

Email All Students in MyMAC from the Instructional Tab or the Collaboration, Coursemates Tab—Revised June 2010

To Email All Students from the Instructional Tab

From the *Instructional* tab, choose your course, in the *Go Directly To* column, click the drop-down menu and choose *Class List*.

Welcome back **Lois M Ragland** ([Personal Info](#) | [Logout](#))

[Home](#) [Applications](#) [My Account Info](#) [Student](#) [Registration](#) [Course Search](#) **Instructional** [Advising](#) [Academics](#) [Staff](#) [My Pages](#)

You are here: Instructional > Default Page

Instructional Printer Friendly

Faculty Course Control

Course List for Lois M Ragland

[View Details](#) [View My Faculty Schedule](#)

Course	Title	Go Directly To
EDU 2040 AA01	Foundations Of Educ	Select Area ... Select Area ... Course Details Class List Grade Entry Textbooks
EDU 2040 AA03	Foundations Of Educ	Select Area ...
EDU 2600 AA03	Portfolio Evaluation	Select Area ...
EDU 2600 AA04	Portfolio Evaluation	Select Area ...
ENG 1340 AA05	English Comp II	Select Area ...

Announcements

Fall 2010 Schedule available March 29
(from Linda D Huffman)

[Show All Announcements](#)

Handouts

Instructor Information

[Setting Up GoogleTalk at Home \(.pdf, 2752K\)](#)
[Class Lists/Rosters \(.docx, 11K\)](#)
[JICS Faculty Handbook \(.pdf, 4369K\)](#)
[Office 2008 PDF Add-on \(.exe, 933K\)](#)
Attached is the program that will allow you to save Word documents as PDF files.
[Adding Rich Content to Class Pages \(.pdf, 2751K\)](#)
[Accessing Future Courses \(.pdf, 381K\)](#)
[Using the File Cabinet \(.pdf, 61K\)](#)

Important Dates and Schedules

[Grading Calendar for Summer 2010 \(.doc, 29K\)](#)

To email all students, click inside the *Email* box in the header row to select all students.

Instructional Printer Friendly

Faculty Course Control - Class List

[Set Options](#)

Faculty Course Control > Class List

Course: no photos

Course Details Fall 2010 - Semester Long Courses | Undergraduate | EDU 2040 AA01 | Foundations Of Educ

Faculty	Meets	Dates	Rooms
Ragland, Lois M MAC Educ Program Coordinator, Instructor	MWF 11:00 AM-11:50 AM	8/16/2010 -12/11/2010	MAIN/ AS/ 208

[Export to Excel](#)

Class List Fall 2010 - Semester Long Courses | Undergraduate | EDU 2040 AA01 | Foundations Of Educ (15 students)

Restrict	ID	Email	Advisors	Cross-listed Course	Grade Type	Grade	Credits	Major	Grad?	Class	Division
		<input checked="" type="checkbox"/>									
	Bess, Kayla R	<input checked="" type="checkbox"/>	Shawn M Young		GS-Credit Type		3.00	Ed Elementary, 1-6 (AAT)	N		UG
	Cissell, Donald C	<input checked="" type="checkbox"/>	Diana I Stuart		GS-Credit Type		3.00	Ed Elementary, 1-6 (AAT)	N	01	UG
	Cooley, Brianna R	<input checked="" type="checkbox"/>	Diana I Stuart		GS-Credit Type		3.00	Ed Secondary Biology (AAT)	N	02	UG

Click *Email Selected Students*.

Miesner, April Ann	85279	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart	GS-Credit Type	3.00	Ed Elementary, 1-6 (AAT)	N	02	UG
Moss, Jessica L	85426	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart	GS-Credit Type	3.00	Ed Elementary, 1-6 (AAT)	N		UG
Myers, Jordan D	83895	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart	GS-Credit Type	3.00	Ed Secondary Social Studies (AAT)	N		UG
Rasmussen, Kaylin M	85200	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart	GS-Credit Type	3.00	Ed Elementary, 1-6 (AAT)	N	01	UG
Smith, Daniel J	66122	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart	GS-Credit Type	3.00	Ed Physical Education (AAT)	N	02	UG
Smith, Laura H	85291	C - Current	<input checked="" type="checkbox"/>	Timothy L Gray	GS-Credit Type	3.00	Ed Physical Education (AAT)	N	02	UG
Spell, Danielle R	82502	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart	GS-Credit Type	3.00	Ed Elementary Early Childhood, K-3 (AAT)	N	02	UG
Wallen, Jill L	26266	C - Current	<input checked="" type="checkbox"/>	Diana I Stuart	GS-Credit Type	3.00	Ed Elementary, 1-6 (AAT)	N	01	UG

