

Emailing Students

If you would like to email all of your students, you have four options:

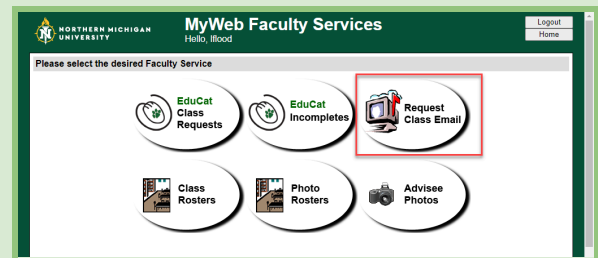
- 1-Request a class email list
- 2-email the class from your roster on MyNMU
- 3-Post an Announcement in EduCat
- 4-Use the EduCat Mail block

The two latter options may only be done after students have been loaded into your course(s) in EduCat.

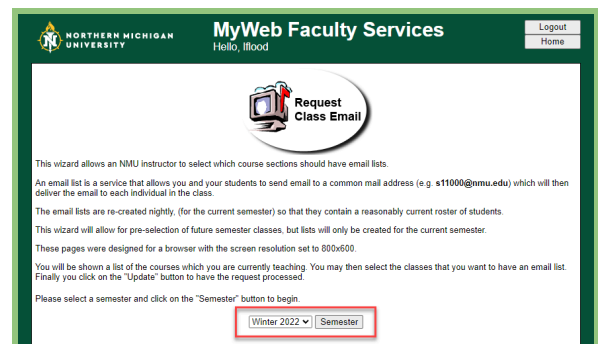
Option 1: Request a class email list.

1. To begin, open a web browser, go to: <http://myweb.nmu.edu/faculty> , and log in with your NMU username and password.

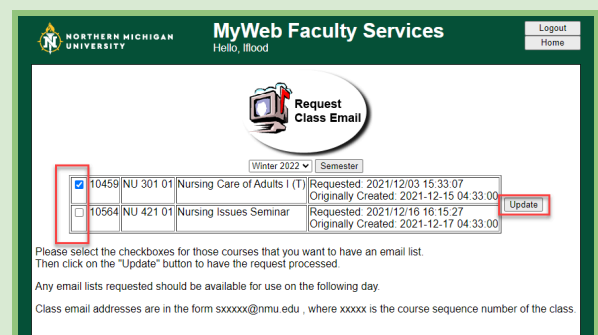
2. On the next page, select **Request Class Email**.



3. After this, a page will come up giving instructions, and asking you to select a semester. From the drop-down menu, select the semester for which you want to make course requests, and click the semester button.



4. Next you will see a screen listing the courses you are teaching that semester. Select the boxes next to the courses for which you would like a class email list generated, and click the **Update** button.

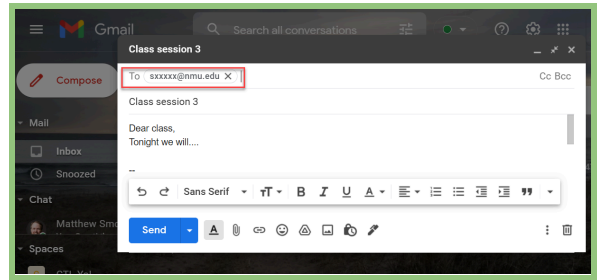


5. Class email lists are generated automatically overnight. The day after you request the email list.

When composing the email you will sent the email

To: sXXXXX@nmu.edu

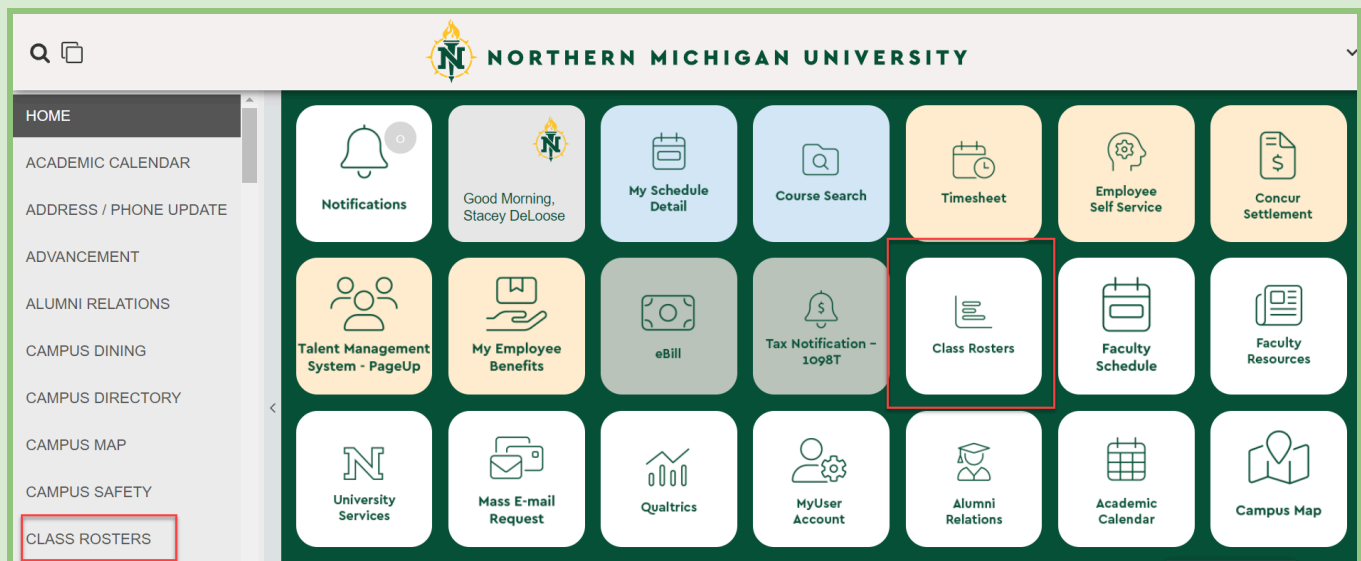
(where the XXXXX's stand for the CRN for your particular course)



