

How to Send Email to a Student's Advisor from the Portal

This brief tutorial explains how to locate the name of a student's (CAPS) advisor from the Portal and send an email to that advisor.

1. Begin by logging into the portal. Then click on the **Faculty** tab.



Image 1: The Faculty tab highlighted.

 Locate your course list. On the right-hand side of the course name, there is a drop-down menu. Select Class List.

| Home Students Faculty E | mployees Admissions OU Life Faith and Church Vitality OU Help My Pages | | |
|---|---|----------|--|
| Faculty | Faculty | | |
| Welcome | My Current Courses | al a | Faculty Resource |
| Adjunct Resources | My Current Courses > Default View | | My Oll Empil |
| Adjunct Faculty Handbook | Course List for Amanda B. Bird | | Blackboard |
| Employment Policies Handbook | View More Options View My Faculty Sche Fail 2 - 2012 Fail 2 - 2012 | dule | <u>Academic Prog</u> <u>Course Shell R</u> |
| Faculty Information My Current Courses Class Attendance Course Schedules Grade Entry Faculty Resources | Course Title Go Directly To EDU 20000-0B TECHNOLOGY FOR EDUCATORS Select Area + Select Area Select Area + Class Attendance Class List | S | <u>Academic Cale</u> <u>Faculty Sympo</u> <u>Faculty Senate</u> <u>Board Meeting</u> Standards for |
| Advisor Information | Course List for: Amanda B Bird | | Adjunct Contra Instructions |
| . исалу, порисэк | To view/record attendance first select a Program and Term, and click the Search button. When the list of course has been displayed, click on the course title to see the class list. | es | Adjunct Profes Report |
| QuickLinks | Search Criteria: | | Course Schedules |
| My Groups | Program: *Graduate* Term: SP 2013 Searce | :h | Course Schedules |

Image 2: The drop-down menu with Class List selected.

3. A list of all students enrolled in the class appears.

| Home Students Faculty E | mployees Admis | ssions OU Life Faith a | nd Church Vitalit | y OU Help My Pages | | | | | | |
|---|--------------------------------------|---|---|--|---------------------------|--------------|--------------------------|-------|---------|--|
| you are here: <u>Faculty</u> > <u>Faculty Inform</u> | Faculty | | | | | | | | | Printer Friend |
| Welcome | My Curren | t Courses - Class | List | | | | | | | S |
| Adjunct Resources | Set Option | S | | | | | | | | |
| Adjunct Faculty Handbook | My Current C Course: | EDU 20000-OB | Class List | | | | | | | |
| Employment Policies Handbook | Course Det | ails Fall 2 - 2012 *Un | dergraduate* | EDU 20000-OB TECHN | OLOGY FOR | EDUCATO | DRS | | | |
| Faculty Information My Current Courses Class Attendance Course Schedules Grade Entry Faculty Resources | Catalog Fi UG12 B Class List F | aculty Meet ird, Amanda B. UMT all 2 - 2012 *Underg Selected Students | s WRFS 0:00 - 0:00 raduate* EDU : E-mail All Stude | Dates DAM 10/22/2012 - 20000-OB TECHNOLOG ents Export to Ex | 12/15/2012 SY FOR EDUC | Roon ONLI | ns N/ (9 students) | | | |
| Advisor Information | FERPA Restric | Student | Student ID | Status | Cross-listed Course | Credits | Major | Class | Program | Advisors |
| Faculty Helpdesk | | € ≪⊠¥2 | 0000C | Registered(10/19/2012) | | 2.0 | Elementary Education | JR | UNDG | Kiraly, Rebecca E. 🖘 - Enrollment Advisor Lord, Cristina M. 🖘 - Primary CAPS Advisor Ramos, Paulino J.,, III 🗫 - Financial Advisor Leonard, Leanne M. 🗫 - Support Advisor |
| My Pages My Groups Student Email | D | Image: Second se | 00000 | Registered(10/19/2012) | | 2.0 | Sec Educ - English | SR | UNDG | Larsen, Dana K. 4 2 - Primary CAPS Advisor Jaquez, Eric A. 2 - Financial Advisor Chergui, Elisabeth 2 - Support Advisor |

Image 3: The class list.

4. The far-right column displays all of the student's advisors (Financial, CAPS, Enrollment, etc). Click on the email icon next to an advisor's name. This will launch an email option and allow you to contact the advisor.

| FERPA Restrict | Student | Student ID | Status | Cross-listed Course | Credits | Major | Class | Program | Advisors |
|-------------------|-------------|------------|------------------------|------------------------|---------|-------------------------|-------|---------|--|
| | | 00000 | Registered(10/19/2012) | | 2.0 | Elementary Education | JR | UNDG | Kiraly, Rebecca E. 🖘 - Enrollment Advisor |
| | 1 1 1 | | | | | | | | CAPS Advisor Ramos, Paulino J.,, III CA - Financial Advisor Leonard, Leanne M. CA - Supp Advisor |
| 0 | ± | 00000 | Registered(10/19/2012) | | 2.0 | Sec Educ - English | SR | UNDG | Larsen, Dana K. Kara - Primary CAPS Advisor Jaquez, Eric A. Kara - Financial Advisor Chergui, Elisabeth - Suppor |

Image 4: An advisor's name and the email icon highlighted.