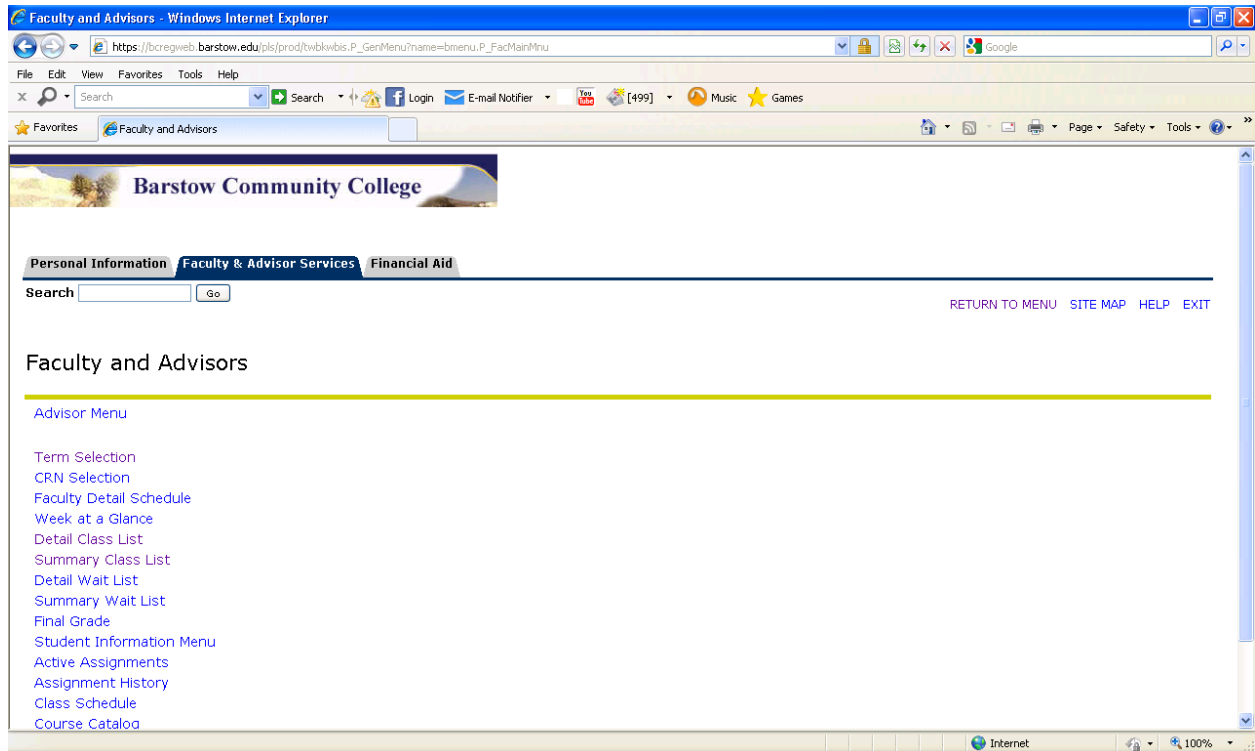


Emailing Your Entire Class/Waitlist

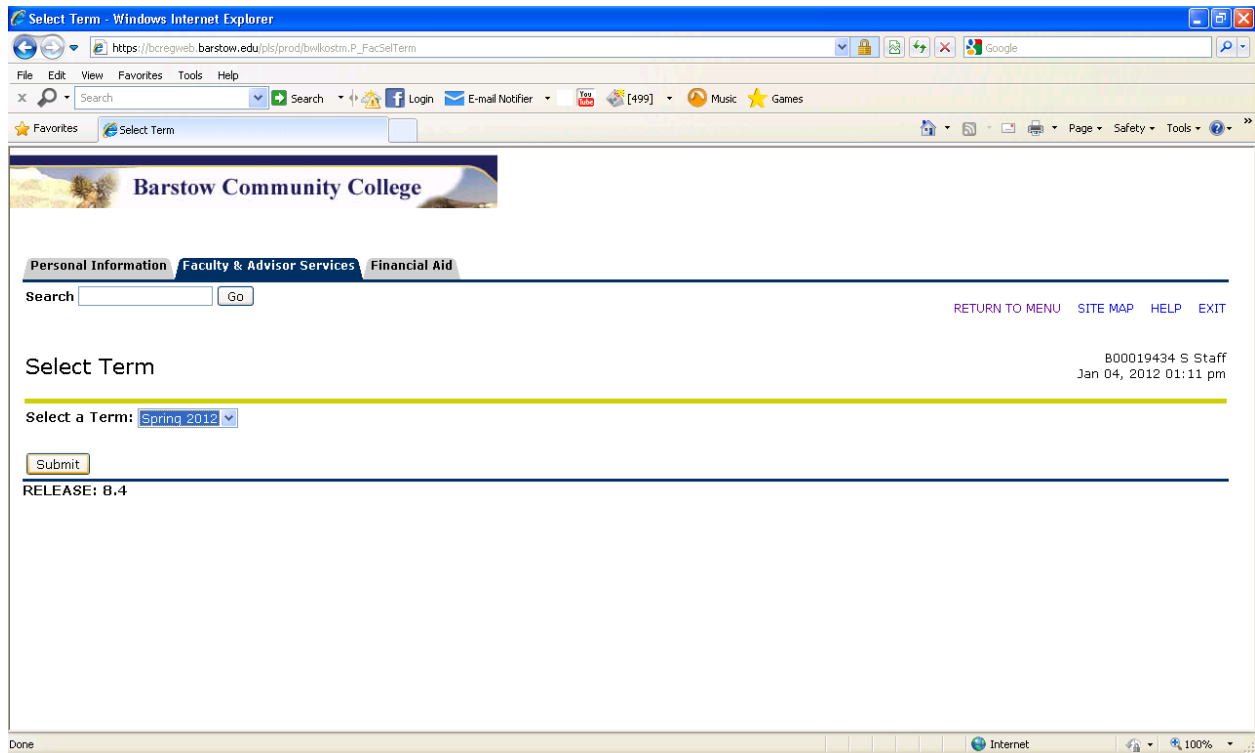
If you have Outlook set up on the computer you are logged into, you can easily email your entire class list or waitlist. To do so go to www.barstow.edu/faculty and click on the Banner for Faculty link. Once logged:

Select Faculty & Advisors.

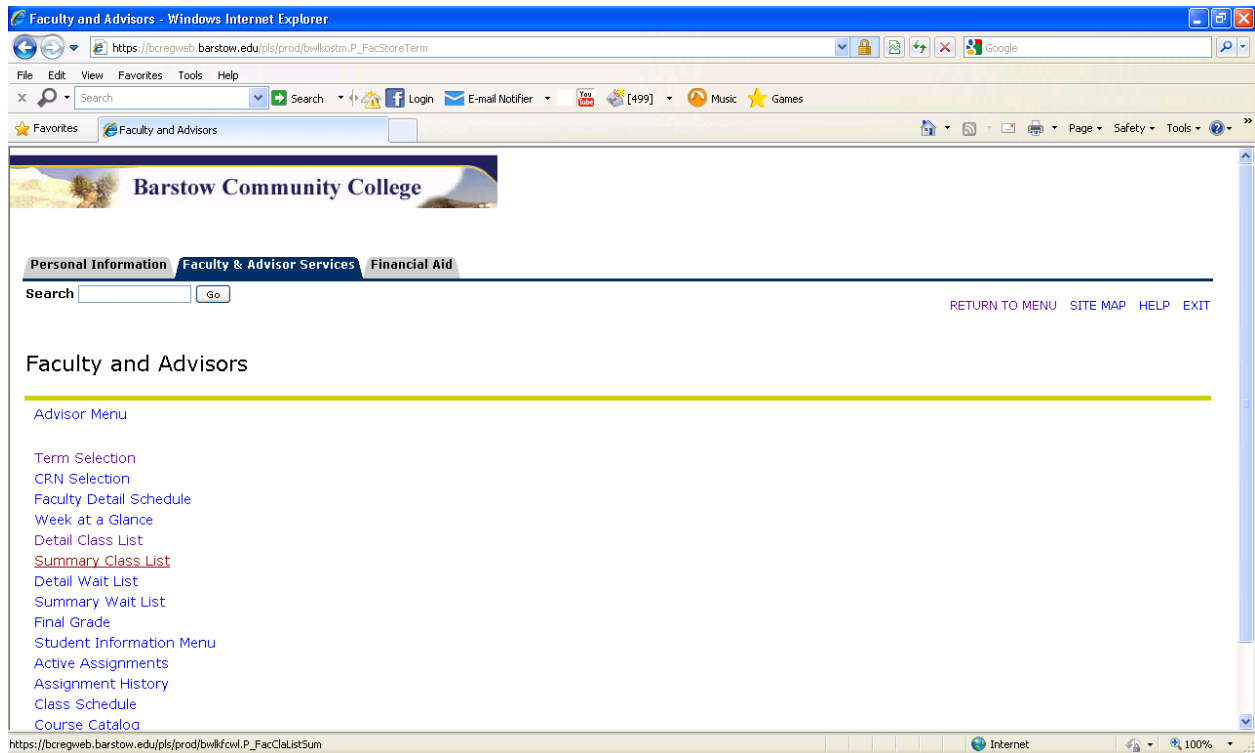
Select Term.



Ensure the term is set to the correct term and click submit.



Select Summary Class List.



Select the class you want to email and submit.

