

Faculty and Advisors

How to Email Your Students

To email your entire class:

First check the box in the Class List heading (see circled field in the image below). Then, click on the envelope icon above the "Midterm" column (see arrow in image below). This will invoke Outlook.

To email an individual student:

To email an individual student, click in the box to the left of their photo. Then, click on the envelope icon above the "Midterm" column to invoke Outlook.

The screenshot shows a web browser window with the URL <https://banner.mvcc.edu/StudentSelfService/ssb/classListApp/classListPage#/1/202008/17>. The page title is "Faculty & Advisors • CRN Listing • Class List". The main content area displays course information for "Human Anatomy & Physiology 1 - BI 216 106" (CRN: 17943, Duration: 08/31/2020 - 12/11/2020, Status: Active Section). To the right, an "Enrollment Counts" table shows:

	Maximum	Actual	Remaining
Enrollment	34	21	13
Wait List	999	0	999
Cross List	0	0	0

Below the enrollment counts, there are tabs for "Class List" (selected) and "Wait List". A "Summary View" dropdown is also present. A search bar with the placeholder "Search (Alt+Y)" is located to the right. A blue arrow points to an envelope icon above the "Midterm" column header. In the table below, the first checkbox is circled in blue.

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>		[Redacted]	**Web Registered**	Undergraduate	4	No Access	No Access	Freshman (<30 CrHr Passed)