

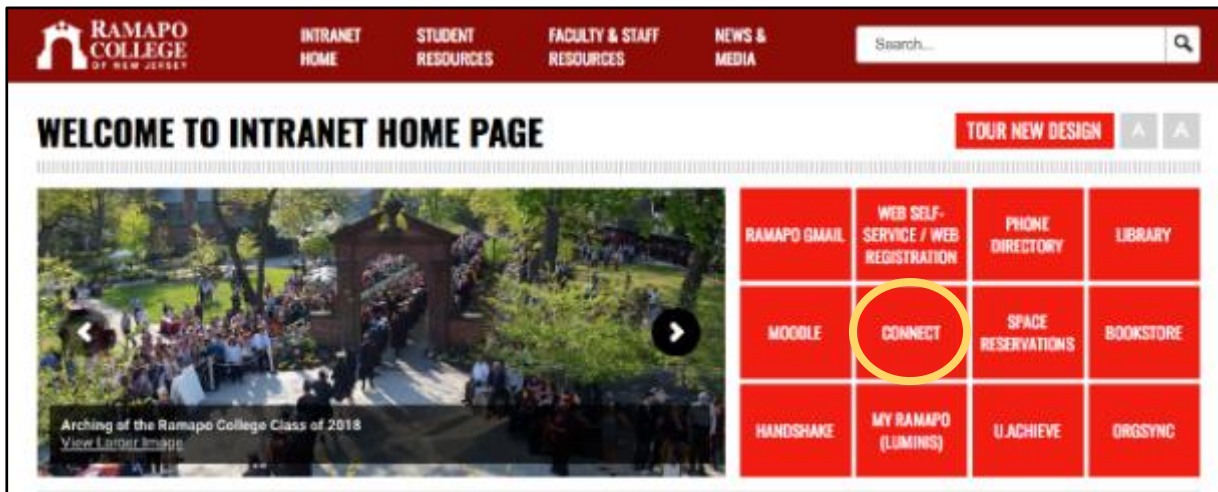


# Connect

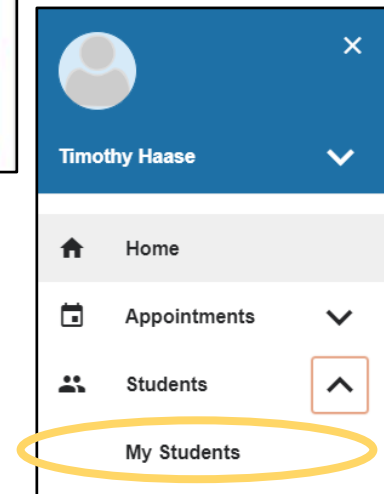
## Mass Messaging Students

# Finding Your Student List

- Go to **web.ramapo.edu** and click the red **Connect** button of the right side of the Intranet Home Page.
- Log in using your Ramapo email username and password
- Select “Students” from the dropdown to the left of “Home”
- Click on the “My Students” tab



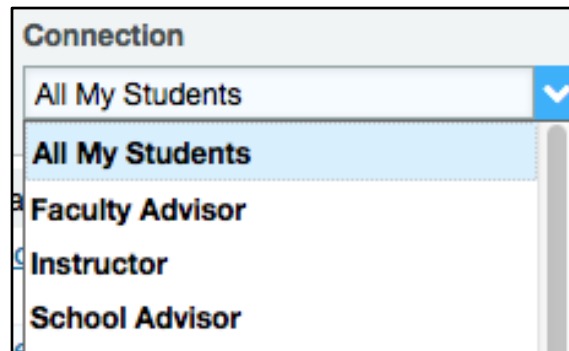
- Log in using your Ramapo email username and password
- Select “**Students**” from the dropdown to the left of “Home”
- Click on the “**My Students**” tab



