Class Listing

If you are a faculty member who is teaching a course in the current term, course information will be outlined in the Class Listing section of the Professor Home Page. In addition to the class name, time, and location, you will also be able to view progress report campaigns for a given course by clicking the links on the right-h.BTTf1igns26d8)-(Pa)-(3ofETQq0.0000092 0 612 9 reW*nBT/F1 12 Tf1 0

Actions Menu

The Actions menu is found on the right-hand side of the home page. The drop-down menu on the Actions tab allows you to issue an alert, contact students in your class, or make note of your recommendations and meetings with your students.

Send a Message

You can send emails or texts to one or more students from your Professor homepage or the student profile page.

Email - Within an email, you can include the following information:

- Subject: The subject line for your email
- message.
- Message: The body of your email message. There is no character limit for the message.
- Add Attachment: Upload attachments to the email message.
- Send Additional E-Mail Notifications To: Allows you to include additional students or staff you also want the email sent to.

Text

Within a Text, you can only include a Message. You are restricted to 160 characters.

Important Note: Sending an email or text message to more than one student will blind copy all students. In other words, the student will not know that the message was sent to more than one student. For both email and text, it will look like the message was only sent to them.

Issue Alert

To send an alert from your list of students, check the box next to the student's name and then select Issue Alert from the Actions drop-down menu. You may include additional information in the comments. You can send an alert for one or more students.

Progress Reports