Faculty: E-mail Your Students

Instructors can e-mail any enrolled student using Canvas or Banner (via myCuesta).

Email using Canvas

**IMPORTANT**: Your Canvas course must be published before e-mailing your students.

1. Access Canvas:
   a. Go to the Canvas login screen via myCuesta (Online Learning channel on the Faculty tab) or a web browser (http://cuesta.instructure.com).
   b. Enter your username and password, and then click Login. Canvas will open to Dashboard view.

2. Click Inbox in the Global Navigation menu.

3. Click the Compose a new message button. A new message window will open.

4. Click the Select course button and choose the course from the drop-down list.
   *Note: Select “More courses” to email students from a previous semester.*

5. Enter recipient name(s) in the To field by doing any of the following:
   - Type all or part of a name in the To field, and then select from the name list that will appear.
   - Click the Browse button, click a category and then select from the name list.

6. Enter a subject in the Subject field.

7. Optional:
   - Click “Send an individual message to each recipient” checkbox to hide recipients’ names.
   - Click the Add an attachment button, then locate and double-click on a file attach to the e-mail.
- Click the **Record an audio or video comment** button to add your voice and/or image.  
  *Note: Requires microphone and/or video cam connected to computer.*
8. Type your message in the large message area.
9. Click **Send**.

**Email using Banner (via myCuesta)**

1. Log into myCuesta.
2. Click the **Faculty** tab.
3. In the “My Web Services” channel, click **Banner Self-Service**.
   *A list of subfolders will display.*
4. Click **Faculty and Advisors**.
   *A list of options will display.*
5. Click **Summary Class List** or **Summary Wait List**.

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6. Select your term, and then click **Submit**.

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7. Select your course, and then click **Submit**.

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8. Click the **Email Class** button at the bottom of the screen.