

Post-December 2024: Send Emails To Students in D2L

Last Modified on 10/08/2024 3:23 pm CDT


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, there will **no longer be a Sent box in D2L Email**, meaning sent emails will NOT be automatically saved. To keep a record of your sent emails, instructors must manually add their own email address in ONE of the following fields: **[To]**, **[Cc]**, **[Bcc]**.

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.

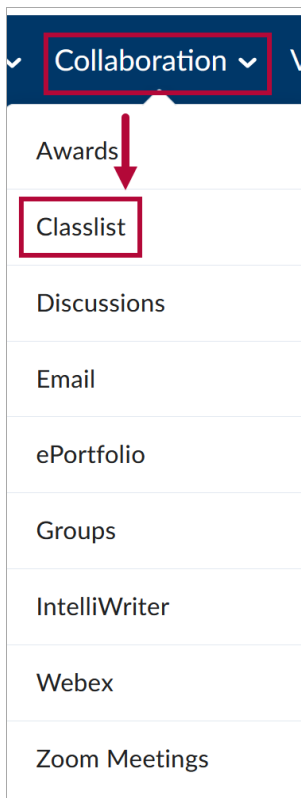
Send Emails to the Classlist in Bulk

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**.

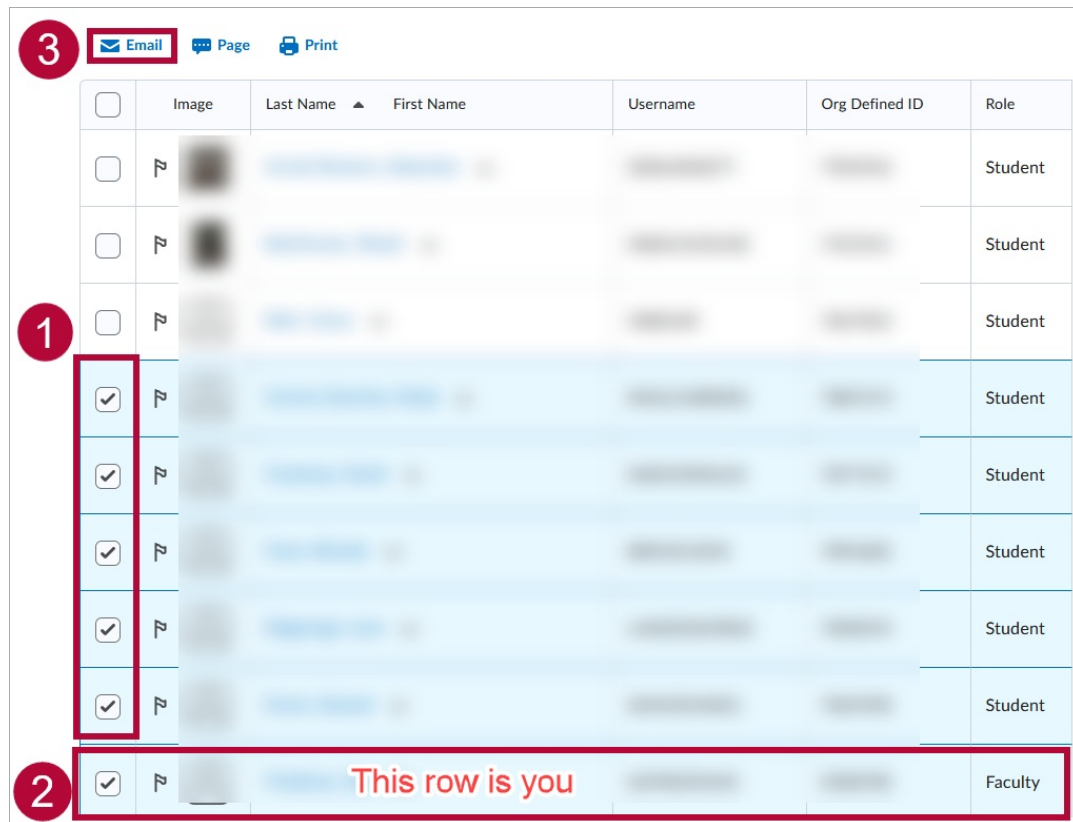
You'll notice that the email listed in the **[Bcc]** field has changed from the old D2L email to the current LSC email. Additionally, the **Subject** field will automatically default to the name of your D2L course.

ALERT: To keep a record of your sent emails, instructors must manually add their own email address in ONE of the following fields: **[To]**, **[Cc]**, **[Bcc]**.

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



2. 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. 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: " " < @lonestar.edu> X
> 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.

ALERT: To keep a record of your sent emails, instructors must manually add their own email address in ANY of the following fields: **[To]**, **[Cc]**, **[Bcc]**.

Bcc:

- @lonestar.edu> X
- @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.

Bcc:

- @lonestar.edu> X
- @lonestar.edu> X
- @my.lonestar.edu> X
- @my.lonestar.edu> X
- @my.lonestar.edu> X
- @my.lonestar.edu> X John.Smith@my.lonestar.edu

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 'Enter Grades' section of a gradebook interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below these are buttons for 'Import', 'Export', 'Switch to Standard View', and 'More Actions'. A 'View By:' dropdown is set to 'User', and there is a search bar with 'Search For...' and a 'Show Search Options' link. A red circle with the number '2' highlights a blue 'Email' icon. Below this is a table with columns for 'Last Name', 'First Name', 'Final Grades', and 'InQuizitive'. The 'Final Grades' column is further divided into 'Final Calculated Grade' and 'Inquizitive', with a 'Subtotal' column on the right. The first three rows of the table have checkboxes in the leftmost column, which are highlighted with a red box and a red circle with the number '1'. The table rows have alternating background colors: light blue, light orange, light blue, and light green.

	Last Name	First Name	Final Grades		InQuizitive
			Final Calculated Grade	Inquizitive	Subtotal
<input checked="" type="checkbox"/>			85% ◯	100 / 100	85.00%
<input checked="" type="checkbox"/>			85% ◯	100 / 100	85.00%
<input checked="" type="checkbox"/>			85% ◯	100 / 100	85.00%
<input type="checkbox"/>			85% ◯	100 / 100	85.00%

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 appear 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.

ENGL 1301-2480

JM

To: Chen,

<[REDACTED]@lscstest.desire2learn.com>

 If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Students,

Welcome to the first day of **ENGL 1301!**

I'm excited to guide you through this journey of improving your writing skills. This semester, we'll focus on developing strong essays, in abilities.

Please visit the D2L course shell for the syllabus, important dates, and our first assignment. If you have any questions or concern

Looking forward to a great semester with you!

Best regards,

John Chang

John.Chang@lonestar.edu