTE: If an email is composed in Outlook from *scratch* by typing in a D2L email address (***username@d2l.lonestar.edu***), the email will fail to deliver.