Email Selected Students

NOTE: In the *Recipients* section, check to make sure that none of the names are in red.

Collaboration

Coursemates

Users marked with an asterisk (*) have missing or invalid email addresses. This email will not be sent to them.

Recipients

Jacob P Coleman (JCOLEMAN@MineralArea.edu), Jeffrey B Counts Jr (JCOUNTS@MineralArea.edu), Molly A Cureton (MMCURETO@MineralArea.edu), Andrew J Declue (AJDECLUZ@MineralArea.edu), Macy J Edgar (MEDGAR@MineralArea.edu), Tammy R Fox (TFOX@MineralArea.edu), Tabitha L Galtner (TTGALLAH@MineralArea.edu), Danielle N Goldsmith (DGOLDSMI@MineralArea.edu), Rachel Justice (RJJUSTICE@MineralArea.edu), Danielle C Kaempfe (dkaempfe@MineralArea.edu), (SKOENIG@MineralArea.edu), Kayla M Lahmann (KLAHMANN@MineralArea.edu), (ANARDINI@MineralArea.edu), Britton L 'VicCallister', Kene... Payton (MPAYTON@MineralArea.edu), Lois M Ragland (marlenea... (jcball@mineralarea.edu), Sean W Rogers (SROGERS@MineralArea.edu), (JRUBINO@MineralArea.edu), Nichole R Schilli (NNSCHILL@MineralArea.edu), L Steinmetz (CSTEINME@MineralArea.edu), Adam H Sweasza (ASWEAZEA@MineralArea.edu), (s)tripp@mineralarea.edu

Addresses Public (Addresses are listed in the 'To:' field)
 Send a copy to yourself
 Private (Addresses are listed in the 'Bcc:' field)
A copy will automatically be sent to you.

Message

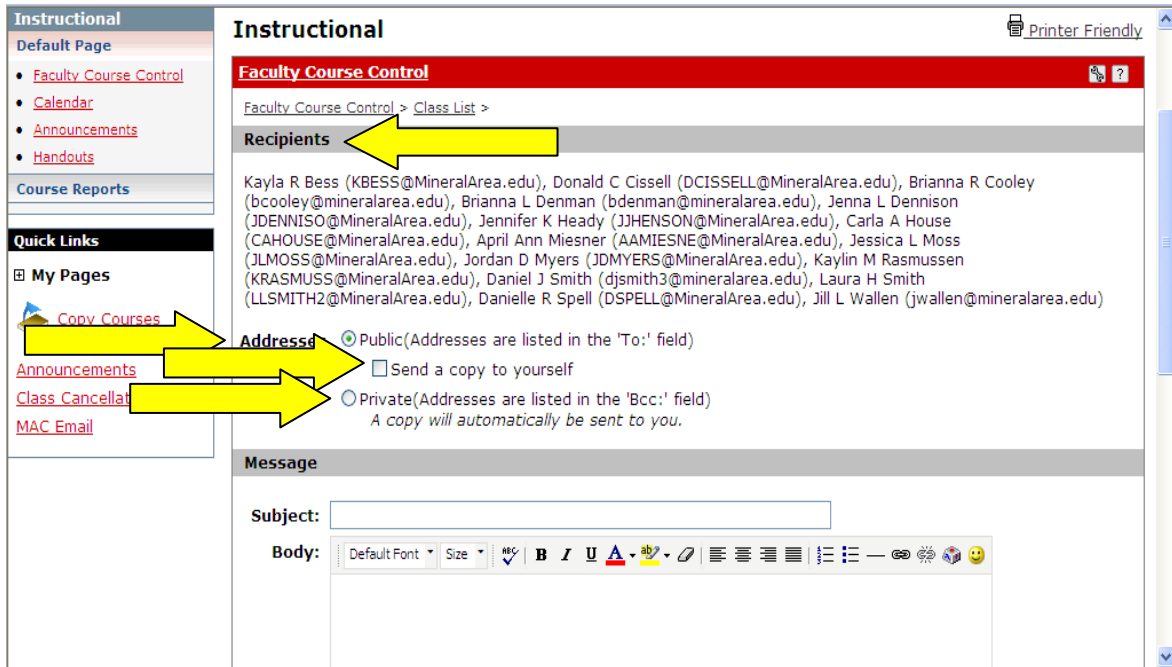
Subject:

