



Email Students from a Course Roster

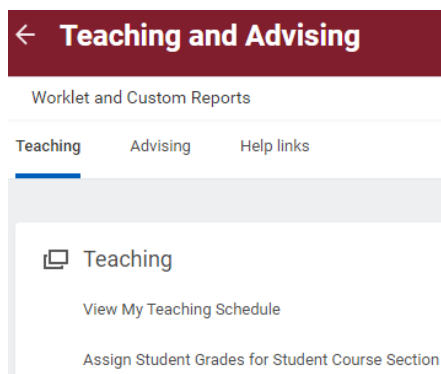
Overview

This quick reference guide will cover how to email students from a course roster within Workday.

NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

Process

1. Open the **Teaching and Advising** app.
2. Select **Teaching** to open a dashboard with a list of common tasks and reports you will need to access as a course instructor.
3. Select **View My Teaching Schedule**.



4. On the View My Teaching Schedule screen, add the desired academic period and press **OK**.

View My Teaching Schedule

Instructor **Bucky Bronco**

Academic Period *

OK

Cancel

NOTE: Schedules are available beginning with Fall 2023.

5. You can now view your schedule for that academic period.



Email Students from a Course Roster

View My Teaching Schedule 🔍

Instructor [Bucky Bronco](#)

Academic Period Winter 2023 Quarter

1 item 🔍 📄 📱 🗨️ 🔍

Course Section	Status	Number of Enrolled Students	Start Date	End Date	Instructional Format	Delivery Mode	Meeting Time	Location	Assessments
COMM 2-1 - Public Speaking	Open	3	01/09/2023	03/24/2023	Lecture	In-Person			

6. To email the students from a **course roster**, click on the *Related Action* icon (gold block with three dots) next to the course title to display **Course Section Definitions** and select **View Roster**.

1 item

Course Section	Status	Number of Enrolled Students	Start Date
COMM 134-1 - Cinematography ⋮			09/18/2023

- Course Section Definiti... >
- Integration IDs >
- Edit
- Photo Roster
- SCU Course Roster
- Cancel
- Grade Roster
- View Roster**

Your course roster will be displayed. Click on the **Send Message** button.

View Course Section Roster COMM 134-1 - Cinematography ⋮

Section Details

Status Open

Instructor 👤

Location 📍 Rm 109 Vari Hall

Capacity 16

Number of Registered Students 14

Remaining Capacity 2

Wait List Capacity 0

Send Message

7. A window will open titled *Send Message to Enrolled Students*. Complete the following fields and click **OK**.

- **From Display Name:** Enter your name that will appear to the students
- **Reply To:** Enter your email address
- **Subject:** Enter the subject of your email
- **Body:** Enter the content of your email



Email Students from a Course Roster

Send Message to Enrolled Students ✕

Send To 14

Contact Method * Email

Email

From scu@myworkday.com

From Display Name * Professor Bronco

Reply To * Pbronco@scu.edu

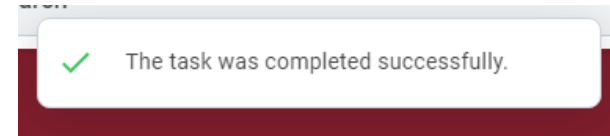
Subject * First day of class

Body * Normal | **B** **I** **U** **A** | [List] [Link] [Image] [Video]

Please arrive on time

OK **Cancel**

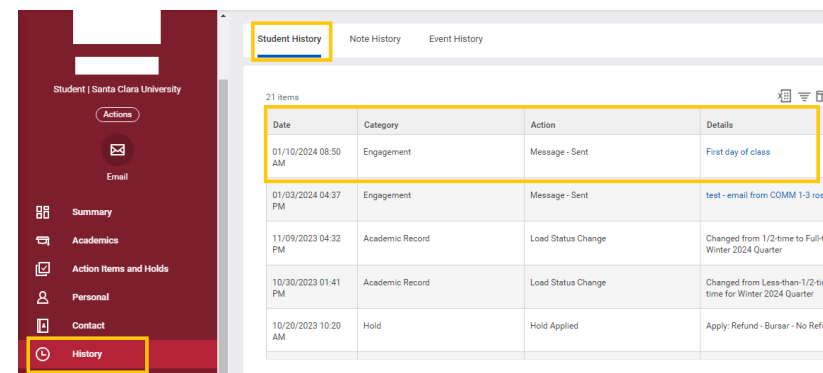
- The following message will appear at the top of the screen when the message has been sent.



- The message will appear in the student's email account in addition to their Workday notifications.



- The message can be viewed in the student's profile by selecting **History** from the left menu and **Student History** from the top menu.





Email Students from a Course Roster

11. Below is a sample of the email confirmation the student will receive.

