

How to Email Students from the Roster

If you want to email information to your students before the semester begins, these instructions will show you how. Once the semester starts and your Canvas site is published, you can communicate with your students from Canvas, either using Announcements or the Inbox.

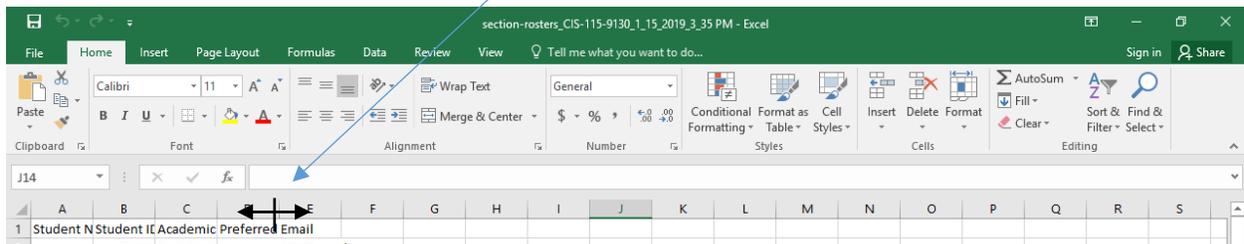
Although you will find an *email button* when you open a roster, this will **not** work properly for most situations.^a Therefore, the following method is the most reliable, easiest way to send email to registered students on the roster.

1. Log in to the **Insite Portal**, click on the **Classes** tile, and open the **Multi-Purpose Roster**
2. Click on **your course of choice** to open the roster
3. Click the **Export** button on the right
4. Click **Download CSV**^b

The way this file downloads depends on what type of computer is used, the operating system, and the way the system is set up to deal with downloaded files. Most often, both on a PC and Mac, the downloaded file will be stored in the downloads folder.

5. Open the CSV file. It will open in Excel

The email addresses appear in Column D. You can widen column D by putting your mouse between columns D and E until you get the following symbol, then double-click, or drag the border to the right until the column is wide enough to fit the addresses.



6. **Select all the email address, and copy** them (Ctrl+C on a PC, Command+C on a Mac, or the Copy button on the tool bar)
7. Open your DVC email, start a new email, click on **BCC** and **Paste** (Ctrl+V on a PC, Command+V on a Mac).^c
8. Put **your DVC email address** into the **To:** line.
9. Write your email (don't forget to add a Subject), and **Send**

Voila! Easy!

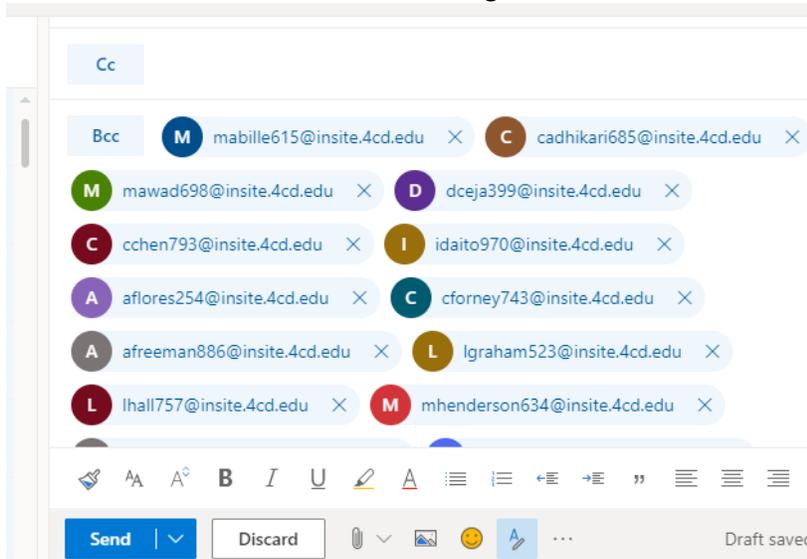


^a This Print option will open the default email that is set up on the computer you are using; in a DVC lab, it definitely will not work for us. On your personal computer, it will only work if you have setup up your

system such that the default email is Outlook, and most of us have not done that.

^b A CSV (Comma Separated Values) is a simple file format used to store tabular information. It easily opens in Excel.

^c The email addresses will look something like this:



If they don't appear as above (if instead they appear as one long string of text), the Canvas administrator can help. Send the administrator the CSV file that you downloaded from the roster, and you will receive back a list of the email addresses that can be copied-pasted into the BCC line.