



CSU Center for Teaching Excellence

Handy Tip #2 for Improving Classroom Engagement: Email Your Entire Class Automatically

No doubt you're already aware that **communication** is a key factor in boosting classroom engagement. But did you know that you can email everyone enrolled in your class at one fell swoop, without having to maintain a separate list of student email addresses?

Here's how you do it:

1. Log into CampusNet.
2. Choose the "Instructor" tab, and select "Class Rosters" for the semester in question. You should see a list of all your rosters for semester.
3. Click the "open" link for the roster in question. You should see a list of all students currently enrolled in your class.

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CampusNet

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Grading Schedule **Class Roster**

Pick another semester Print Help

Fall 08

Listed below are your class rosters for the term selected. If a roster appears for which you are not the instructor of record or if there are "missing" rosters, contact your department course scheduler.

Select	Class	Description	Session	Component
Open	ASC 101 24	Intro to University Life	1	LEC
Open	ETE 567 501	Mass Communications in Edu	1	LEC

Click here to see the roster for this class.

4. Look closely at the top area of the screen as you view your list of students. There should be a link visible up there for "Email class".

5. Click on  **Email Class**

(Turn this page over to see what happens next)

Personal Account Student **Instructor** Advisor

Grading Schedule **Class Roster**

[Email Class](#) [Pick another semester](#) [Pick another roster](#) [Export to Excel](#)

Roster With Pictures

Fall 08 - Class Nbr: 1536

Instructor:	William Beasley	Component:	LEC
Class:	ASC 101 Intro to University Life	Room:	BU 0116
Section:	24	Time:	1:00 PM - 2:00 PM
Session:	1	Days:	Thu
Nr of students:	13	Credits:	1.0

	CSU ID	Name	Career	Status
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6. Use the resulting screen to compose your email:

7. When you've composed your message (including an attachment, if you wish), click  to send it off. That's all there is to it! (Except, of course, for two pieces of related advice listed below).

Two pieces of related advice:

1. These emails will originate from your official CSU email address (e.g. j.doe@csuohio.edu). Any student who chooses (R)eply will send email back to your official CSU email address – so you either need to be reading mail to that address directly, or have forwarding set on your account to an email address that you do read regularly.
2. These emails will be sent to each student's official CSU email address, which very few students actually read directly. Before you use this technique for something important, have students set forwarding on their CSU email address (instructions are online at <http://www.csuohio.edu/offices/ist/services/student/forwarding.html>) and test it out with something trivial just to be sure the bugs are out. I take care of this the first day the class meets, and use it for the rest of the semester. By the way -- If you're wondering whether a given student's CSU email is already being forwarded, click the  [Details](#) link next to their name in your class roster.