

How to Email Students in a Course-Using Banner



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Fac. Toolbox](#)

1. Log into [Cougar tracks](#).

Find the login page on the TC Website.
Located on top Right hand side.

2. Select the “Faculty Services” tab

3. Select the “Detail Class List” option

Select the correct term in the drop down
box, and the check box of the course you’d
like to message and hit “Submit”.

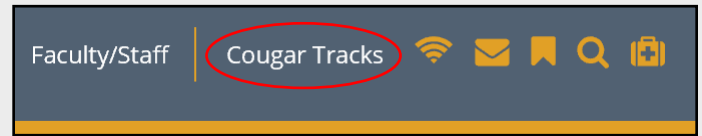
4. You will see a detailed list of enrollment.
You can message students individually, or
the whole class at once.

Scroll to the bottom of the page to message
ALL students.

Select “Email Class”

5. A box may pop up asking for permission
to access your email account, hit “Allow”

6. Your email should auto pop up with all
student email s included.



Faculty and Advisors

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