

Emailing Students Prior to start of classes:

Canvas does not provide a way to email students from Canvas prior to the start of classes unless you publish your course. This goes for Announcements also. Use these steps if you wish to communicate with your students prior to the start and/or publishing of your course.

Use [WebAdvisor](#) to email students prior to start of course. **Note:** you can't attach files.

If you must attach files, here are 5 simple steps for bringing student email addresses into your email client:

1. Log into [WebAdvisor](#), go to **Faculty Menu** and click on “**Email Class**” link

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CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | CONTACT US

FACULTY - WEBADVISOR FOR FACULTY MENU Welcome Audrey!

User Account

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)
- [Verify/Change My Contact Information](#)
- [eForms](#)
- [Self-Service](#)

Retention Alert

- [Submit Report](#)
- [My Contributions to Cases](#)
- [Retention Cases for Student](#)
- [Count of Open Retention Cases](#)
- [Closed Retention Cases](#)
- [My To Do List](#)
- [Retention Case Reminder Pref](#)

Faculty Information

- [My Class Schedule](#)
- [Class Roster](#)
- [Add Codes](#)
- [Faculty Drops and Census](#)
- [Grading](#)
- [Email Class](#)
- [Search for Sections](#)
- [Faculty Feedback](#)

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2. Choose the class and click link above list “**E-mail these Students**” (if you need to add **Waitlisted** students check the box at the bottom first – see screenshot on next page).

A new window appears – click on Submit at bottom.

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CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY Welcome Audrey!

Class Roster

Please Note:

- If you would like to include Waitlisted and/or Dropped students in your email, check the boxes at the bottom of this page.
- Once you click on "Email these Students" you will have an opportunity to send an email to "All" or to individuals.
- If you would like to email only one student, simply click the appropriate email address below.

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
DM-70-92596 (92596) Web Design Basics	A. Blumeneau	01/25/2016-05/21/2016 DE Internet Delay Inter, CVC ... Online Course, Room OL	19 / 11 / 0

[<--Select a different course section](#) | [Gradebook](#) | [E-Mail these Students](#)

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Repeat	Credits	CEUs	Cross Listed Section
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Security Access Messages

None

Show Dropped/Withdrawn Students

Show Waitlisted Students

SUBMIT

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- Put your name in the **Send To:** email Address. Fill in **Subject** and **E-Mail Text** fields. Click **Submit**.

If you need to attach a file, then, select all students emails (click and drag mouse over all names shown in the E-mail Recipients (blurred out in screenshot!)).

Copy (**Ctrl+C / Cmd+C**) selected students.

Send E-Mail

- IMPORTANT:** To protect student privacy, all student recipients MUST be Blind Copied (BCC), as per FERPA regulations.
- Before submitting this email, print this page for your records. **Note:** The section number does not appear on this page.

* = Required

E-mail Recipients

Blind Copy (BCC) all recipients

Additional E-mail Addresses:

E-mail Action	E-mail Address
Send To	

Subject *

E-mail Text *

Sender's Name: Audrey A. Blumeneau Sender's E-mail: aublumen@cabrillo.edu Copy (CC) yourself

Record Contact

SUBMIT

WebAdvisor 3.1

- Open your Email client (Correo or Thunderbird to access your Cabrillo email).
- Choose **BCC** and Paste (**Ctrl+V / Cmd+V**)
Note: it's important to make sure it's a **Blind Copy** as we do not share or expose students email. Put your own email address in the To: field.