

URSA E-Mail Tools

(Section 1 – Using The **Self-Service** Tab)

(Section 2 - Using The **My Courses** Tab
with **Course Studio** – No Blackboard)

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Important Information For URSA E-mail Methods

E-mails sent through “**Self-Service**” and “**Course Studio**” use the registered, preferred e-mail address listed in Banner for each student. The UCA Department of Information Technology recommends that students use the UCA Cub account address as their preferred address and does not guarantee any other address.

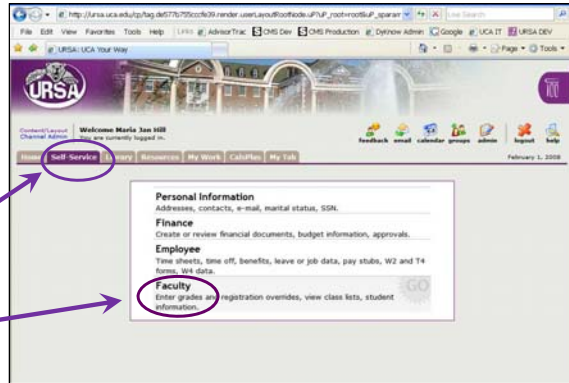
It is suggested that you run an e-mail test with your students at the beginning of each term using the method you prefer. It is also suggested that this test include a student reply of your original e-mail.

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Send E-mail To Students Through The URSA Self-Service Tab

Login to URSA and click on the "Self-Service" tab.

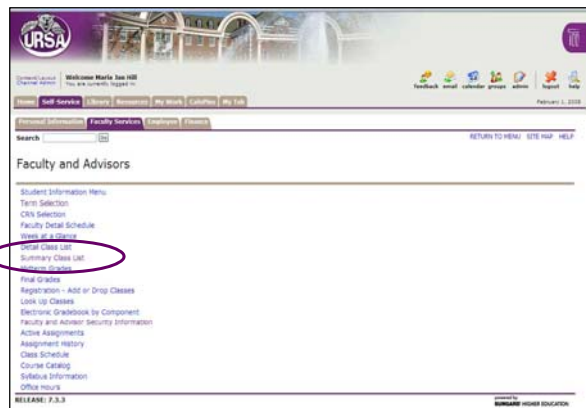
Click "Faculty".



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Send E-mail To Students Through The URSA Self-Service Tab

Click "Summary Class List".



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Send E-mail To Students Through The URSA Self-Service Tab

Select the correct term or semester and click **"Submit"**.

Select the desired class (CRN) and click **"Submit"**.

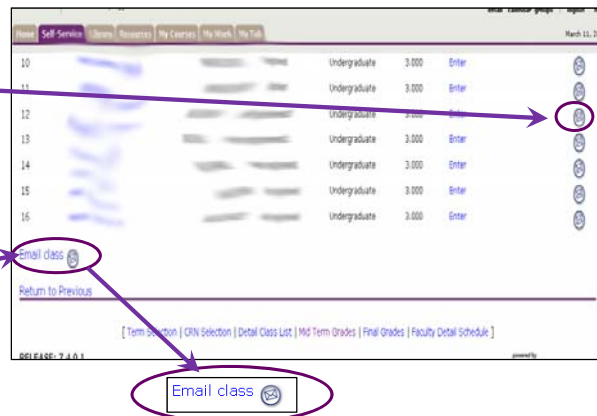


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Send E-mail To Students Through The URSA Self-Service Tab

To send an e-mail to an individual student, click on the **envelope icon** at the end of the student's name.

To send an e-mail to the entire class, scroll to the bottom of the screen and click on the **"Email class" envelope icon**.



This method uses the instructor's regular **UCA GroupWise** interface. Fill in all desired fields and click "Send" as usual when ready.

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Send E-mail To Students Through The URSA My Courses Tab Using Course Studio - No Blackboard

Click the "My Courses" tab.

When you enter the "My Courses" screen, the current semester classes will be displayed.

Click to select the desired class.



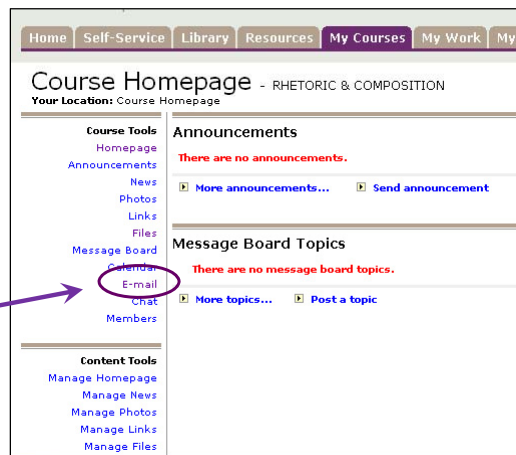
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Send E-mail To Students Through The URSA My Courses Tab Using Course Studio - No Blackboard

This section of URSA is called "Course Studio".

You are now located on the Course Homepage.

From the "Course Tools" Menu, select "E-mail".



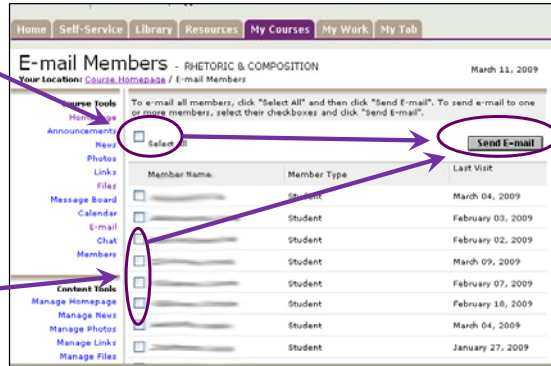
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Send E-mail To Students Through The URSA My Courses Tab Using Course Studio - No Blackboard

To send an e-mail to all students, click the **“Select All”** box, then click **“Send E-mail”**.

Note: When you click **“Select All”**, a check will be marked in each box. You have the option of un-checking any box you do not wish to use.

Note: You also have the option of checking a single box or group of boxes to send an e-mail to an individual or group of students.



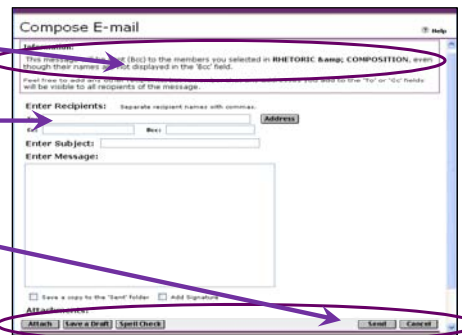
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Send E-mail To Students Through The URSA My Courses Tab Using Course Studio - No Blackboard

Note: All selected students will receive the e-mail as a **“Bcc”**.

Place your e-mail address in one of the fields to receive a copy of the e-mail.

Click **“Send”** when the message is complete.



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