

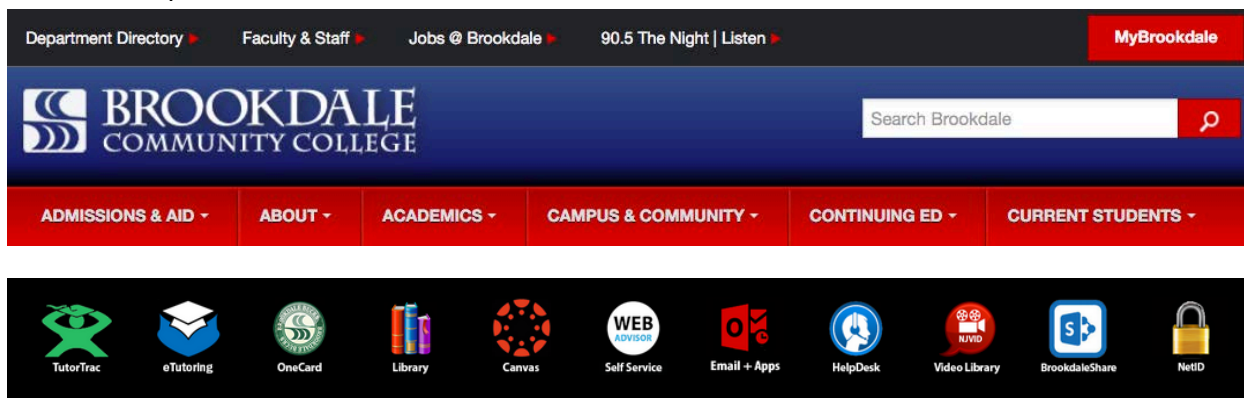
# TLC Tips

## How to Email All Students on Your Class Roster

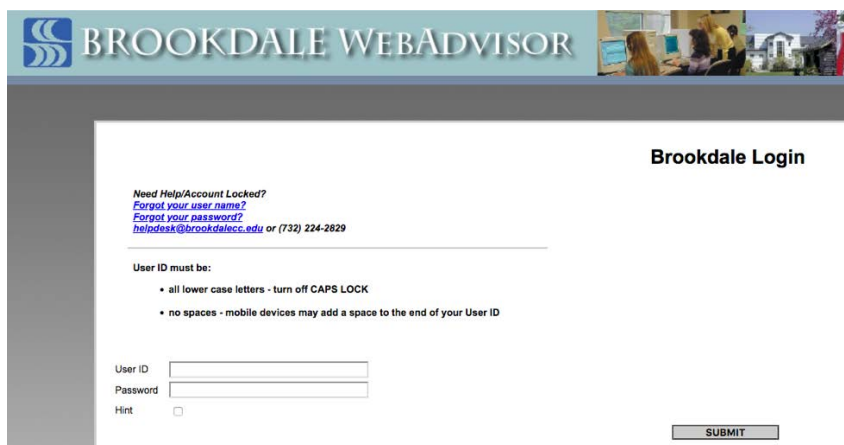


Perform the following steps to email all of the students on your class roster:

1. Open a web browser, navigate to the [Brookdale Home Page](#), then click the “My Brookdale” button to expose the service icons.



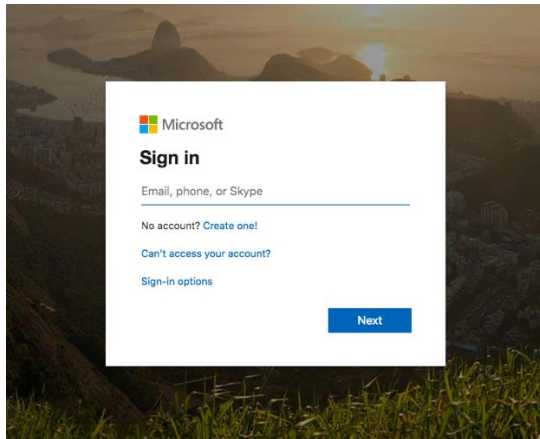
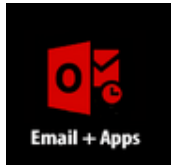
2. Click the **WebAdvisor Self-Service** button. WebAdvisor will open in a new tab.



