How to Email Students in a Course-Using Banner



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.



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Faculty and Advisors
Student Information Menu
Term Selection
CRN Selection
Week at a Glance
Detail Class List
Detail Wait List
Summary Wait List
Final Grades
Class: Freshman Credits: 1.000
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To
Send veronicaalvarez1998@gmail.com; havenbrooks23@gmail.com; chantelle.c
Subject
Nicole Avina Integrated Technology Support Technician
Taft College G-1 Offices 661_763_7017
navina@taftcollege.edu