

Post-December 2024: Send Emails To Students in D2L

Last Modified on 11/08/2024 1:05 pm CST


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** function. 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.

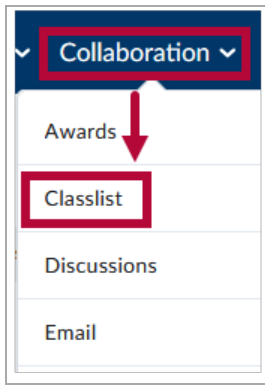
Send Emails to the Classlist in Bulk

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**.

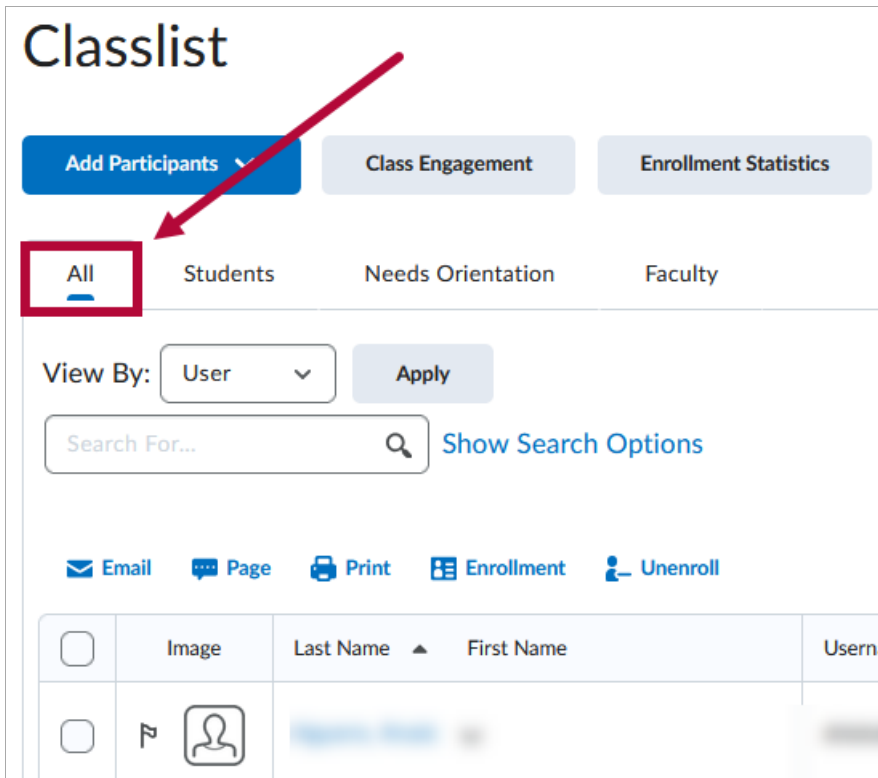
You'll notice that the email listed in the **[Bcc]** field has changed from the old D2L email to the current LSC email. Additionally, the **Subject** field will automatically default to the name of your D2L course.

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



2. Ensure you are on the **[All]** tab to see both your own name listed as the Faculty on the **Classlist** page.



3. When selecting the checkboxes for multiple students, remember to also **select the checkbox next to your own name** as the instructor. Then click **[Email]**.

3 **Email** Page Print Enrollment Unenroll

<input type="checkbox"/>	Image	Last Name ▲	First Name	Username	Org Defined ID	Role
<input type="checkbox"/>		[Redacted]	[Redacted]	[Redacted]	[Redacted]	Student
<input checked="" type="checkbox"/>		Your name		[Redacted]	[Redacted]	Faculty
<input checked="" type="checkbox"/>		Johnson,	[Redacted]	[Redacted]	[Redacted]	Student
<input checked="" type="checkbox"/>		[Redacted]	Daniel	[Redacted]	[Redacted]	Student
<input checked="" type="checkbox"/>		[Redacted]	Charlotte	[Redacted]	[Redacted]	Student
<input type="checkbox"/>		[Redacted]	Nicole	[Redacted]	[Redacted]	Student

4. Your own email will be included along with the rest of the recipients you have selected. When this email is sent, you will then receive a copy of the email for your records.

Compose New Message

Send Address Book

To:

Cc:

Bcc: " [Redacted] " <[Redacted]@lonestar.edu> X
[Redacted] > X
[Redacted]@my.lonestar.edu> X
[Redacted]@my.lonestar.edu> X
[Redacted]@my.lonestar.edu> X
[Redacted]@my.lonestar.edu> X

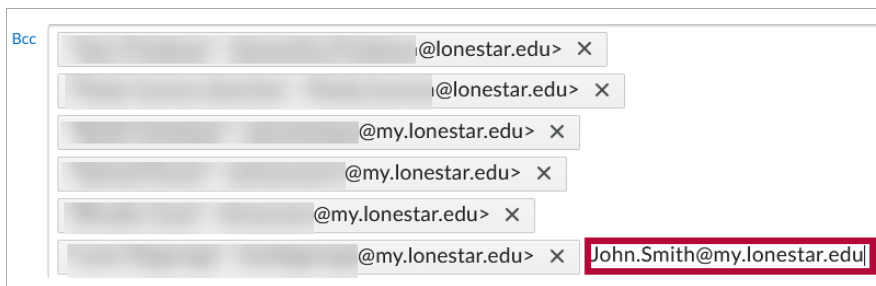
Subject: ENGL-1301 4213 1 Composition & Rhetoric I

5. 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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6. 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.

Enter Grades Manage Grades Schemes Setup Wizard






Import Export Switch to Standard View More Actions ▾

View By: User ▾ Apply

Search For... 🔍 Show Search Options

2 

1

<input type="checkbox"/>	Last Name ▲ First Name	Final Grades	InQuizitive ▾	
		Final Calculated Grade ▾	Inquizitive ▾	Subtotal
<input checked="" type="checkbox"/>	  [User Name]	100% ○	<input type="text"/> / 100	100.00%
<input checked="" type="checkbox"/>	 [User Name]	100% ○	<input type="text"/> / 100	100.00%
<input checked="" type="checkbox"/>	 [User Name]	100% ○	<input type="text"/> / 100	100.00%
<input type="checkbox"/>	 [User Name]	100% ○	<input type="text"/> / 100	100.00%

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.