Body:

Important: Users marked in red with an asterisk (*) have missing or invalid email addresses. This email will not be sent to them. **Contact the Help Desk for assistance with this email account.**

NEW: Next, choose *Public* or *Private*

- *Public* means all email addresses are listed in the “To” field (see sample below).
- Check whether you want to *Send a copy to yourself*.
- Or choose *Private* (Addresses are listed in the “Bcc” field & a copy will automatically be sent to you). Students will only see their email address listed.



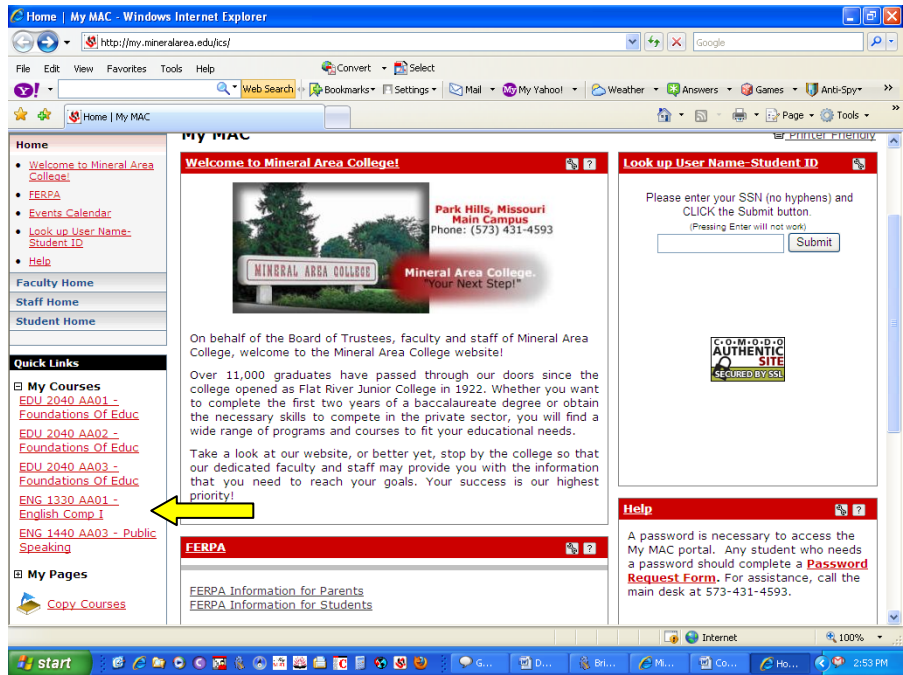
- Key your subject, body, add an attachment, click *Send*.

