Chair and ADA access to Class Email Lists

There is a feature in WINGS that will allow ADAs and Chairs the ability to email a class list (or selected students from a class list) similar to how the faculty can email from the Faculty Center Class Roster.

This is the navigation:
Curriculum Management>Class Roster>Class Roster. Search for your class......

You will see a column on the left called “Select”. At the bottom of the list you will see Select All. You can click that link to check the box for all students. Then click notify selected students to create the email. You will see all of the student email addresses appear automatically in the BCC address box. You can use this to notify students for an instructor absence or whatever is necessary from an administrative point of view.

This email access in WINGS does not allow you to add attachments. If you need to do that, you will need to copy/paste the email addresses into the BCC line in Gmail.

One person in the department (generally the ADA) is also able to access the Class Email in Gmail that is used by the course instructor. The Associate Registrar keeps a crosswalk table updated with the appropriate ADA email address assigned by subject. To use that feature, compose a new email. In the TO box, type the Subject, course number and section. Active class lists for the different terms will appear in the drop down. Choose the class list for the appropriate term. The general format is Subject, Course#, Section#, Term, Year.