

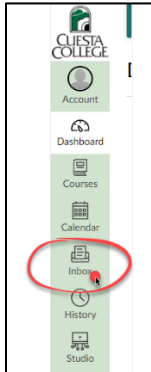
Faculty: E-mail Your Students

Instructors can e-mail an entire class and individual students by using Canvas or Banner (via myCuesta)..

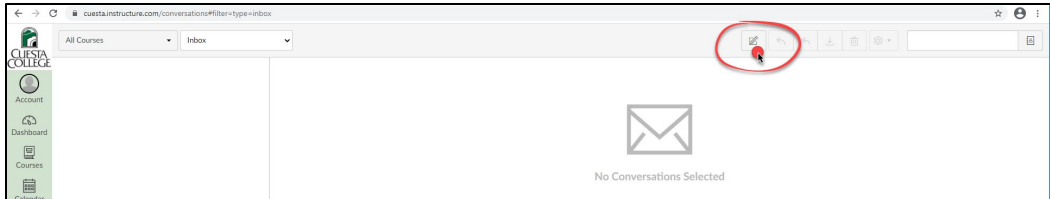
IMPORTANT: Your Canvas course must be published before e-mailing your students.

Email Using Canvas

1. Login to Canvas (<http://cuesta.instructure.com>) using your Cuesta username and password.
2. Select **Inbox** in the Global Navigation menu.



3. Select the **Compose a new message** icon at the top of the screen.

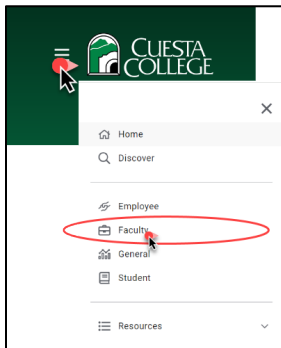


4. Use the Course dropdown menu to choose a course.
5. Select the browse button in the To field to choose All Students or enter recipient name(s) individually.
Optional: Select **“Send an individual message to each recipient”** checkbox to hide recipients' names.
6. Compose your message, then select **Send**.

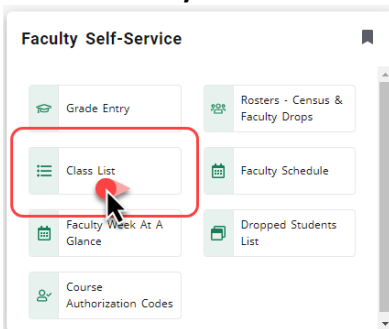
A screenshot of the Canvas 'Compose a new message' form. The form has a 'Course' dropdown menu set to 'Astronomy for Dummies', with a red circle and the number '4' next to it. Below the course dropdown is a 'To' field with a red circle and the number '5' next to it. Below the 'To' field is a 'Subject' field with the text 'No subject'. Below the 'Subject' field is a checkbox labeled 'Send an individual message to each recipient'. At the bottom right of the form are 'Cancel' and 'Send' buttons, with a red circle and the number '6' next to the 'Send' button.

Email using Banner/Faculty Self- Service

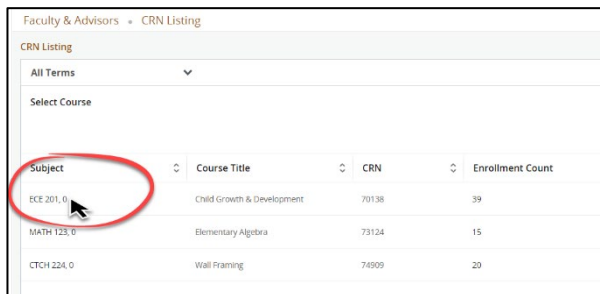
1. Login to [myCuesta](https://myCuesta.edu). Contact ITsupport@cuesta.edu for assistance with logging in.
2. Use the three lines/hamburger menu in the top left to select the **Faculty view**.



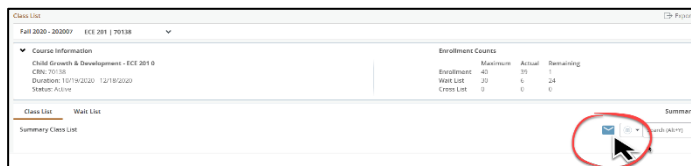
3. Find the **Faculty Self-Service** card and choose **Class List**.



7. Select the class **Subject** name to generate the class list



8. Select Email at the top of the new screen (envelope icon) and the student emails will populate in your default email application.



Note: The system will default to display the Class List. If you would like to email the Wait List, select the Wait List Tab first, then select Email at the top of the new screen (envelope icon).

The screenshot shows a web application interface for managing class lists. At the top, there are navigation links: "Faculty & Advisors", "CIN/Listing", and "Class List". Below this, the "Class List" section is active, showing "Fall 2020 - 202007" and "COMM 201 | 73639". A "Course Information" section on the left lists details: "Public Address - COMM 201 0", "CRN: 73639", "Duration: 08/17/2020 - 12/18/2020", and "Status: Active". To the right, an "Enrollment Counts" table displays data for Enrollment, Wait List, and Cross List across Maximum, Actual, and Remaining columns. At the bottom left, a tabbed interface shows "Class List" and "Wait List", with "Wait List" selected and circled in red. At the bottom right, a "Summary View" dropdown is visible, and an "Email" icon (envelope) is circled in red next to a search bar labeled "Search (Alt+V)".

Enrollment Counts			
	Maximum	Actual	Remaining
Enrollment	28	23	5
Wait List	21	1	20
Cross List	0	0	0