

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 emailed 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 has been retired.

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

NOTE: With this change, the **Sent** folder in D2L Email will **no longer be available**, meaning sent emails will **NOT** be automatically saved. *You will not receive a confirmation when emails are sent in Outlook.* To set this up, please refer to the [Add and request read receipts and delivery notifications in Outlook \(https://support.microsoft.com/en-us/office/add-and-request-read-receipts-and-delivery-notifications-in-outlook-a34bf70a-4c2c-4461-b2a1-12e4a7a92141\)](https://support.microsoft.com/en-us/office/add-and-request-read-receipts-and-delivery-notifications-in-outlook-a34bf70a-4c2c-4461-b2a1-12e4a7a92141) article from Microsoft. 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 \(https://vtac.lonestar.edu/help/send-outgoing-d2l-emails-to-your-outlook-inbox\)](https://vtac.lonestar.edu/help/send-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

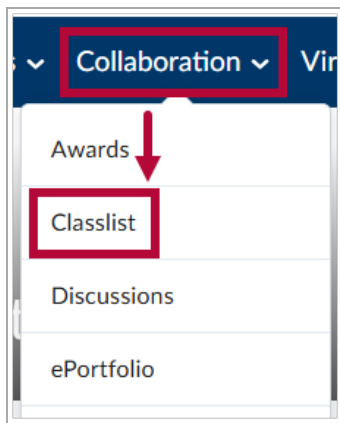
Whenever you want to send a bulk email to multiple students, you may recognize the small blue envelope icon  which appears in several locations throughout D2L, such as the **Classlist**, **Gradebook**, **Insights Portal**, and other areas. This envelope icon opens the **Compose-New-Message** window. 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**.

NOTE: It is strongly recommended to regularly review your **Outlook Spam folder** to ensure important emails have not been mistakenly filtered.

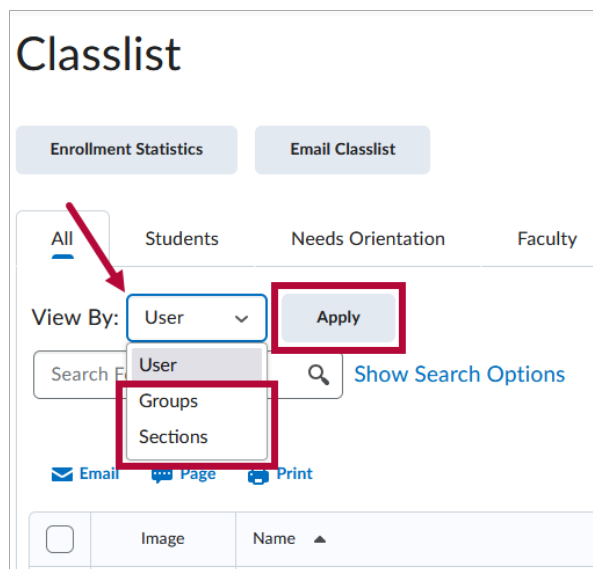
You will notice that the email listed in the **[Bcc]** field has changed from the old D2L email to the current LSC email. Additionally, the **Subject** field will automatically default to the name of your D2L course.

