

Course Settings – Student Email – Configuring Options

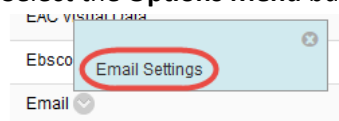
By default students can use the e-mail feature inside their Blackboard course to e-mail anyone from a single user to all users. The course instructor can configure which options are available to students (this does not affect the options the instructor will see).

Change the Student E-mail Settings

1. From the course, under **Control Panel** select **Customization**.
2. Select **Tool Availability**.
3. Locate **Email** in the list. It is the only option with a contextual menu.

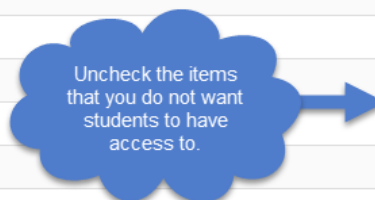


4. Select the **Options Menu** button and choose **Email Settings**.



5. All possible e-mail options for students will be displayed (checked by default). **Uncheck the items** that students should not have access to.
6. Select 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 choices can be set as a default in a master course always double check the live CRN courses to make sure that these settings are still configured correctly.
- Limiting these options will have no effect on what instructor options appear under 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.