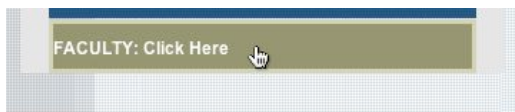


A Reasonably Simple and Mostly Effective Method to Contact your Entire Class via Email
Fall 2009 first draft by Steve J. Hodges

1. Log into the Faculty section of **WebAdvisor**
2. Click the [Class Roster](#) link
3. Select the Term and click **Submit**
4. Select one of your courses, and click **Submit**
5. Click the [Print/Copy Roster 1](#) link
6. Select and Copy the entire resulting page (**Edit->Select All** then **Edit->Copy** or use the appropriate shortcut keys)
7. Start your spreadsheet software (for example, you could use Microsoft Excel)
8. (If you don't get a new, empty, worksheet, select **File->New Workbook**)
9. Paste your previously copied data (**Edit->Paste**)
10. Click on an unused, empty cell, to deselect your roster information.
11. Using the mouse, click and drag to select every cell that contains a student email address.
 It's okay to also select blank cells, but don't select anything that isn't an email address.
12. Copy the email addresses (**Edit->Copy**)
13. Start up your preferred email client
14. Begin (writing/composing/sending) a new email message
15. Select the **BCC** field (this may be hidden by default)
16. Paste the email addresses into the BCC field (**Edit->Paste**)
17. Write the text of your greeting and hit send.

Here, we're using the **BCC** ("Blind Carbon Copy") field and not the **To** field when we send the email message to avoid publicly publishing the email addresses of your students to the entire class – it's generally considered bad etiquette to do so without permission. Also, some students may have privacy concerns.

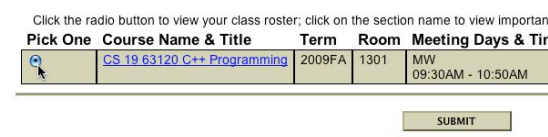
Screenshots for key steps in Web Advisor:



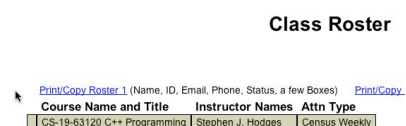
Step 1



Step 2



Step 4



Step 5

