Emailing Students Using MyMav

Key Highlights

- You may want to communicate with your students by email. Please check UT Arlington's policy before releasing grades to a student.
- Instead of emailing grades, you are encouraged to let your students know grades have been posted in their MyMav student center or other pertinent information by using the email functionality on the class roster.

Instructions

- In the Faculty Center, click the Class Roster (Home Page> Faculty Center > Class Roster).
Select the course you would like to email. The default setting will display enrolled students.

You can choose which students to email by putting checkmarks in the Notify/Select column, on the left side.

At the bottom of the class roster, you will see two links for sending email to students from your course. Once you have selected the students, click Notify Selected Students.

To send an email to all enrolled students simply click Notify All Students. All students emailed in this way will be blind carbon copied to their UT Arlington email addresses only. The original email is sent to the instructor.