E-MAIL and STUDENT LIST

If you want to see all the students registered in the course or send an email message to the whole class.

Click on MESSAGES in the menu

A window will open with a list of students enrolled in your course.

To send a message to the whole class click on the BROADCAST E-MAIL message.

To send a message to a group of students click on the GROUP E-MAIL button and check the boxes next to the student names.

To send a message to an INDIVIDUAL student just click on their email address.

POSTING AN ANNOUNCEMENT

Click on MESSAGES in the menu

Click on the ANNOUNCEMENT link at the top.
Write the title of the announcement
And the text in the appropriate boxes
Then click on the POST ANNOUNCEMENT button

The announcements will appear on the opening page of MyTC Portal COURSE ANNOUNCEMENT section.

NOTE: Once announcements have been posted they CANNOT be edited. Each student will have to delete them on their mytcportal page.