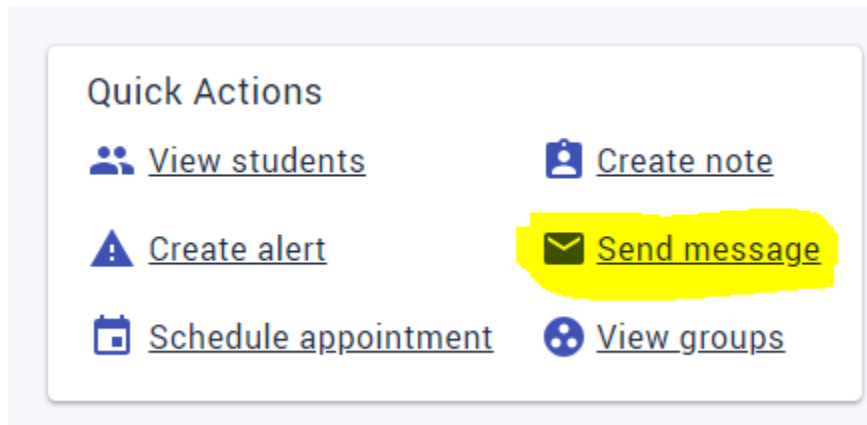


# How to Email Advisee List or to Individual Students in CIVITAS:

Access CIVITAS in OnePort under the Faculty menu or at the following link: <https://unca.inspire.civitaslearning.com/>

From the CIVITAS dashboard, select “Send message” under Quick Actions in the top right corner.

You can also get to this action by clicking on Communication on the left side menu.



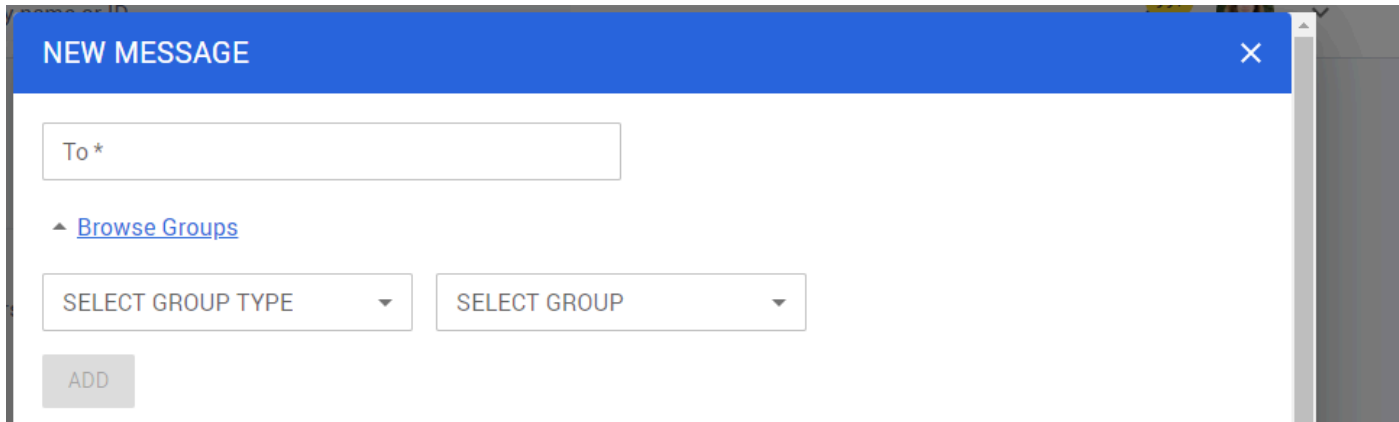
This will open a new window for composing the email(s).

## Important note:

All messages you send and receive in CIVITAS are also sent to your UNCA email account.

- You can reply to these messages from your UNCA email and they will be captured in CIVITAS.
- If you continue the conversation from your UNCA email, be sure to keep the same subject line so it saves in CIVITAS.