To Email All Students from the Collaboration, Coursemates Tab

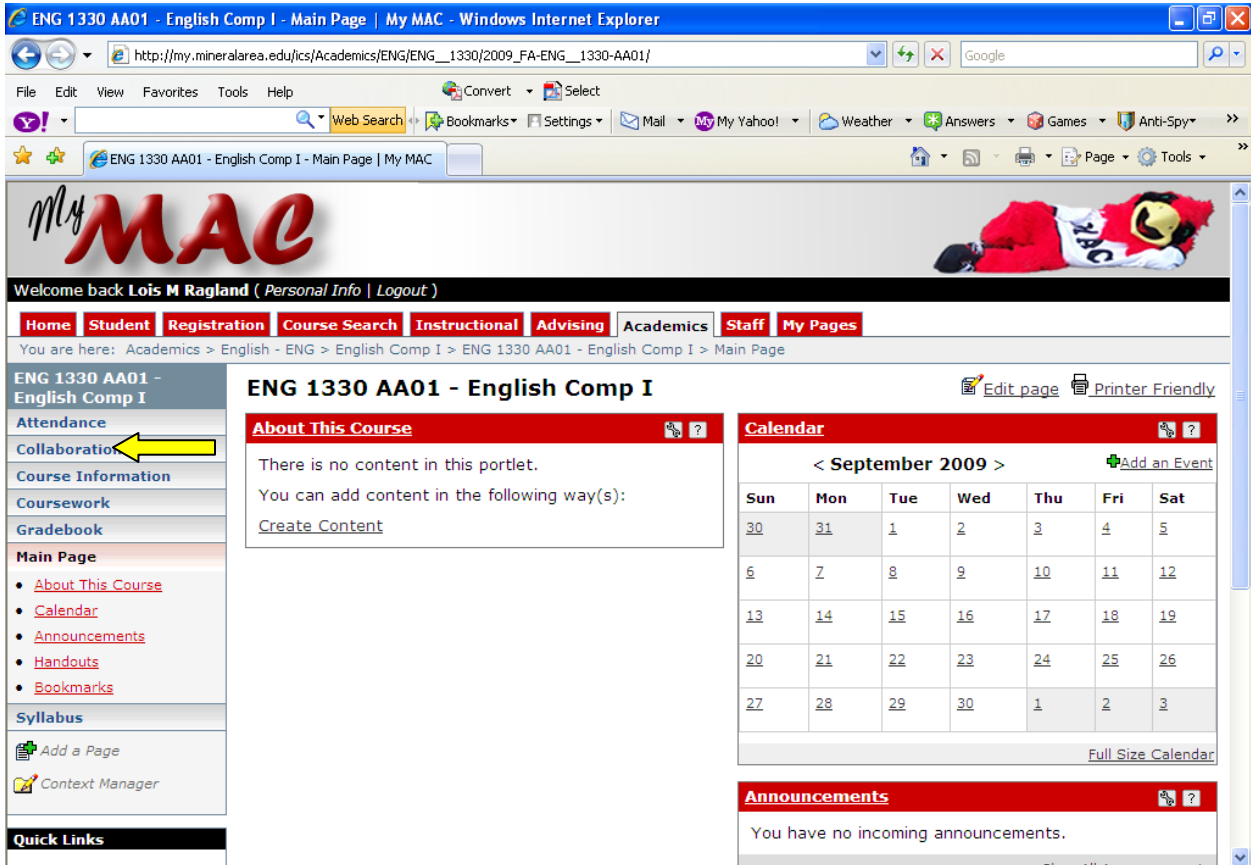
- After logging in, from the *Home* tab, scroll down to *Quick Links*, and click *My Courses*.



