

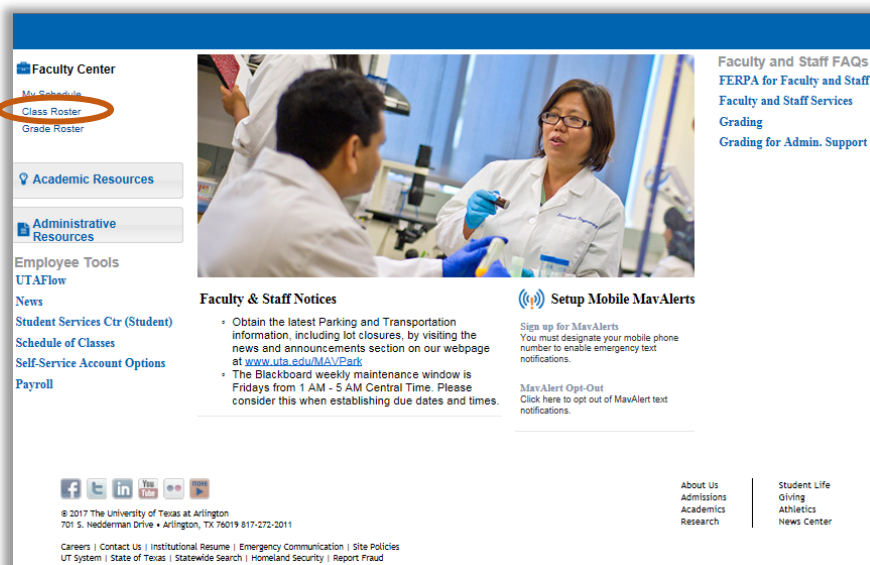
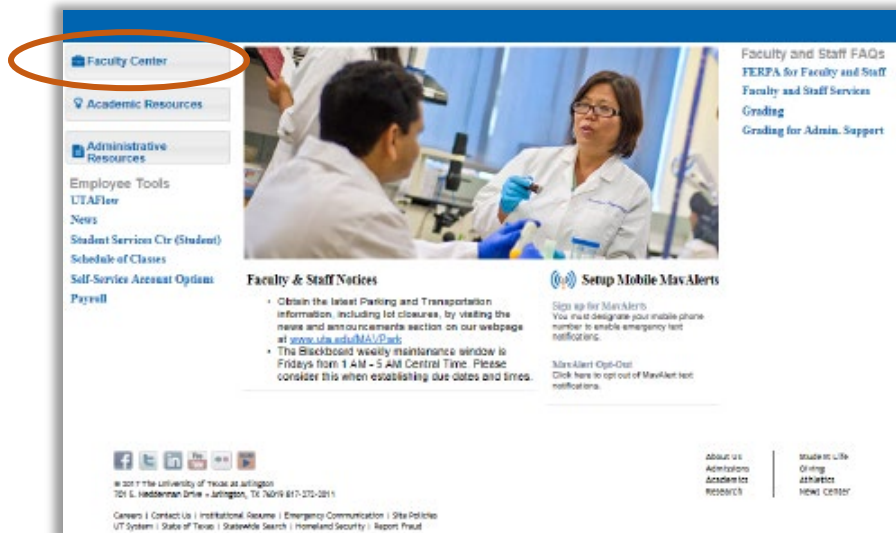
Emailing Students Using MyMav

Key Highlights

- You may want to communicate with your students by email. Please check [UT Arlington's policy](#) before releasing grades to a student.
- Instead of emailing grades, you are encouraged to let your students know grades have been posted in their MyMav student center or other pertinent information by using the email functionality on the class roster.

Instructions

- In the **Faculty Center**, click the **Class Roster (Home Page > Faculty Center > Class Roster)**.



- Select the course you would like to email. The default setting will display enrolled students.
- You can choose which students to email by putting checkmarks in the **Notify/Select** column, on the left side.

Class Roster

2020 Summer | Five Week - First | University of Texas, Arlington | Graduate

ENGL 6350 - 001 (54961)
TOPICS IN THE HISTORY AND THEORY OF RHETORIC (Seminar)

Days and Times	Room	Instructor	Dates	Topic
MoWe 1:00PM-5:00PM	TBA	Timothy Richardson	06/08/2020 - 07/08/2020	Sound Studies

*Enrollment Status

Enrollment Capacity 13 Enrolled 6

Enrolled Students Personalize | Find | | First 1-6 of 6 Last

Select	ID	Name	Grade Basis	Units	Program and Plan	Level	Last Enrollment DateTime
1 <input type="checkbox"/>	1000234437	Abelanel,Kathy Ann	Graded	3.00	Doctoral - English-PHD	Graduate	04/08/2020 12:35:49PM
2 <input type="checkbox"/>	1001565525	Lefler,Elizabeth Jane	Graded	3.00	Masters - English-MA NT	Graduate	04/14/2020 11:21:16AM
3 <input type="checkbox"/>	1001774434	Morrison,Robert Tate	Graded	3.00	Masters - English-MA NT	Graduate	04/15/2020 10:08:25AM
4 <input type="checkbox"/>	1000089265	Blue,Chad Alan	Graded	3.00	Masters - English-MA NT	Graduate	04/22/2020 4:59:32PM
5 <input type="checkbox"/>	1001364353	Thames,Nathaniel Lloyd	Graded	3.00	Masters - MED Open Option (NT)	Graduate	05/01/2020 1:59:30PM
6 <input type="checkbox"/>	1001770236	Johnson,Ashley	Graded	3.00	Doctoral - English-PHD	Graduate	05/20/2020 5:58:31PM

Select All Clear All

- At the bottom of the class roster, you will see two links for sending email to students from your course. Once you have selected the students, click **Notify Selected Students**.
- To send an email to all enrolled students simply click **Notify All Students**. All students emailed in this way will be blind carbon copied to their UT Arlington email addresses only. The original email is sent to the instructor.