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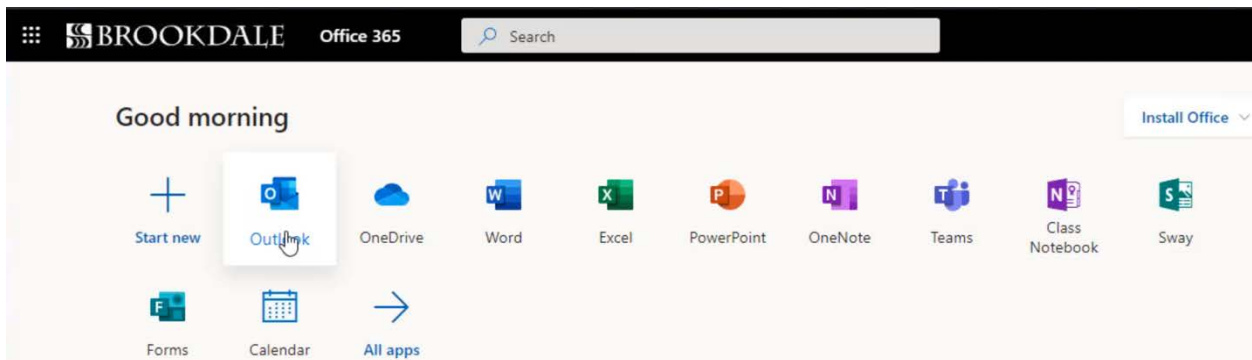
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3. Click on the original tab, then click the **Email+Apps** button. Your Microsoft Sign in page will open in a new tab.



4. Sign in to both services.

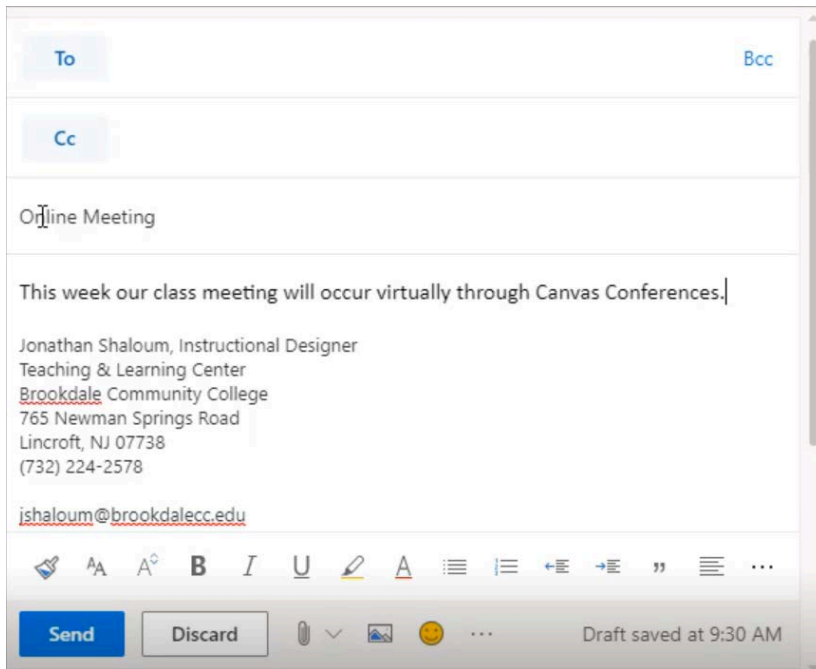
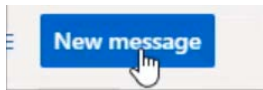
5. Once logged in on your Email tab, select **Outlook** to access your Brookdale email.



