

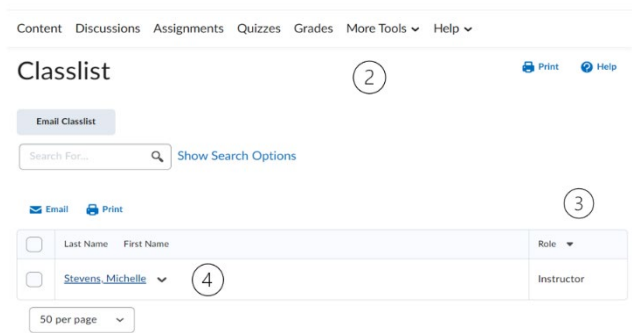
INSTRUCTOR CONTACT INFORMATION

In your Brightspace classroom, you will find on the right-hand side of the home page an Instructor Profile widget that will provide your instructor's name, email address, time zone, and any biographical information that they have chosen to share.



You can also email your instructor from the Class List in your Brightspace classroom.

1. Navigate to the Brightspace course with the instructor you would like to email.
2. Select **More Tools** and then **Classlist**.
3. In the Classlist, your instructor can be identified by looking for **Instructor** under the **Role** column.
4. Click on the Instructor's name to open a window that allows you to compose an email to your instructor.
5. You will have the ability to modify the subject line and/or the recipients of the email, as well as add attachments.
6. Select **Send** to send your message.



You also have the ability to contact your instructor from your PG Campus Page.

1. Find your class and expand the class information using the arrow on the right-hand side.
2. Click on the envelope icon next to the Instructor's name to send an email.

