

Communicating with Your Students via E-mail

Which ever method you decide to use to communicate, you should make sure that you tell your students to either check their e-mail or personal announcements on a regular basis.

Background: How E-mail Addresses Are Stored in Banner?

In Banner a person can have multiple e-mail addresses listed, but can only have **one e-mail address listed as preferred**. The preferred address is the one that is used for e-mail correspondence from the colleges.

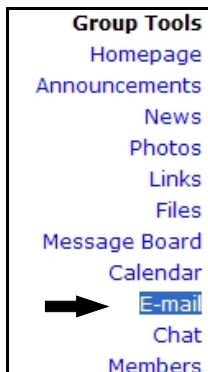
When a student applies, there are various things that go on within Banner that determines which e-mail addresses are entered for a student:

The **student entered e-mail address** is created and is marked as *preferred*. If the student already has an e-mail address in Banner, it is inactivated, and the new one is inserted, made "active" and marked as "preferred".

A person can edit their own e-mail addresses via myGateway. They can at anytime update, remove, add and select which e-mail address they want as the preferred e-mail address. In addition, during registration each semester students are prompted to confirm their preferred e-mail address.

How to E-mail Your Students in myGateway

There are several ways to e-mail your students via myGateway.



myGateway 'Course Studio' method:

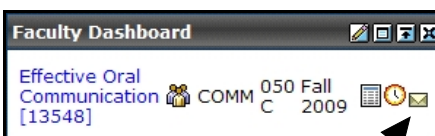
The primary benefit of this method is that you can pick and choose which students to send the message to (utilizing a check box in front of each name). E-mailing the entire class automatically sends an e-mail to the instructor (since the instructor is a member of the class). The instructor can also see those students who have no e-mail account (there will be no 'check box' next to their name). **This is the preferred method.** For details: here:

<http://mygateway-nocccd.blogspot.com/2008/09/send-email-from-your-course-homepage.html>

E-mail students via the Class Roster: Clicking on the link at the bottom of the class roster launches a 'mailto:' action that strings together all the class e-mails, separated by commas, into the 'BCC:' field of an e-mail launched by the web browser's default e-mail program.



myGateway 'Faculty Dashboard' method:



The option uses the myGateway internal e-mail client. Clicking the 'envelope' next to the class launches a window where the user can input the e-mail text (plain or rich text), add recipients, with no limitation on class size, no issue with e-mail delimiter, and the addresses are populated in the BCC field of the e-mail.

NOTE: Please note, if a student does not have an e-mail address in Banner, none of the above options will be able to send the student your e-mail. If this is a concern, please see the next section on Personal Announcements.

How to Send a Personal Announcement

The one advantage that Personal Announcements have over e-mail, is the message will be delivered to every student's Personal Announcements box, regardless of e-mail. Click on your course to go to the Group Homepage, then click on Announcements. Click on Send Announcements to create your new announcement.

