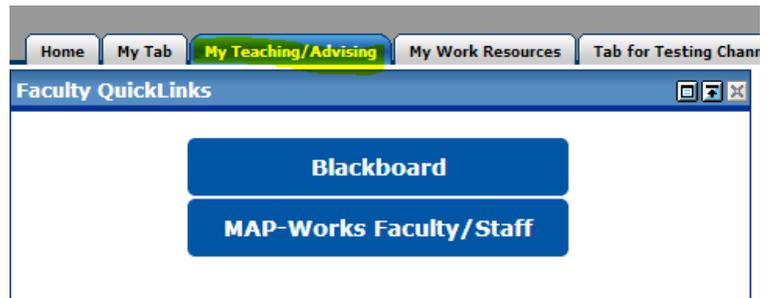


Email entire class

1. Login to MyGrizzlyDen.MissouriState.edu with your BearPass Login and password
2. Choose My Teaching and Advising
3. Choose Summary Class List



A screenshot of a web application's navigation menu. At the top, there are tabs: 'Home', 'My Tab', 'My Teaching/Advising' (highlighted in green), 'My Work Resources', and 'Tab for Testing Chan'. Below the tabs is a section titled 'Faculty QuickLinks' with two blue buttons: 'Blackboard' and 'MAP-Works Faculty/Staff'.

4. Select your Term
5. Click Submit



A screenshot of a web application's 'Faculty Resources' menu. The menu is titled 'Faculty Resources' and contains a list of links, each with a document icon: 'Incomplete Grades Summary', 'Summary Class List' (highlighted in yellow), 'My Evaluations', 'Discrepancy Report', 'AIM Report', 'Faculty Ratings by Name', and 'Faculty Ratings by Subject'.

Personal Information **Faculty Services** **GrizMenu**

Search

Select Term

Select a Term:

RELEASE: 8.4

Personal Information **Faculty Services** **GrizMenu**

Search

Select a CRN

CRN:

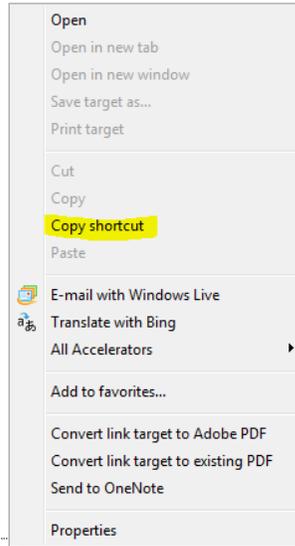
6. Choose your course
7. Click Submit

8. At the bottom of your class list, right click the Email Class link and select Copy shortcut

Email class 

Return to Previous

20
21
22
23
24
25
26
27
28
29



Email class 

9. Paste the data in a new email in the Bcc field. Delete the <mailto:?Bcc=> at the beginning of the field.

From ▾	KristaWebb@
To...	
Cc...	
Bcc...	mailto:?Bcc=