How to Generate a Course Contact (Email) List Using BanWeb
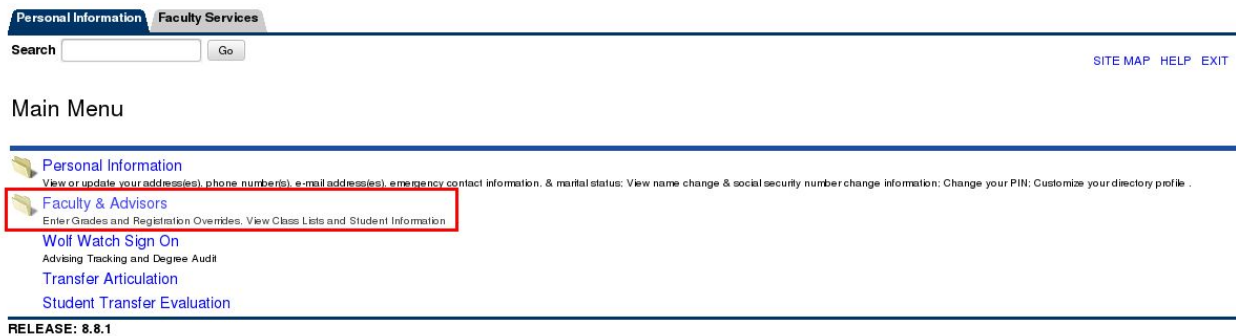
Faculty members often need to correspond with members of the course roster prior to the first day of class.

It should be noted students cannot access their course in CourseDen before the first official class start dates listed on Banweb. Therefore, CourseDen is NOT a good option for reaching your students BEFORE the first day of class.

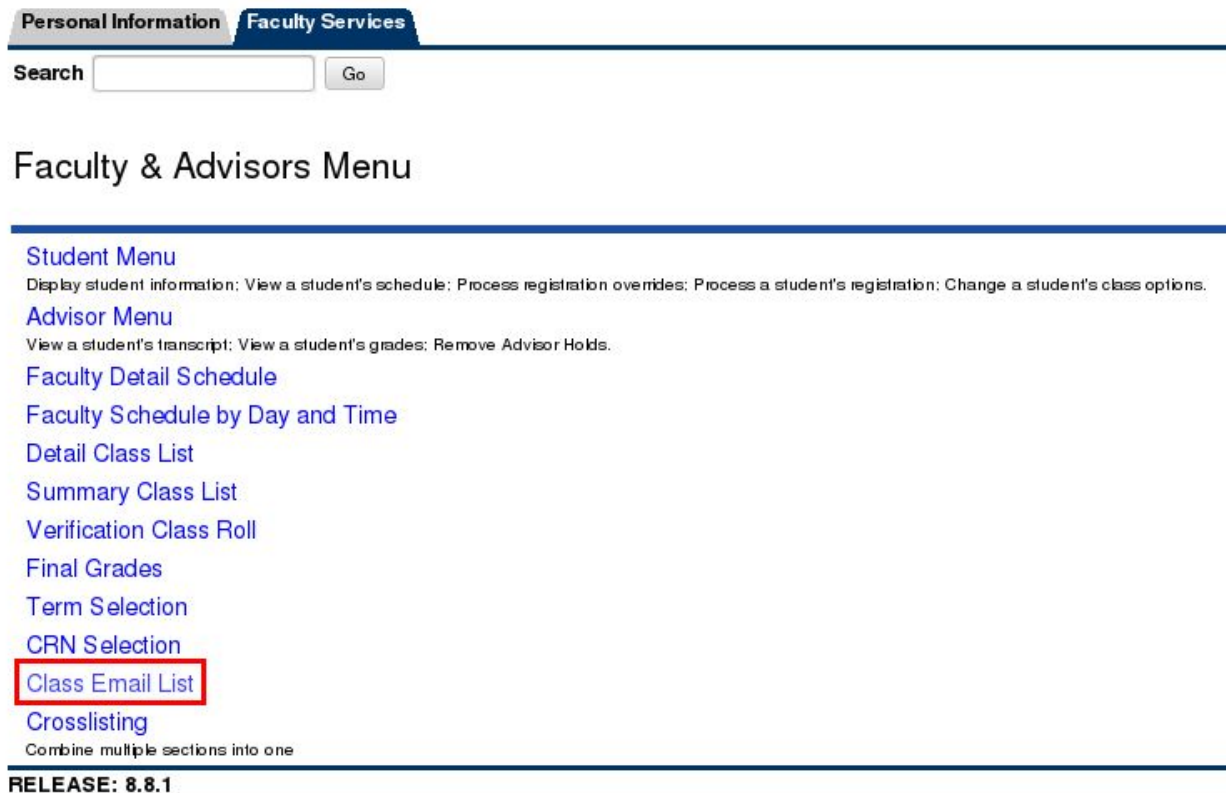Instead, a list of your student's eMail addresses may be generated via BanWeb (directions here below).

IMPORTANT NOTE: Your course contact list (list of student eMails) may change often, as students add and drop your course. Therefore, it is important to repeat these steps before sending out vital information that you do not want newly added students to miss.

1. Login to your BanWeb account (https://banweb.westga.edu).
2. Select the **Faculty & Advisors** option from the Main Menu.

3. Select **Class Email List** from the Faculty & Advisors Menu.

4. Select the **Term** for the course.

Select Term

ⓘ Select the Term for processing then press the Submit Term button.

Select a Term: Fall Semester 2017 ⌄

Submit

5. Select the **Course** (CRN).

Select CRN

ⓘ Please enter the CRN you wish to access, or select a different term from the menu.

CRN: ENGL 4300 01W: StudiesEnglishLanguage:History, 81950 (10) ⌄

Submit

6. A comma-separated list of email addresses will be provided for the class roster. Select all of the addresses in the list (*Ctrl + A or ⌘ + A*). Copy the list to your clipboard (*Ctrl + C or ⌘ + C*).

Class Email List :

```
student1@my.westga.edu
,student2@my.westga.edu
,student3@my.westga.edu
,student4@my.westga.edu
,student5@my.westga.edu
```

7. Paste (*Ctrl + V or ⌘ + V*) contact list into a recipient list ("To:", "Cc:", "Bcc:") of the message composed in your preferred email client (Google's GMail, Microsoft Outlook, etc.)

Email Subject — ⤢ ✕

To student1@my.westga.edu ✕ student2@my.westga.edu ✕ student3@my.westga.edu ✕

student4@my.westga.edu ✕ student5@my.westga.edu ✕ | Cc Bcc

Email Subject

For more information:

For technical assistance contact the UWG ITS Service Desk: 678-839-6587/ servicedesk@westga.edu

ITS Faculty & Staff Services

Once your course begins, UWG Online's Faculty Development Center and Help Desk may be of assistance with CourseDen (D2L): 678-839-6248/ online@westga.edu

Getting Started in CourseDen
CourseDen eMail (& other tutorials)