Web Advisor Directions for E-Mailing Students from the Class Roster

Go into the Class Roster
Select E-Mail these Students

1. A message will appear if there is no email address for a student.

2. The student’s name and respective E-Mail will be listed in parenthesis. ( ) = No E-Mail.

3. The default is set to Blind Copy. Keep this setting, it retains student email privacy.

4. You can include up to five (5) additional persons not listed on the class roster. Select either “Send To”, Copy To”, or “Blind Copy to”. You will need to manually type the E-Mail Address, one per line.

5. Add a Subject and then add your E-Mail Text.

6. Note: By default you will receive a copy of the E-Mail. Do not uncheck this option, it will be the only record you will have that you sent an E-Mail.