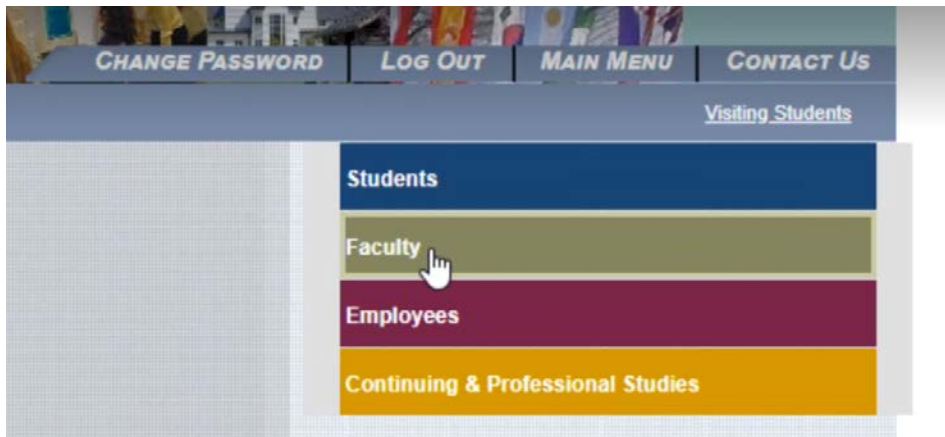
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6. Click “New Message”, enter a subject, and a message body.



7. Now click on the WebAdvisor tab. Once logged in, click “Faculty” on the Main Menu.



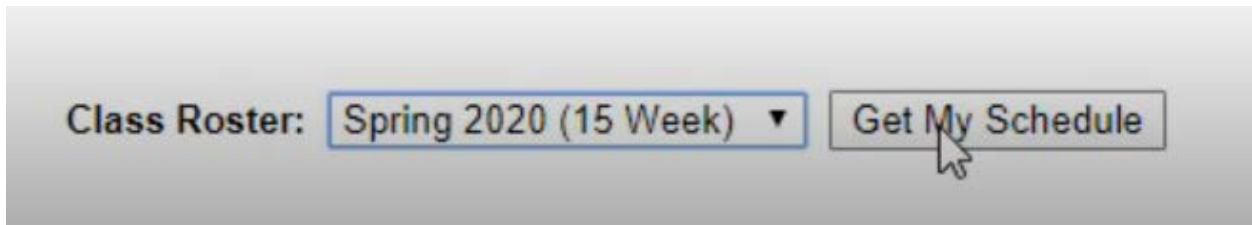
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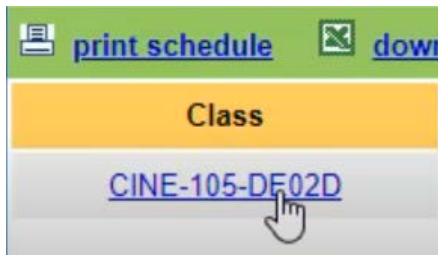
Under “Faculty Information”, click the “My Class Schedule” link.



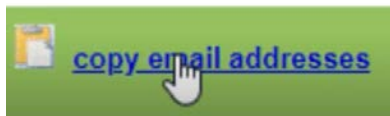
8. Select the appropriate term, and “Get My Schedule”.



Click on the class that you want to email.



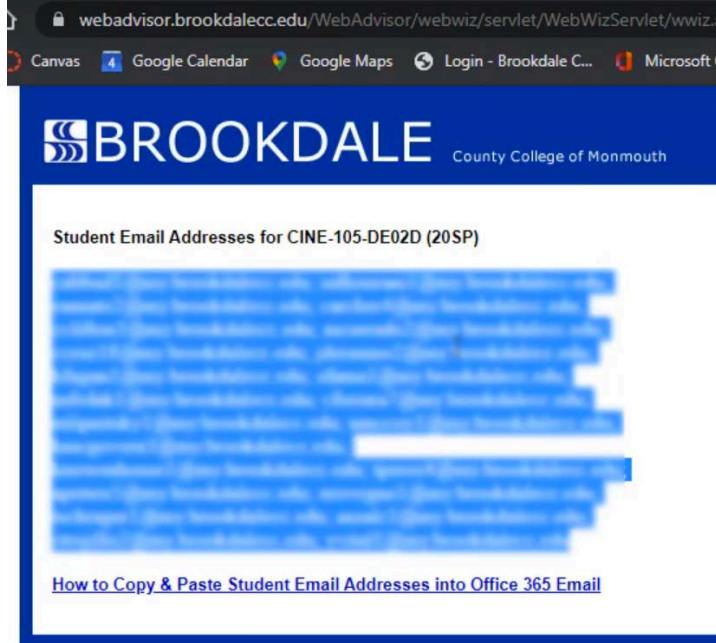
9. Click the “copy email addresses” link.