CRN Select

- ACSK 150 0: Beg Writing Essentials, 40381 (16)
- ACSK 151 0: Int Writing Essentials, 40382 (3)
- ACSK 152 0: Adv Writing Essentials, 40383 (5)
- AIRC 50 0: Fund HVAC Maint&Service, 40480 (14)
- ANTH 1 0: Intro to Cultural Anthropology, 40282 (50)
- ASTR 1 0: Introduction to Astronomy, 40581 (26)
- BIOL 10 0: Introduction To Biology, 40602 (26)
- CBIS 40 0: Spreadsheet Applications, 40458 (50)
- ECON 2 0: Principles of Economics Micro, 40528 (17)
- ELCT 61A 0: Intro. to Photovoltaic System, 40670 (5)
- ELCT 61B 0: Solar Site Srvy and Permitting, 40671 (6)
- ELCT 70A 0: Electrical Sfty & Hand Bending, 40530 (0)
- ELCT 70B 0: Fasteners & Electrical Theory, 40529 (0)
- ENGL 101 0: English Skills, 40604 (2)
- ENGL 102 0: English Skills, 40605 (10)
- HIST 8B 0: World Civilizations., 40601 (6)
- HUMA 5 0: Multi-Cultural Mythology, 40283 (50)
- HUMA 5 0: Multi-Cultural Mythology, 40600 (17)
- MATH 101 0: Arithmetic, 40347 (40)
- MATH 3 0: College Algebra, 40348 (24)
- MATH 50 0: Elementary Algebra, 40574 (22)
- MATH 50 0: Elementary Algebra, 40603 (18)
- PHIL 5 0: Comparative Religion, 40579 (3)
- POLI 1 0: Am Political Instit, 40608 (17)
- PLGS 10 0: Comparative Religion, 40578 (2)
- SPAN 1A 0: Beginning Spanish, 40345 (40)
- SPCH 3 0: Interpersonal Communication, 40571 (9)

Personal

Search

Select

CRN:

[Enter CRN Directly]

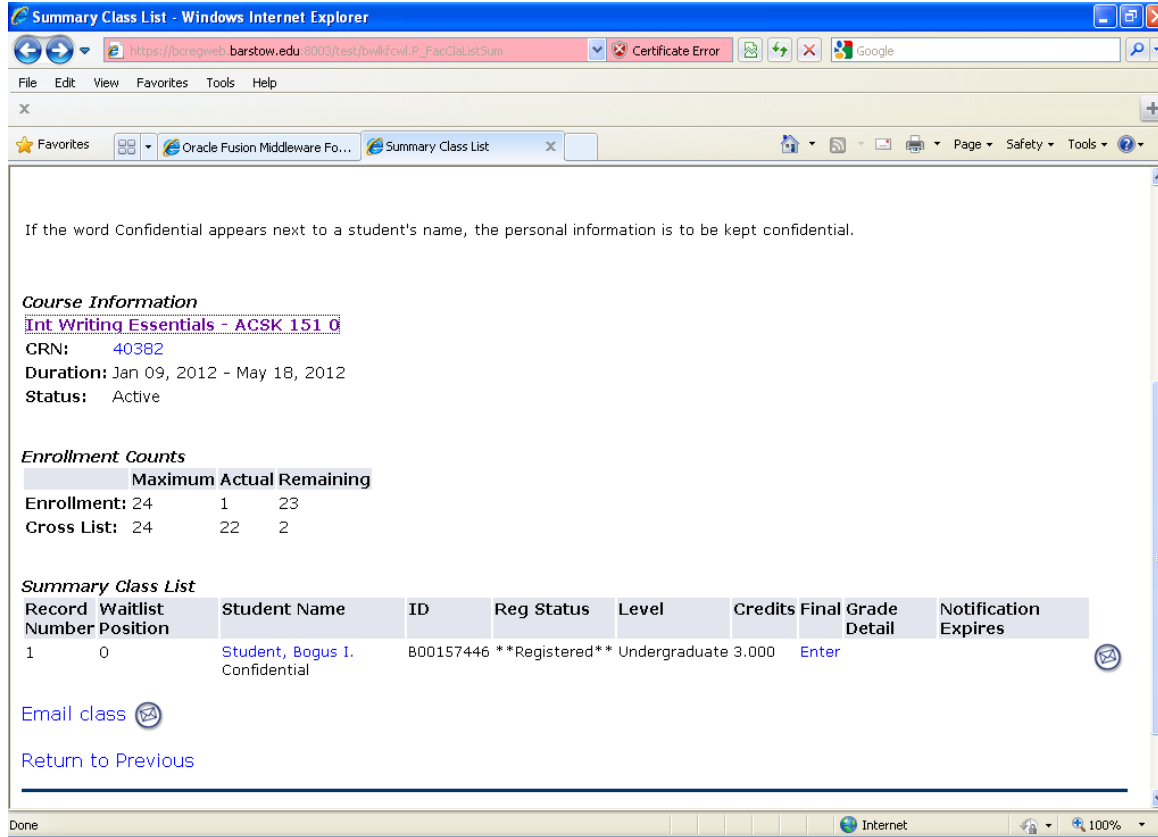
RELEASE: 8.3

RETURN TO MENU SITE MAP HELP EXIT

800019434 S Staff
Spring 2012
Jan 04, 2012 01:12 pm

Done Internet 100%

Scroll to the bottom of the page and click on the Email Class button (or if you want to email an individual student you can do so by clicking the envelop icon after the registration information for that student).



When you click the email button it will bring up your outlook and will automatically populate the addresses into a new message. If you are mailing the entire class it will automatically populate all of the addresses into the BCC (Blind Carbon Copy) field. This is required by FERPA for student privacy sake so do not change this.