

# Options for emailing students in your courses

## EduCat Options

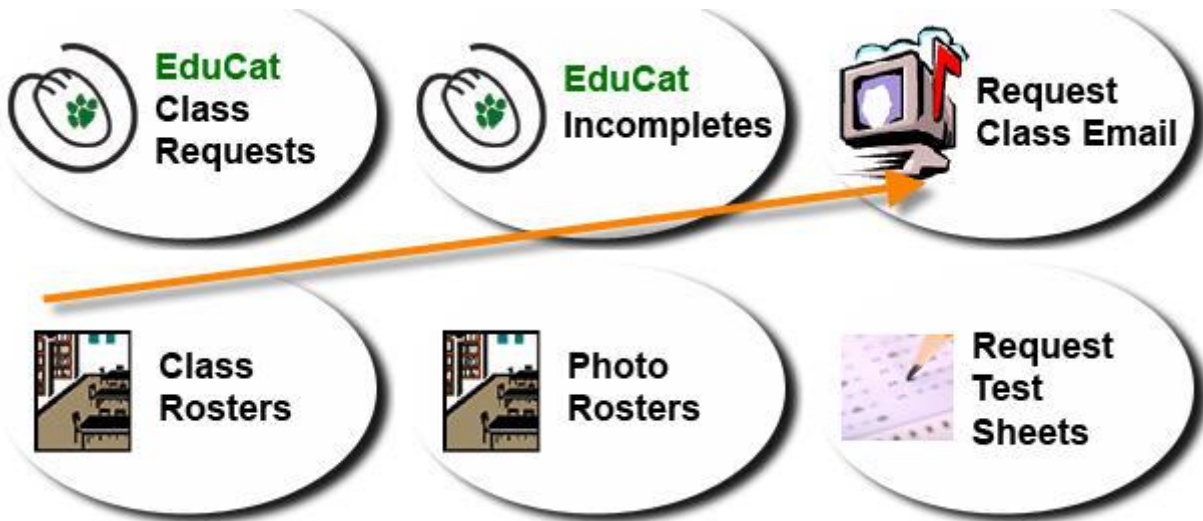
If the instructor is using EduCat for the course(s), and students have already been loaded into the course, they may either

- post an announcement, or
- add the EduCat mail block to compose a message to students.

In either case, a copy of the message is sent to the NMU email address of the students.

## Request a Class email

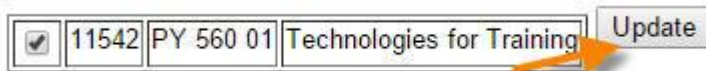
1. To request a class email list, go to <http://myweb.nmu.edu/faculty> and login with your NMU username/password.
2. Click the "Request Class Email" button in the upper right hand corner.



3. From the drop-down menu, select the current semester, and click the "Semester" button.



4. Place a check to the left of the course(s) for which you would like to request a class email list, and click the "Update" button.



5. Class email lists are generated automatically overnight. The day after you request the email list, you may email students by typing sxxxx@nmu.edu into the "To:" field of your message, where xxxx is the course sequence number of the class.

## My NMU

To email students using MyNMU:

1. Open up a web browser and go to <http://my.nmu.edu> .
2. Type in your User ID and Password. Then click the “Login” button.

Northern Michigan University  
MyNMU  
A link to your NMU information

NMU MyWeb MyUser HelpDesk Olson Library Share NMU Educat

### NMU Login

User ID: \*  
\*\*\*\*\*

Password: \*  
\*\*\*\*\*

Log in

### Course Offerings

**Prospective students and general public:** Click here for a view listing of course offerings. This view does not show current seats available.

**NMU students:** Log in. Select the Student Services tab, then click 'Registration - search for courses' in the Student Services box. This option displays detailed course information, including seats available.

**NMU faculty:** Log in. Select the Faculty Services tab, then click 'Search' in the Web for Faculty and Advisers box. This option displays detailed course information, including seats available.

3. Select the “Faculty Services” tab. Then click “Summary” to the right of “Class Rosters.”

Home Employee Services Faculty Services

### Web for Faculty & Advisors

#### Main Menu

Use the following links to view your class rosters, advisee listing, teaching schedule, course offerings and enter grades.

Class Rosters: [Summary](#) | [Detail](#)

My Schedule: [Week at a Glance](#) | [Detail](#)

Course Search: [Summary \(Student View\)](#) | [Detail](#)

Grades: [Final Grades](#) | [Incompletes](#)

Advisee List: [Display](#) | [Update Holds & E-mail Advisees](#)

[Student / Advisee Information](#)

4. From the “Select a Term” drop-down menu, choose the desired term and click the “Submit” button.

Select Term - Google Chrome

https://ssb.nmu.edu:4090/pls/PROD/bwlkfcwl.P\_FacClaListSum

Northern Michigan University

Personal Information Faculty Services Employee

Search  Go

### Select Term

Select a Term: Fall 2011

Submit

RELEASE: 8.4

5. From the “CRN” drop-down menu, select the desired course and click the “Submit” button.
















## Select a CRN

CRN: PY 595 01: ST: Learning Technologies, 82522 (16) ▾

Submit

6. You can either click the email icon to the right of an individual student, or scroll to the bottom if you wish to email the entire class.

\* **Please note:** you will have to have an email client such as Microsoft Outlook or Entourage configured on your computer. The email client will automatically open up with the email address(es) in either the “To:” or “BCC:” field.

Record Number	Student Name	ID	Reg Status	Level	Credits	Final Grade	Detail
1	Doe, Jane	123456	**Web Registered**	Graduate	4.000		
2	Willy, Wildcat	987654	**Web Registered**	Graduate	4.000		
3			**Web Registered**	Graduate	4.000		
4			**Web Registered**	Graduate	4.000		
5			**Web Registered**	Graduate	4.000		
6			**Registered**	Graduate	4.000		
7			**Web Registered**	Graduate	4.000		
8			**Web Registered**	Graduate	4.000		
9			Withdraw From Course	Graduate	4.000		
10			**Web Registered**	Graduate	4.000		
11			**Registered**	Graduate	4.000		
12			Withdrawn-50%	Graduate	4.000		
13			**Web Registered**	Graduate	4.000		
14			**Web Registered**	Graduate	4.000		
15			**Web Registered**	Graduate	4.000		
16			**Web Registered**	Graduate	4.000		

Email class 

7. If you are emailing the entire class, type your email address in the “To:” field, type your subject and message, and click the “Send” button.