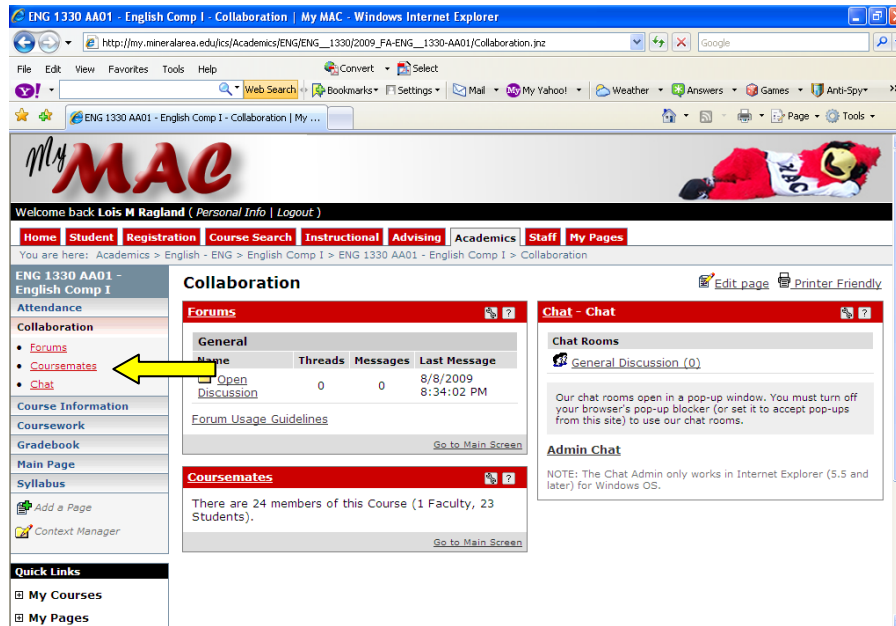
- Choose the class you want to email



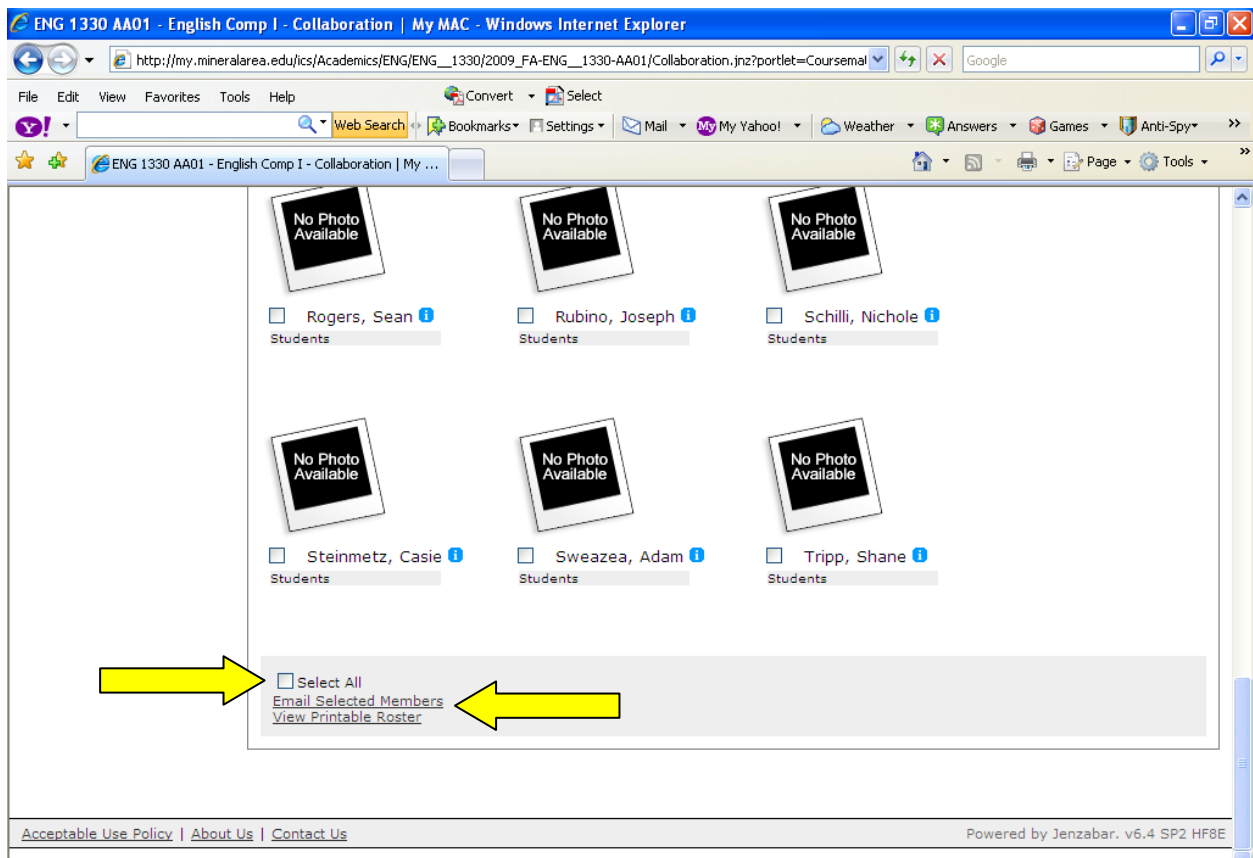
- Click *Collaboration*.



