How to View My Class Roster and Email my Students

1. log into my.whittier.edu

2. Once Logged in, click on the “My Info” link.

3. Click on the “Faculty Detail Schedule” link from the Law Faculty Registration Tools Channel
4. Choose a term:

You can access the Class List by clicking on the “Class List” link. You can also see the enrollment information here.

Meeting time, meeting days, Final exam times (if applicable).
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6. Here is a list of every student in your class.

You can also see enrollment information. You can see the enrollment maximums, the actual enrollment and any seats that are available.

If you want to email just one student, click on the “email” icon.

To email all the students in your class, on the “Email Class” icon.

You default mail browser will enter all the names of the students enrolled into the BCC field.

PLEASE NOTE:

The class email will default to the email program of your browser. If you are logged in from your office, it will default in Outlook.

If you are logged in from home, it will default in the email you use at home, yahoo, hotmail, whatever.
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7. To ensure that you send from your Whittier email, you can send emails from the Course Studio.

For more information, see the My Courses/Course Studio tutorial.