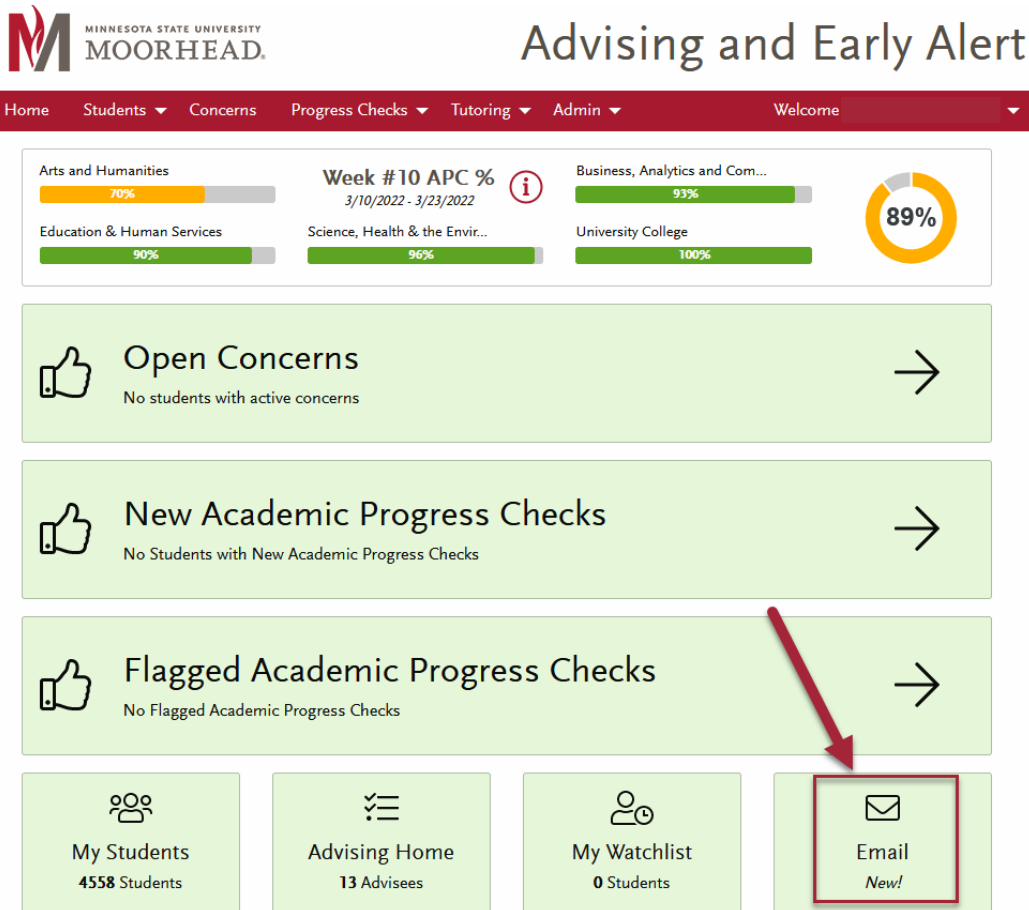


MSUM Advising and Early Alert

Emailing Students

1. To send individual emails, group emails, or modify your email templates. Select the 'email' button on the homepage of [Advising and Early Alert](#). Note – you can also find a link to email students from 'Advising Home' and the 'My Students' page.



Home Students Concerns Progress Checks Tutoring Admin Welcome

Arts and Humanities 70% Week #10 APC % 3/10/2022 - 3/23/2022 89% Business, Analytics and Com... 93%

Education & Human Services 90% Science, Health & the Envir... 96% University College 100%

Open Concerns No students with active concerns

New Academic Progress Checks No Students with New Academic Progress Checks

Flagged Academic Progress Checks No Flagged Academic Progress Checks


My Students 4558 Students Advising Home 13 Advisees My Watchlist 0 Students Email New!

2. Group email (formerly known as 'Bulk Email') allows you to filter and email certain students you are associated with in the system. Click on group to begin messaging a group of your students.

Email


Quick Navigation

-  My Students
-  Advising Home
-  My Watch List




Individual

Search for a student by name and send them an email.



Group

Use filters to produce a list of students to email all at once.



Templates

Create or edit email templates for easy re-use across the website.

- Select an association to begin (ex. Advisor/Advisee).

Group Email

Filter

Association

Select ▼

Select

Instructor

Class 1

Class 2

Class 3

Class 4

Class 5

Advisor

Advisee

How to Use

Step 1: Select an association to begin

Select from available filters. You may select multiple options from most drop down filters, or you can leave all or some filters blank.

Click 'Filter'

- Select from available filters and click 'filter'. You may select multiple options from most drop down filters, or you can leave all or some filters blank. A few things to note:
 - You can include multiple majors and class years in your search
 - Registration Windows won't be available until posted by the Registrar's Office

Filter

Association

Advisee ▼

Majors

Begin typing...

Class Year

Any ▼

Registration Window

Any ▼

Grad Application Status

Any ▼

Undeclared (U) ×

Freshman ×

Sophomore ×

Unregistered

No Reg Email

No Adv Mtg

No Adv Email

Filter

Other filter options:

- **Grad Application Status** – Filters by graduation application status. 'Eligible' will return students who have been marked as eligible to graduate by their advisor. 'Not eligible' will return students who have not been marked. 'Submitted' will return students who have completed their graduation application.

- **Unregistered** – limit to students who have not yet registered for the upcoming term

- **No Reg Email** – limit to students who have not yet received a registration email this term

- **No Adv Mtg** – limit to students who have not yet had an advising meeting this term

- **No Adv Email** – limit to students who have not yet received an advising email this term

- Your list of students will appear on the right hand side. All students are automatically selected, but you can modify the email list by checking the box next to students' names. Once you have your list of students, click 'email selected'.

- Create your email by selecting the email type, add any attachments, and choose from a list of email templates (your own or pre-created ones), or click 'blank message'. Once you are finished with your message, click 'send'. You will find a record of the email you sent on each individual student's page under their 'emails' tab. Note – you can click on the student's names on the left-hand side to be directed to their individual page in a new tab.