6. If students add or drop the class, the email list is automatically updated overnight as well.

Option 2: MyNMU Roster.

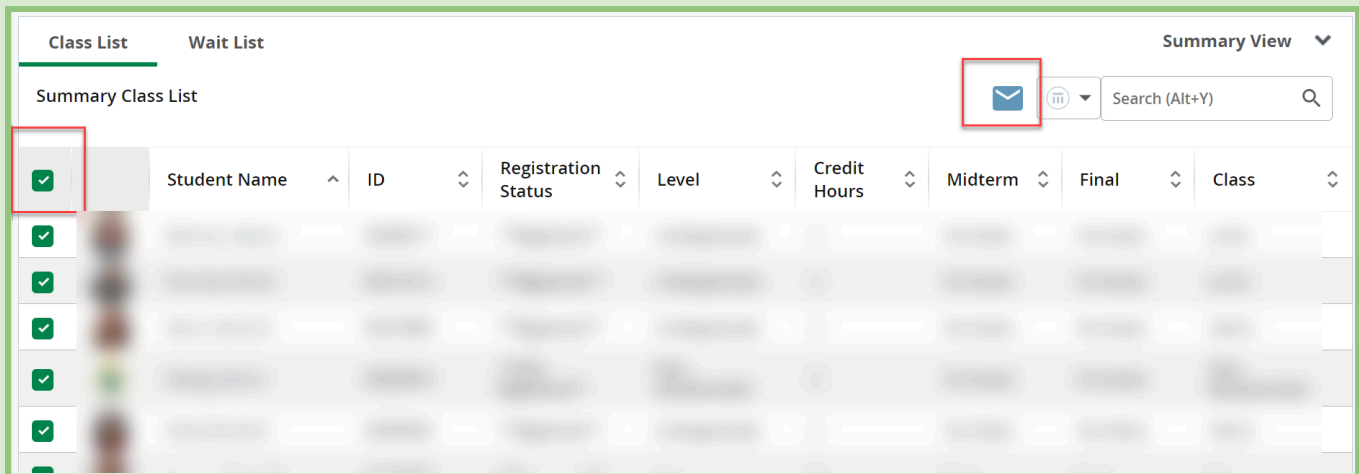
1. To begin, open a web browser, go to: <http://mynmu.nmu.edu> , and log in with your NMU username and password.
2. Select **Class Rosters** from the left menu or find the tile labeled **Class Roster**.



3. Find the course you would like the Roster/list of student information and click on that line (it shows in blue).

Select Course: Click on the row to see enrollment							Search (Alt+Y)
Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term	
ED 483, 03	Educational Media & Technology	12417	17	Active	01/16/2024 - 05/04/2024	Winter 2024 (202410)	
ED 483, 03	Educational Media & Technology	82390	14	Active	08/28/2023 - 12/16/2023	Fall 2023 (202380)	

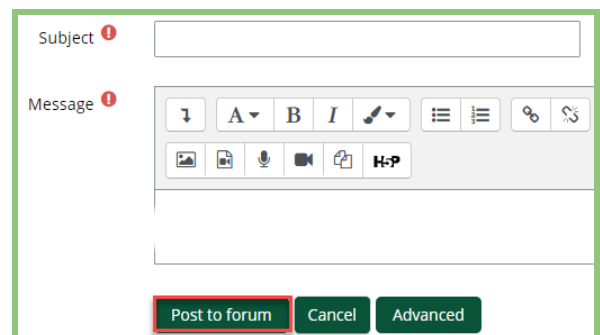
4. Once you see the list of student names (blurred out for privacy here), you can select individual students to send an email or use the checkbox at the top to select the whole list.



