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/Faculty Self Service**

1. Login to **myCuesta**
2. Click on the Faculty Self Service icon

3. Click on the Faculty and Advisors folder to expand the list of subfolders
4. Click on Summary Class List or Summary Wait list
5. Select your Term in the Select a Term dropdown option, then click submit

6. Select your course from the CRN dropdown menu, then click submit

7. Click the Email Class button at the bottom of the screen.