Show Video Walkthrough

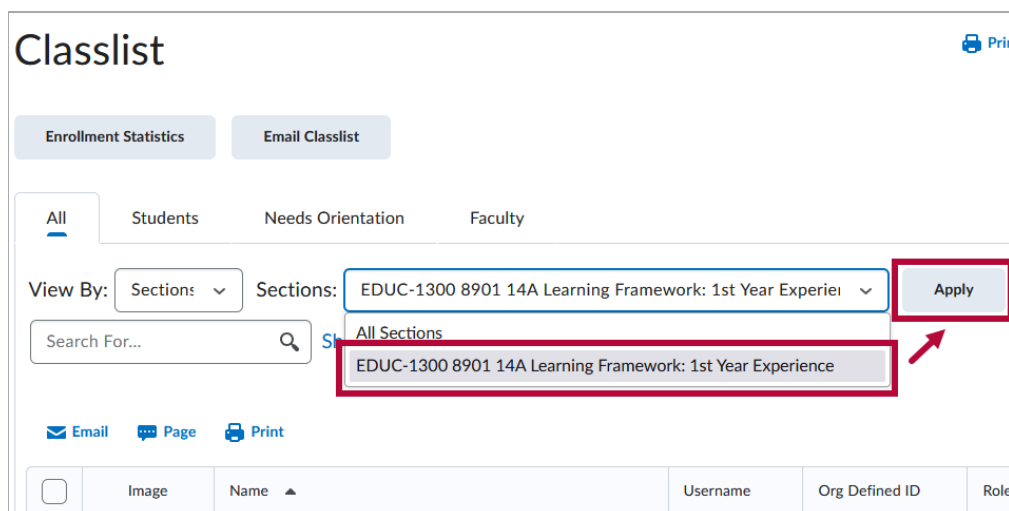
1. Navigate to **[Collaboration]** → **[Classlist]**.



- A. In the **Classlist**, if you would like to email a specific **class section** or **group**, click in the **View By** dropdown list, select **[Sections]** or **[Groups]**, and click the **[Apply]** button.



- B. Then in the **Sections** or **Groups** dropdown list, select the **[Section Name]** or **[Group Name]** of the section/group which you would like to view, then click **[Apply]** again.















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) ▼			Student
<input checked="" type="checkbox"/>		California, Chris (he/him/his) ▼			Student
<input checked="" type="checkbox"/>		California, Chris (he/him/his) ▼			Student
<input type="checkbox"/>		Carolina, Carrie (They/Them) ▼			Faculty

1

NOTE: You can click the **topmost [Checkbox]** to **select all** students. (This can be used in combination with steps 1A and 1B above to email all students in a particular **Section** or **Group**.)

<input checked="" type="checkbox"/>	Image	Name ▲
<input checked="" type="checkbox"/>		Alaska, Abby (She/Her) ▼
<input checked="" type="checkbox"/>		California, Chris (he/him/his) ▼
<input checked="" type="checkbox"/>		Carolina, Carrie (They/Them) ▼

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

Compose New Message

Send

To

Cc

Bcc

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

Subject ENGL-1301 4213 1 Composition & Rhetoric I

4. 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

@my.lonestar.edu> X

@my.lonestar.edu> X

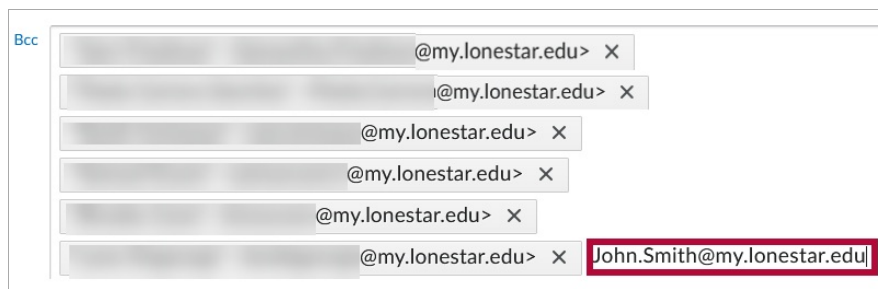
@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

@my.lonestar.edu> X

5. 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.

A screenshot of the Gradebook interface. At the top, there are tabs: 'Enter Grades' (selected), 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are buttons: 'Import', 'Export', 'Switch to Standard View', and 'More Actions'. A 'View By:' dropdown is set to 'User' with an 'Apply' button. A search bar is labeled 'Search For...' with a magnifying glass icon and a link to 'Show Search Options'.

Below the search bar, a red circle with the number '2' points to a blue envelope icon labeled 'Email'.

Below the 'Email' icon, a red circle with the number '1' points to a column of checkboxes in a table. The table has columns for 'Last Name', 'First Name', 'Final Grades', 'InQuizitive', and 'Subtotal'. The first three rows have their checkboxes checked, and the last row has its checkbox unchecked.

	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.