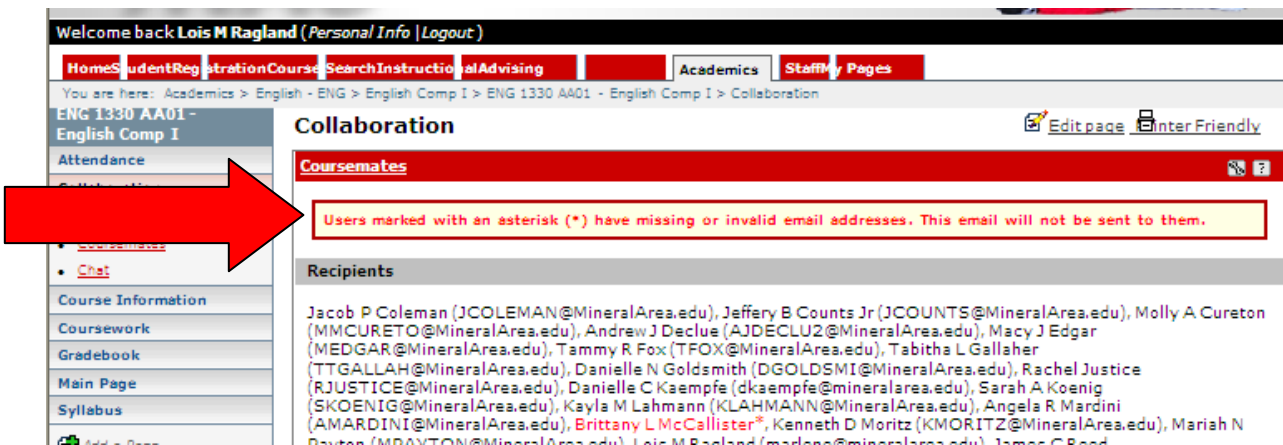
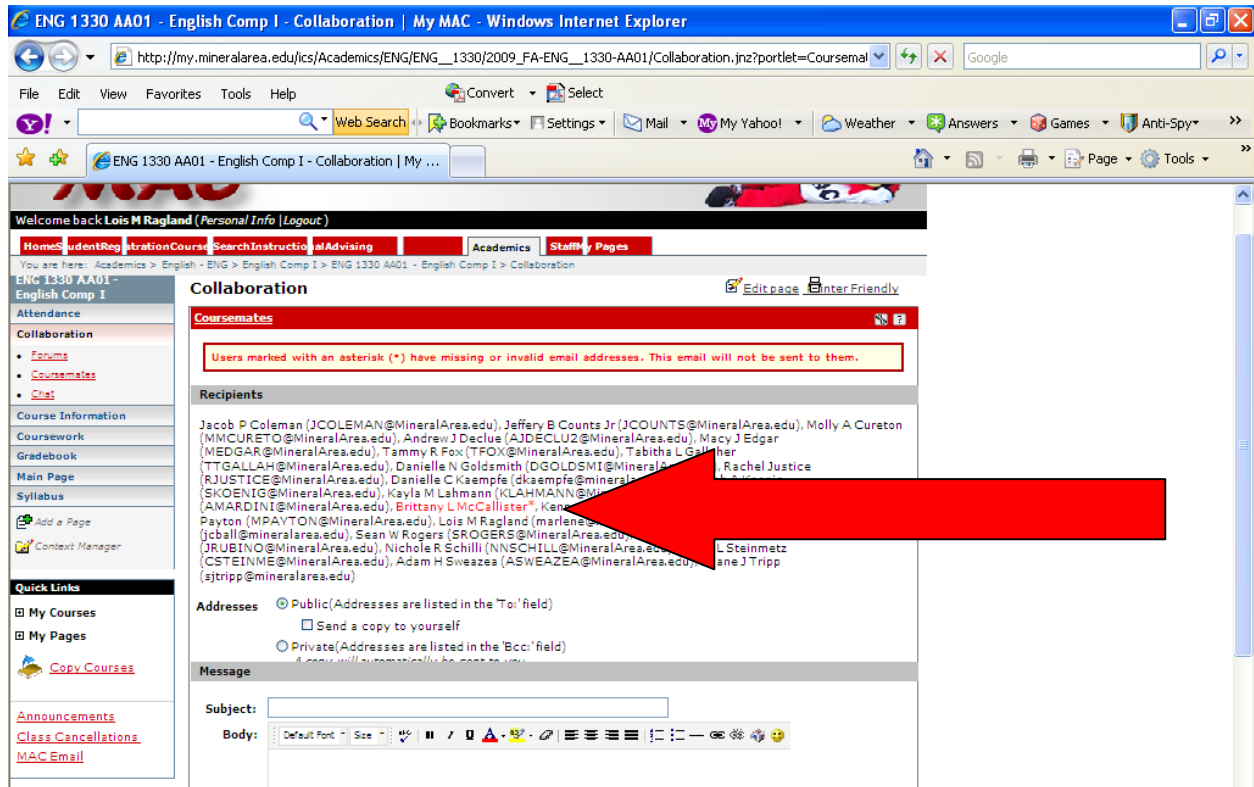
- Click *Coursemates*.



