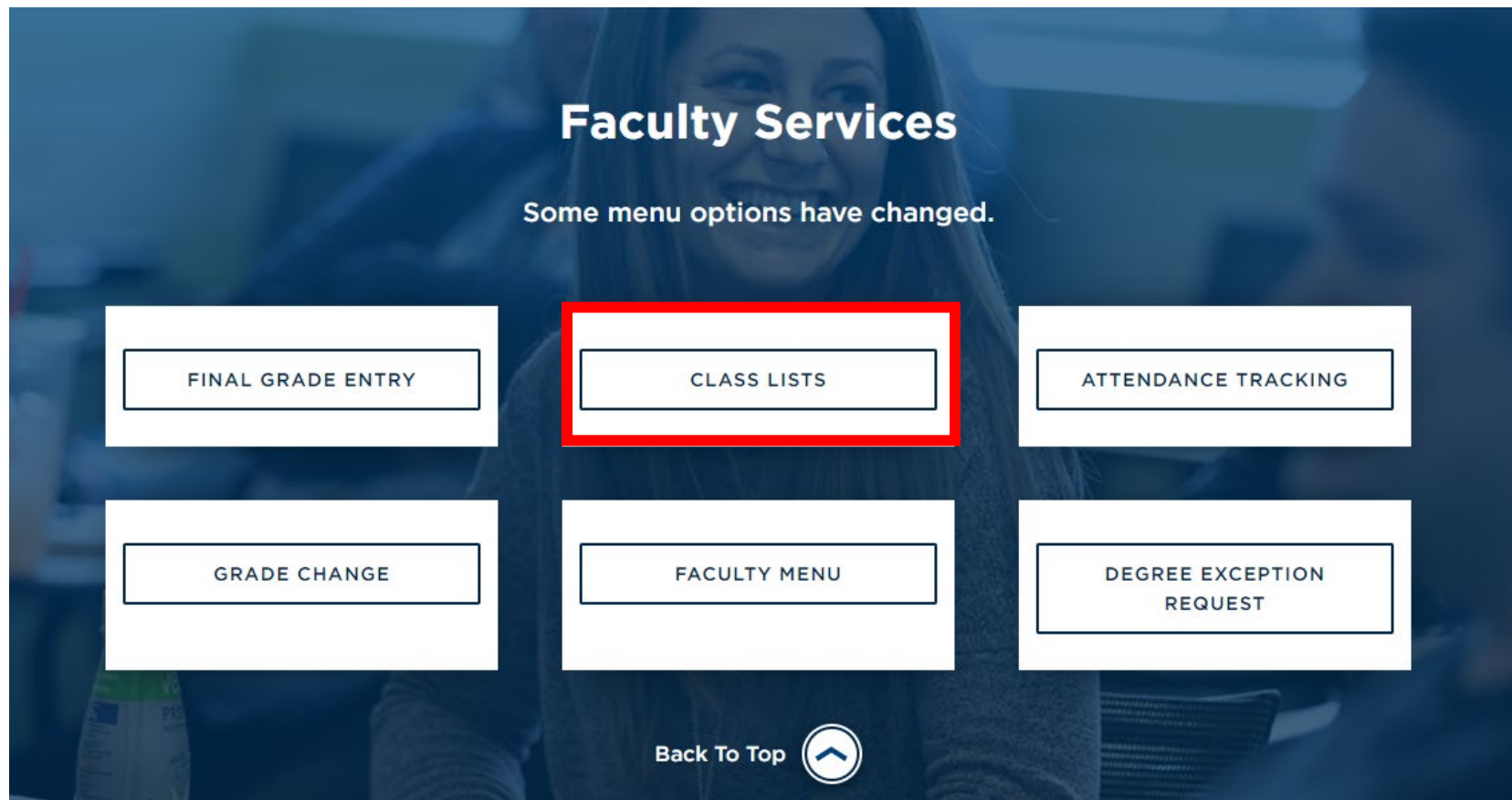


How to Email Your Students in Banner 9

Start at the Faculty and Staff Hub. Locate “Faculty Services” and select “Class Lists”



Once you have logged in, click on the class you wish to email

METROPOLITAN STATE UNIVERSITY OF DENVER

Faculty & Advisors • CRN Listing

CRN Listing

All Terms

Select Course

Search (Alt+Y)

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
MGT 4950, 003	Strategic Management	40166	28	Active	06/13/2022 - 08/06/2022	Summer 2022 (202240)
AAS 1010, 001	Intro to Africana Studies	30001	18	Active	01/18/2022 - 05/14/2022	Spring 2022 (202230)
MTR 1400, 004	Weather and Climate	30157	29	Active	01/18/2022 - 05/14/2022	Spring 2022 (202230)
CJC 3130, 004	Victimology	31113	23	Active	01/18/2022 - 05/14/2022	Spring 2022 (202230)

To email individual students, click on the checkbox to the left of those students' names (Step 1). Then click the blue letter icon (Step 2). Your email client (i.e. Outlook) will open with the email addresses populated in the "To" field.

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Class List Export Print

Summer 2022 - 202240 MGT 4950 | 40166

Course Information

Strategic Management - MGT 4950 003
CRN: 40166
Duration: 06/13/2022 - 08/06/2022
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	28	28	0
Wait List	5	4	1
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Graduate
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior

Step 1

Step 2

To email the whole class, click on the checkbox at the top of the checkbox column (Step 1). Then click the blue letter icon (Step 2). Your email client (i.e. Outlook) will open with the email addresses populated in the “To” field.

Faculty & Advisors • [CRN Listing](#) • Class List

Class List Export Print

Summer 2022 - 202240 MGT 4950 | 40166

Course Information

Strategic Management - MGT 4950 003
 CRN: 40166
 Duration: 06/13/2022 - 08/06/2022
 Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	28	28	0
Wait List	5	4	1
Cross List	0	0	0

Class List Wait List Summary View

Summary Class List

Step 2
✉
📧
Search (Alt+Y)

<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Graduate
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior
<input type="checkbox"/>	[Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	No Access	Enter Grade	Senior

Step 1

Step 2