



Class List – Email –
Blackboard Collaborate
Guest Link

Objectives

- ▶ Modify class list by adding email column with semi-colons
- ▶ Copy & Paste emails into BCC (Blind Carbon Copy section)
- ▶ Copy Blackboard Collaborate Guest Link
- ▶ Paste into Email Body

Modify class list by adding email column with semi-colons

- ▶ Open Class List
- ▶ Select entire column after **e_mail** column i.e. **phone** column
- ▶ Right click and select "**Insert**"
- ▶ Enter column heading: **e_mail2**
- ▶ Enter formula in cell just under heading "**e_mail2**":

=Z2 & " ; "

- ▶ Hit **Enter** button
- ▶ Select cell "**AA2**"
- ▶ Move the cursor over the bottom right corner of cell. It will turn into a solid cross. This is called the **Fill Handle**.
- ▶ Then double click. This will Auto fill the formula to all the cells below.

Copy & Paste emails into BCC (Blind Carbon Copy section)

- ▶ Select cell AA2 i.e. column labelled: **e_mail2**
- ▶ Hold the left mouse button down and drag vertically until the end of the list of emails
- ▶ Hit the **Ctrl + "C"** key to copy cells
- ▶ Go to new email message
- ▶ Click into BCC section
- ▶ Hit the **Ctrl + "V"** key

You have successfully pasted the student emails into your email

Copy Blackboard Collaborate Guest Link

- ▶ Go to \ Log into Blackboard Collaborate
- ▶ Click on the **ellipsis** button at the right of the session
- ▶ Then click on **Copy guest link**

Paste into Email Body

- ▶ Go to new email message previously created
- ▶ Type your message e.g.:

Dear Students,

Please access your online class for MGMT3011 by using the link:
<https://ca.bbcollab.com/guest/bac8902af2ed40d39005412ae9283ae9>

Regards,

John Doe

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- ▶ Hit **Ctrl + "V"** to paste link into email body
 - ▶ Send Email



Thank you