

Sending Email Via Blackboard

This tutorial is intended to guide a faculty member who is new to Blackboard through the entire process of using Blackboard in order to send a group email to his/her students. Listed below are the specific topics/steps that are addressed in this tutorial:

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Locating the Harper College Blackboard Login Page

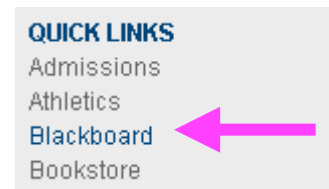
You have three options to locate the Harper College Blackboard login page. These options are detailed in the section below:

-The Direct Route-

1. Open a web browser and enter: "<http://harper.blackboard.com/webapps/login/>" in your browser's URL window and press the "return" button.
2. Now skip directly to section entitled "Logging Into Blackboard".

-From the Harper College Main Website-

1. Open a web browser and enter www.harpercollege.edu in the browser's URL window. This will take you to the home page of Harper College's public website.
2. Click on the "Blackboard" hyperlink that is located in the "Quick Links" area located on the left side of the page. This will take you to the Blackboard section of Harper College's website.
3. Click on the [Enter Blackboard Here](#) hyperlink that is located approximately two-thirds of the way down the page. This will take you to Blackboard's login splash page.
4. Click on the button titled: "User Login". This will take you to the actual login webpage:
<https://harper.blackboard.com/webapps/login/>
5. Now skip directly to section entitled "Logging Into Blackboard".



[Enter Blackboard Here](#)



-From the Student Portal-

1. Click on the Blackboard link found in the Home tab area of your Student Portal. This will take you to the actual login webpage: <https://harper.blackboard.com/webapps/login/>
2. Now skip directly to section entitled "Logging Into Blackboard".

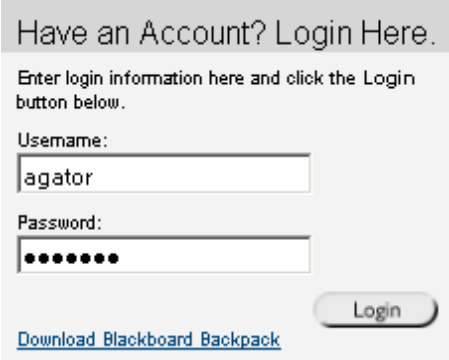
Logging into Blackboard

On the webpage:

<https://harper.blackboard.com/webapps/login/>

1. Enter your user name in the text box entitled: "Username:"
2. Enter your password in the textbox entitled: "Password:"
3. Click on the Login button that is located directly below the lower-right corner of the "Password: text box. You should be taken to your Harper College Blackboard "Welcome Page".
4. If you already know your Blackboard user ID and Password then skip to the section entitled: "The Blackboard Welcome Page".

If you do not already know your Blackboard User ID and password you should read the sections that follow.



Have an Account? Login Here.

Enter login information here and click the Login button below.

Username:
agator

Password:
••••••

Login

[Download Blackboard Backpack](#)

-Your Harper College Blackboard Username-

Harper College Blackboard usernames are limited to eight (8) lower-case characters and should be the same as your Harper College network login.

Generally, Blackboard usernames are the first letter of your first name followed by the first 7 letters of your last name. For example, George Washington's username would be **"gwashing"**

Additional notes on usernames:

1. If you have additional letters and/or numbers assigned to your network login then you would include these additional numbers.
2. If your last name contains 6 or fewer characters then you should simply enter the first initial of your first name followed by your entire last name. Example: Alfred Gator's username would be: "agator".
3. All characters should be lower-case.
4. Your username should not contain any spaces.

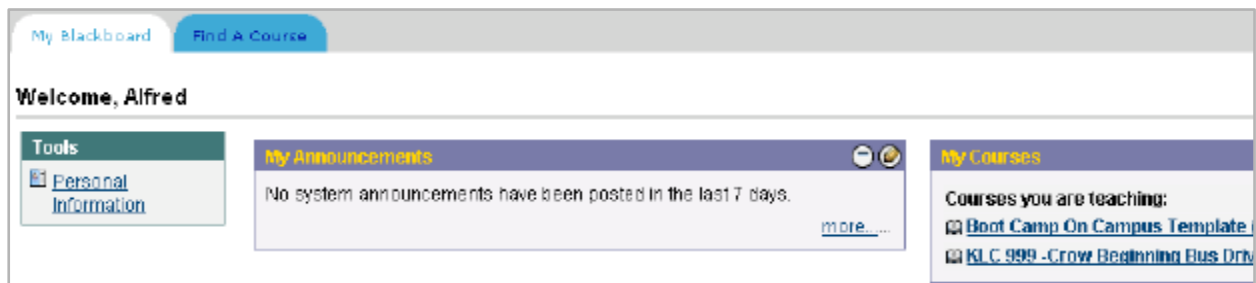
-Your Initial Blackboard Password-

Beginning December 28, 2009, all students, faculty, and staff will be using their *MyHarper* student or employee portal passwords in order to access Blackboard.

