

Email Students from a Course Roster

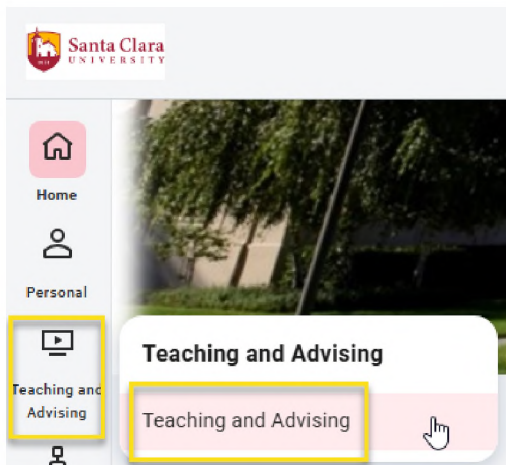
Overview

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

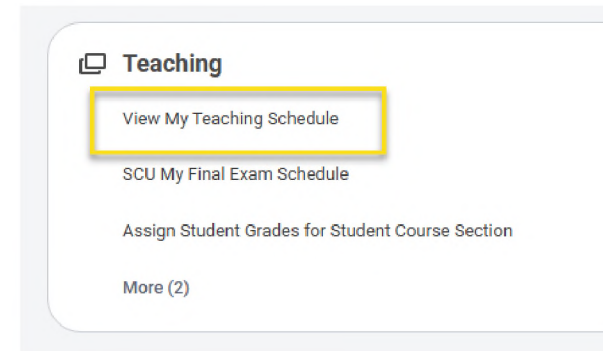
NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

Process

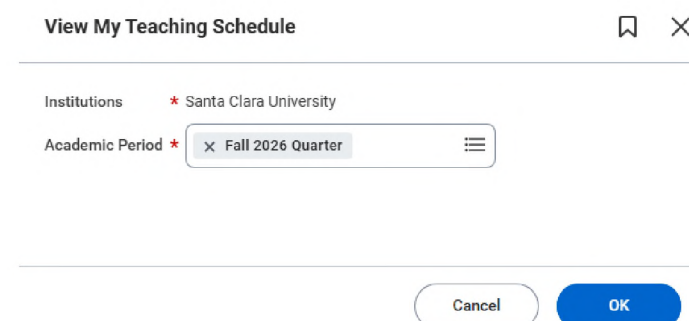
1. Select **Teaching and Advising** from the side menu and then select **Teaching and Advising**.



2. Select **View Teaching Schedule**.



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



NOTE: Schedules are available beginning with Fall 2023.

Email Students from a Course Roster

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

View My Teaching Schedule 6/6 160

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
CDMM 2-1 - Public Speaking	Open	3	01/09/2023	03/24/2023	Lecture	In-Person			

5. 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**.

Course Section	Status	Number of Enrolled Students	Start Date	End Date
BIOL 160-3 - Biostatistics L and L				
BIOL 160-2 - Biostatistics L and L				
BIOL 160-1 - Biostatistics L and L				
ENVS 110-3 - Environmental Statistics L and L (-)				
ENVS 110-2 - Environmental Statistics L and L (-)				

Actions

- Course Section Definiti...
- Favorite

Course Section Definition

- Photo Roster
- Photo Roster with Roster Combined Section(s)
- SCU Course Roster
- View Roster**

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

View Course Section Roster BIOL 160-3 - Biostatistics L and L

Overlapped Course Sections ENVS 110-3 - Environmental Statistics L and L (-)

Section Details

Status	Open
Instructor	
Location	Rm 256 Alumni Science Hall
Capacity	16
Number of Registered Students	8
Remaining Capacity	1
Wait List Capacity	0

Send Message

6. 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

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Send To

8

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

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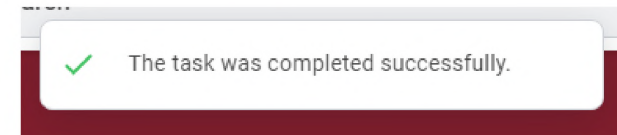
↶

Please arrive on time.

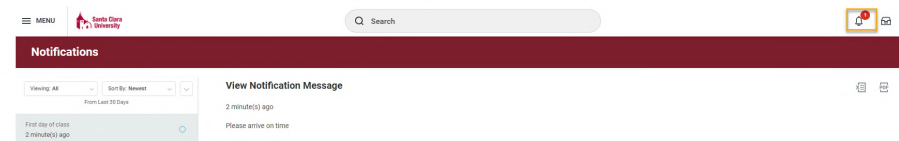
Cancel

OK

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

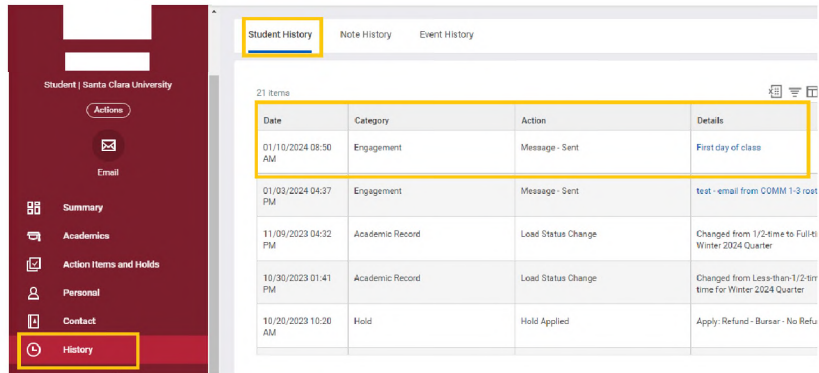


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8. The message will appear in the student's email account in addition to their Workday notifications.



- 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



Date	Category	Action	Details
01/10/2024 08:50 AM	Engagement	Message - Sent	First day of class
01/03/2024 04:37 PM	Engagement	Message - Sent	test - email from COMM 1-3 root
11/09/2023 04:32 PM	Academic Record	Load Status Change	Changed from 1/2-time to Full-time for Winter 2024 Quarter
10/30/2023 01:41 PM	Academic Record	Load Status Change	Changed from Less-than-1/2-time for Winter 2024 Quarter
10/20/2023 10:20 AM	Hold	Hold Applied	Apply: Refund - Bursar - No Refu

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

First day of class External Inbox x

 **Professor Bronco** <scu@myworkday.com>
to wd_releasetest ▾

Please arrive on time.

