Introduction

WVU instructors currently have two options for emailing a class: eCampus and SSB.

- In **eCampus**, an instructor can email an individual, an entire class, or all members of a cross-listed class inside the Course Tools. Targeted messages can also be sent within eCampus, much like the new Ellucian Portal.

- In **SSB**, an instructor can email an individual or an entire class from the Detail or Summary Class list inside the Faculty & Advisor tab.

Using eCampus

*Login*

1. To log into eCampus, go to [https://ecampus.wvu.edu/](https://ecampus.wvu.edu/).
2. Log in with your MyID Username and Password.

3. Go to the **My Courses** module and enter the course in which you want to **Email**.
Course Messages
Faculty can send emails to students two ways in eCampus: Course Messages and Send Email. This option is available by default to Faculty in the courses they are assigned to teach. Instructors are encouraged to use this option because all sent messages remain in the system and would help if a student challenged a grade.

1. Click Course Messages in the left-hand menu.

2. When the Course Messages screen appears, click Inbox.
3. **Click Create Message.**

4. **Enter the email details.**
Send Email

This option sends the email to the user’s MIX email, since every user in the system is tied to their MIX email. The instructor can choose to send a message to all or select users, groups, teaching assistants, students, instructors, etc.

- **All Users**
  - Send email to all of the users in the Course.

- **All Groups**
  - Send email to all of the Groups in the Course.

- **All Teaching Assistant Users**
  - Send email to all of the Teaching Assistant users in the Course.

- **All Student Users**
  - Send email to all of the Student users in the Course.

- **All Instructor Users**
  - Send email to all of the Instructor users in the Course.

- **All Observer Users**
  - Send email to all Observer users in the Course.

- **Single / Select Users**
  - Select which users will receive the email.

- **Single / Select Groups**
  - Select which Groups will receive the email.

- **Single / Select Observer users**
  - Send an email to selected Observer users.
1. From within the Course Tools menu, click **Send Mail**. Enter the message content and submit. *The list of recipients is not updatable.*
Using SSB

In SSB, you have the option to email an individual or the entire class from the Summary or Detail Class List links in the Faculty & Advisors tab. If you choose the email option, it will open your local default email application and populate the student(s) names in the BCC field.

1. In SSB, choose the Faculty & Advisors tab.

2. Choose either Detail Class List or Summary Class List.
3. Click **Email class** at the bottom to email all students in the class, or click the email icon beside a student’s name to email just that student.

4. The instructor’s default email client will open and the bcc field will populate with the names of the chosen student(s). The instructor can add other recipients.