- Scroll down and click into *Select All* and click *Email Selected Members*.



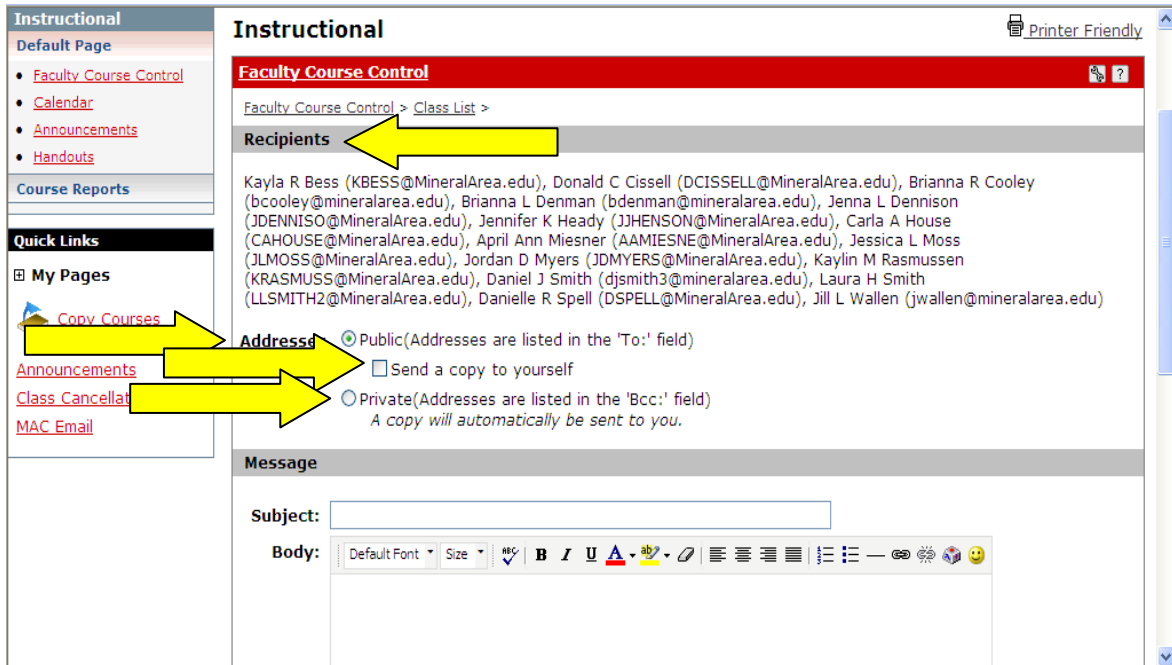
- Note: *Select All* means that the instructor will also receive the email.
- REMEMBER: this is not an email generated from Google so there will NOT be a copy in your *Sent* items.
- Here's a sample of your email to all students.
- Note the name in **Red**



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