5. Use the **email** button on the right to initiate the email.
- * **Please note:** you will have to have a web browser configured as the default email app on your computer. If you are logged in to your NMU gmail account, a new message will automatically open up with the email address(es) in the **To:** field (for an individual) or **BCC:** field (for the entire class). If you don't have your email configured, you will at least get a list of the email addresses from the class and can copy/paste into your NMU gmail.

Option 3: Post an Announcement in EduCat.

1. If your students have already been loaded into a course in EduCat, and you wish to contact the entire class, posting an announcement in EduCat is perhaps the easiest way to email everyone.
2. Login to EduCat, and select the desired course.
3. Click **Announcements**.
4. Type your Subject and Message. Then click the **Post to forum** button.

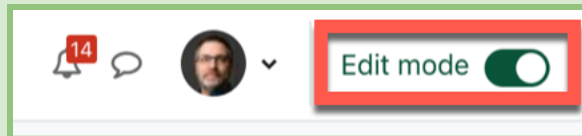


5. A copy of your announcement will be emailed to everyone in the class.

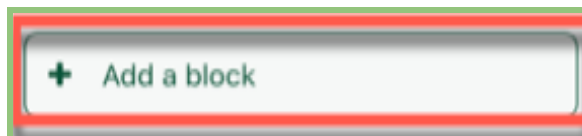
Option 4: EduCat Mail Block.

1. If you would like the option of emailing individuals, groups, or the entire class from within EduCat, the EduCat Mail block is your best option.

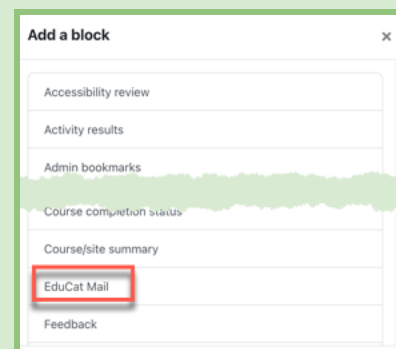
2. Login to EduCat, select the desired course, and turn editing on using the **Edit Mode** toggle.



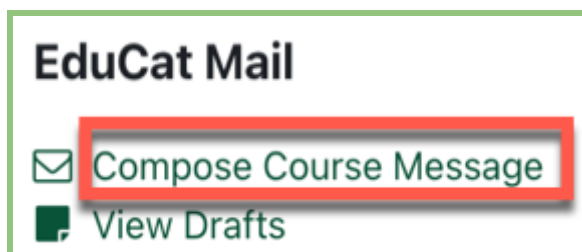
3. Scroll down until you see **Add a block** in the left hand column.



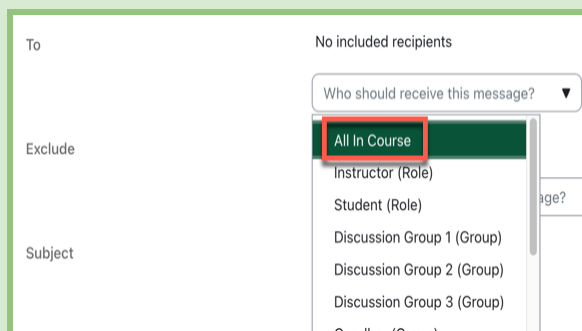
4. From the dropdown menu, select **EduCat Mail**.



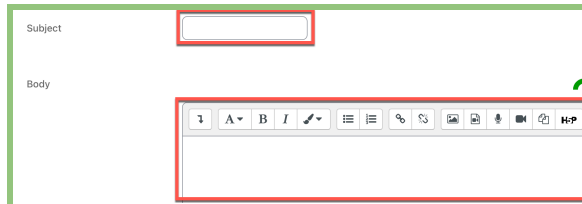
5. From the EduCat Mail block on the left hand column, select **Compose Course Message**.



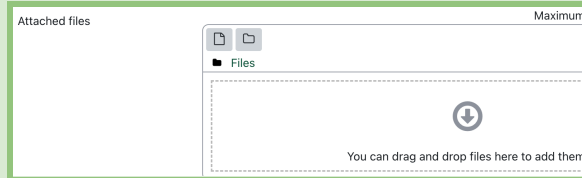
6. To email the entire class, select **All in Course** from the Who should receive this message drop down menu. Alternatively, you may select one or more roles, groups or specific students by scrolling farther down the menu.



7. Type a subject line and the body of the message.



8. Scroll down, and add attachments if desired.



9. If you need to come back later to finish the message, click the **Save Draft** button. When you are ready to send, click the **Send Message** button.