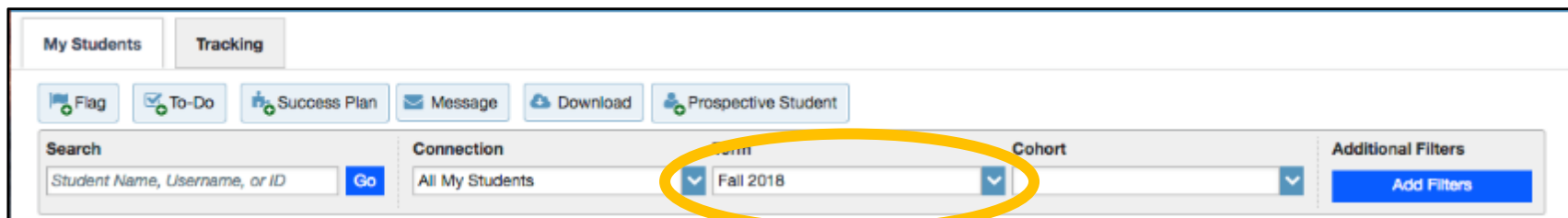
# Selecting Your “Connection”

## 1. Select the “Connection” you have with the students

- **All My Students:** Shows a combined list of advisees, students from your courses and all students for your unit
- **Academic Advisor:** Generates a list of your advisees
- **Instructor:** Shows a combined list of all students from all of your courses for the current term
- **“X” Advisor:** Displays a list of all students from your assigned role
  - An example would be EOF Advisor would show all assigned students for EOF
- **Individual Course Name:** Displays course roster for individual course



## 2. Select the current term in the drop down menu



# Selecting the Cohort

1. Select the “**Cohort**” from the drop down menu that you wish to message.
  - Please note: Cohorts add to each other. If you select “sophomore” and select “Accounting Major” you will see all sophomores at Ramapo and all Accounting majors. Not just Accounting majors that are sophomores.
2. Click in the white space to run the list

Your list of students should update to show only students that match your selected Cohort.

- For instance, an SSHGS faculty member looking at the “School Advisor” connection will notice there are 460 SSHGS students (this number is displayed in the bottom right corner of the screen). If they then check off “Political Science Major” from the Cohort drop down menu, the list refreshes and there are now 70 students remaining on the list.



The screenshot shows a search filter interface with the following elements:

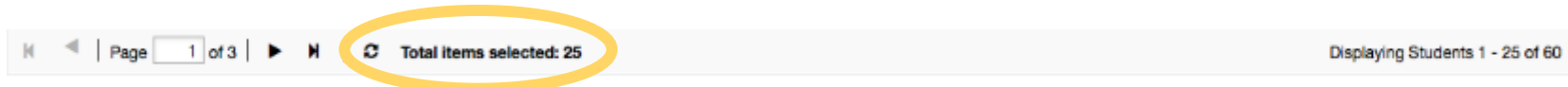
- Search:** A text input field containing "Student Name, Username, or ID" and a blue "Go" button.
- Connection:** A dropdown menu with "All My Students" selected, highlighted by a yellow circle.
- Term:** A dropdown menu with "Fall 2018" selected.
- Cohort:** A dropdown menu with "Political Science Major" selected, highlighted by a yellow circle.
- Additional Filters:** A blue "Add Filters" button.

# Sending Your Message

1. Select the check all checkbox next to the “**Name**” heading in the student list



- This will select all students on this page (25 students), a total count of selected students is at the bottom of the screen



2. Continue to select all students on each page.

- Please note: it is recommended to select 200 students or less at a time. If you have more than 200 students to message, it is recommended to send the message more than once to groups of 200 students.

3. Click on the  button at the top of the screen.

4. Write your email as you normally would with a Subject Line and Email Content

- **This email message will come from your personal Ramapo email address. All students will BCC on the email and you can elect to send a copy to yourself to keep for your records.**

# FAQ

- Your email message will come from your personal Ramapo email address.
- All students will be blind copied (BCC) on the email message and will not be able to see who else it was sent to.
- If a student replies to your message, it will go to your Ramapo email address. You do not need to log in to Connect to view the response.
- You can elect to send a copy to yourself to keep for your records.
- Website addresses will hyperlink when the message is received.
- No attachments can be added to message content at this time.