If you do not know your portal user name or password, please visit:
<https://my.harpercollege.edu/cp/home/loginf> in order to find this information.

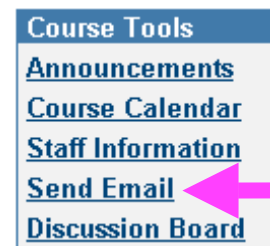
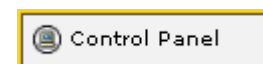
The Blackboard Welcome Page

At this point you should be looking at the Blackboard Welcome page. On the right side of the screen you will see hyperlinks to the courses that you are teaching. You can identify this page by noting the words "Welcome (your first name)" in the upper-left corner of the screen.



Sending An Email To Your Entire Class

1. From your Blackboard "Welcome" page, click on the course that you would like to access. You will be directed to the home page of that course.
2. Click on the control panel button that is located in the navigation area on the right side of the page towards the bottom. This will open the control panel.
3. Click on the "Send Email" button that is located in the "Course Tools" section. The "Send Email" menu page will open. You will have several choices to send emails from this menu.



4. From the Send Email Menu Page Click on the “All Users” hyperlink. A new page will open.



5. Enter the Email’s subject line in the “Subject” text box.
6. Enter the body text of the email in the “Message” text box.

To	Aarons, Aaron; Gator, Alfred; Dobson, Christopher; Crow, Kevin; Hand, Lefty; ZTop, Z
From	Alfred Gator
Subject	<input type="text" value="Midterm Exam On Wednesday"/>
Message	<input type="text" value="Please remember that we will be having our Midterm exam this Wednesday. This will be an open-book, open-notes exam. You will have the entire class period to complete this exam. Good Luck! You will need it! Dr. Gator."/>

A copy of this email will be sent to the sender.
Return Receipt

Attachments [Attach a file](#)

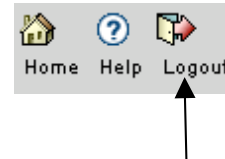
7. Click in the “Return Receipt” box if you would like a return receipt sent to your email box.
8. To attach a file to this email, click on the Attach a file link and browse to a file on your computer.
9. Click on the “Submit” button and your message will be sent to all of your students at their Harper College email accounts.



Logging out of Blackboard

When you have finished using Blackboard you should always log out of your session. Logging out of Blackboard instructs the Blackboard server that you have finished with the current session; this makes it impossible for someone else who may be using a computer after you to accidentally log into your Blackboard session.

1. Click on the words “Log Out” that are listed at the top-center of your Blackboard Screen. Blackboard will close your current session and return you to the Login page. It is now safe to close the Web browser.



Additional Notes

1. **Blackboard does not receive emails!** Blackboard can only send emails. Students and faculty will need to log into their Harper College email account in order to view any email that was sent via Blackboard. Likewise, if a student replies to an email that was sent via Blackboard, or if a student sends a faculty member an email through Blackboard, the reply or email will be sent to the faculty member’s email account that is registered with Blackboard. In most cases this is the faculty member’s Harper College email account.
2. You can change your Blackboard password by clicking on the “Personal Information” hyperlink that is located in the upper-right corner of your Blackboard welcome page and entering your new password in the “Change Password” area. You cannot change your username. (For more information, read the document “[Changing your Password](#)”).
3. If you are unable to log into Blackboard or have questions and/or concerns about Blackboard, please contact Blackboard technical support at (847) 925-6090 or by email at bbtechsupport@harpercollege.edu for assistance. Blackboard Technical Support is available Monday through Thursday from 8:00 AM until 8:00 PM and on Friday from 8:00 AM until 6:00 PM.
4. Additional Blackboard Tutorials are available at http://harperdoit.net/bb_tutorials/index.html