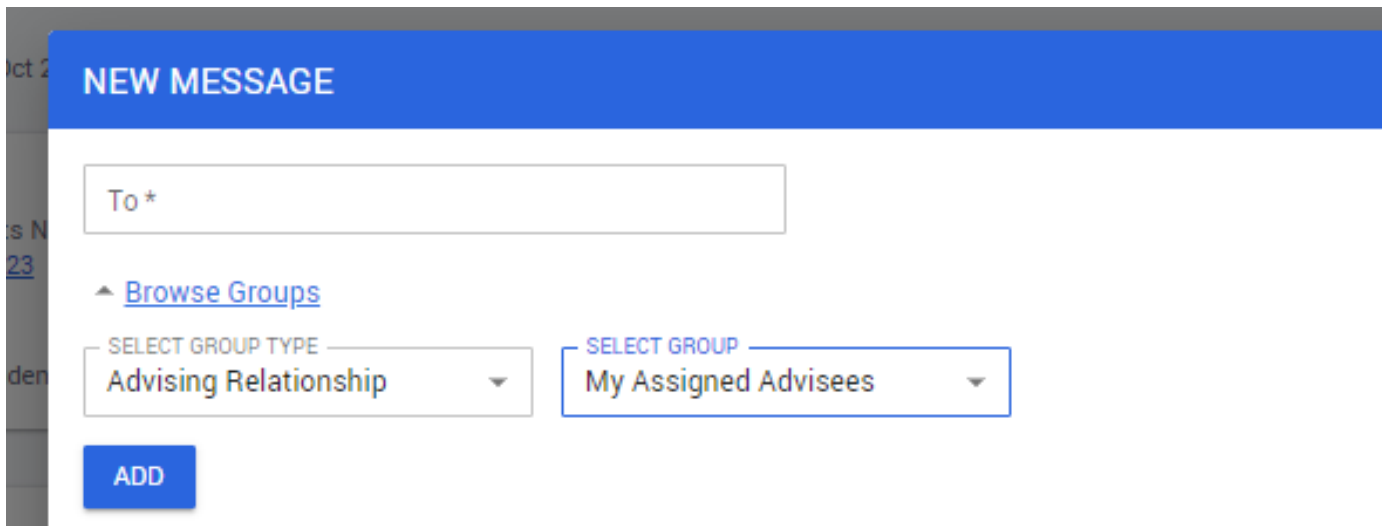
**To write to an individual student**, search by name or student ID in the 'To' field.



A screenshot of a web interface titled "NEW MESSAGE" in a blue header bar. Below the header, there is a text input field labeled "To \*". Underneath this field is a link that says "Browse Groups" with a small upward-pointing triangle to its left. Below the link are two dropdown menus: "SELECT GROUP TYPE" and "SELECT GROUP". At the bottom left of the form is a grey button labeled "ADD".

**To write to all of your assigned advisees**, click Browse Groups.

Next, select "Advising Relationship" under Group Type and "My Assigned Advisees" under Group. Then, click "Add". This will bring your assigned advisees into the 'To' field.



A screenshot of the same "NEW MESSAGE" form, but now with selections made in the dropdown menus. The "SELECT GROUP TYPE" dropdown is set to "Advising Relationship" and the "SELECT GROUP" dropdown is set to "My Assigned Advisees". The "ADD" button is now blue. The "To \*" field is still empty. A blue border highlights the two dropdown menus.

**Note regarding Student Privacy** — Emails that you send out to multiple students are always handled as blind copies (BCC); the students won't know which other students were included in your message, and their replies only come back to you.

**\*\*Best practice\*\* - Enable the checkbox to 'Create an advising note from this message'.** This ensures the insights from your conversation thread are viewable with other designated advisors and student success staff.

The screenshot displays the 'NEW MESSAGE' dialog box within the University of North Carolina Asheville Communication system. The background shows the 'Communication' section with 'EMAIL' and 'ANNOUNCEMENTS' tabs, and an 'E-mail Inbox' with '0 unread' messages. The dialog box contains the following elements:

- To \***: A text input field.
- Browse Groups**: A link to select recipients.
- Subject \***: A text input field.
- Engagement Opportunities (not visible to student)**: A text input field.
- Rich Text Editor**: Includes a toolbar with options like Paragraph, Bold, Italic, Underline, and a 'Bulleted List' button.
- Message\***: A large text area for composing the message.
- Checkboxes**:
  - ☐ Send a copy to my email
  - ☒ Create an advising note from this message (highlighted with a red arrow)
- Buttons**: 'ATTACH', 'CANCEL', 'SAVE', and 'SEND' at the bottom right.