

ACC121-I-001-SUM07: Principles of Managerial Accounting - Janet Dengler (Instructor)

Content Areas

Syllabus	My Assignments
	My Tests
Content	

User Management

List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

Course Tools

Announcements	Discussion Board
Course Calendar	BlackBoard only pushes the e-mails out to the e-mails listed in the system. All e-mail addresses should be Campus Cruiser addresses.
Staff Information	
Send Email	

Assessment

Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	

Course Options

Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

Help

Support Manual	Contact System Administrator
	Quick Tutorials

Send Email

- ▶ [All Users](#)
Send email to all of the users in the Course.
- ▶ [All Groups](#)
Send email to all of the Groups in the Course.
- ▶ [All Teaching Assistant Users](#)
Send email to all of the Teaching Assistant users in the Course.
- ▶ [All Instructor Users](#)
Send email to all of the Instructor users in the Course.
- ▶ [All Observer Users](#)
Send email to all Observer users in the Course.
- ▶ [Single / Select Users](#)
Select which users will receive the email.
- ▶ [Single / Select Groups](#)
Select which Groups will receive the email.
- ▶ [Single / Select Observer users](#)
Send an email to selected Observer users.

There are options when sending e-mails.

OK

✉ All Users

1 Email Information

To
From
Subject

When sending emails, you will see the To and From information is automatically put in for you.

Message

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

Attachments

[Attach a file](#)

You can get a return receipt and attach a file.

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

Single / Select Users

1 Email Information

To

Available to Select	Selected
<div data-bbox="261 590 607 653" style="background-color: yellow; border: 1px solid black; padding: 2px;">You can also select only certain users to send the e-mail to.</div>	
<input type="button" value="Invert"/>	<input type="button" value="Invert"/>

From janetpdengler@wilkescc.mailcruiser.com

Subject

Message

REC ✓

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

Attachments [Attach a file](#)

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.