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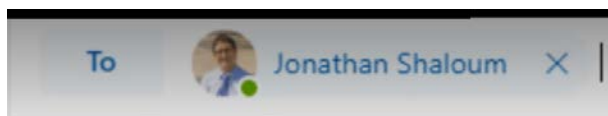
Another tab will open with all of the student email addresses.



Select the entire list and copy it to the clipboard by right-clicking and selecting “**Copy**”, or type the shortcut **Ctrl-C** on the keyboard. (Mac users type **Cmd-C**).

10. Return to the Email tab. **In order to comply with FERPA privacy regulations, you will use Bcc: (Blind carbon copy) to preserve the privacy of the student email addresses.**

11. Enter your email address into the To: field of the message.



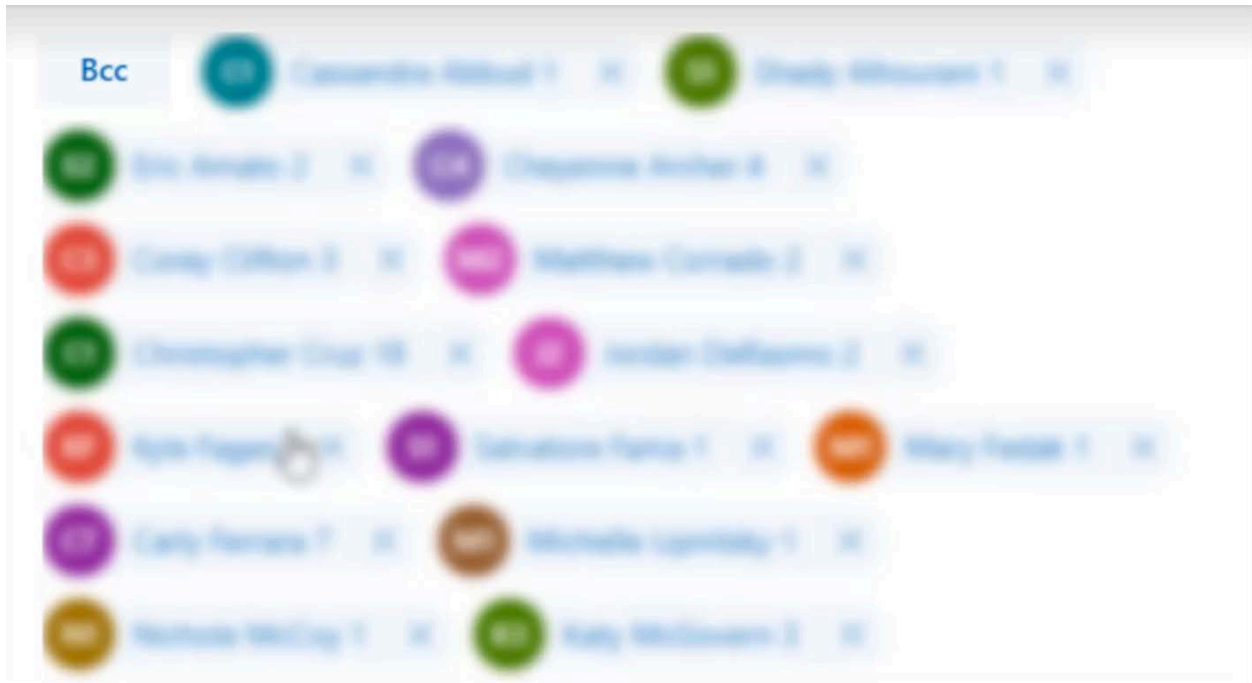
Then, click the Bcc: field.



Name, March 11, 2020

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Paste the student email addresses into the Bcc: field by right-clicking and selecting “**Paste**”, or type the shortcut **Ctrl-V** on the keyboard. (Mac users type **Cmd-V**).



**Blind carbon copy will not allow students to see any other email addresses in the Bcc: list.**

Click **Send** when your message is complete.

[An accompanying video is located here.](#)