Managing Student Email

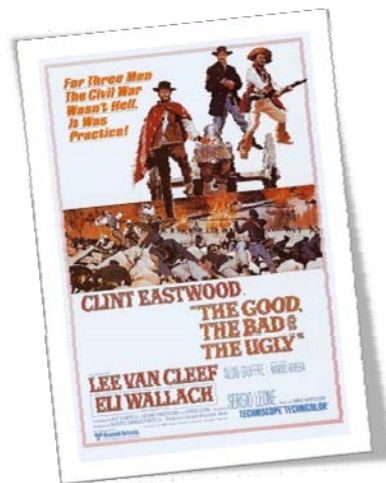Ruth Gill and John Coliton

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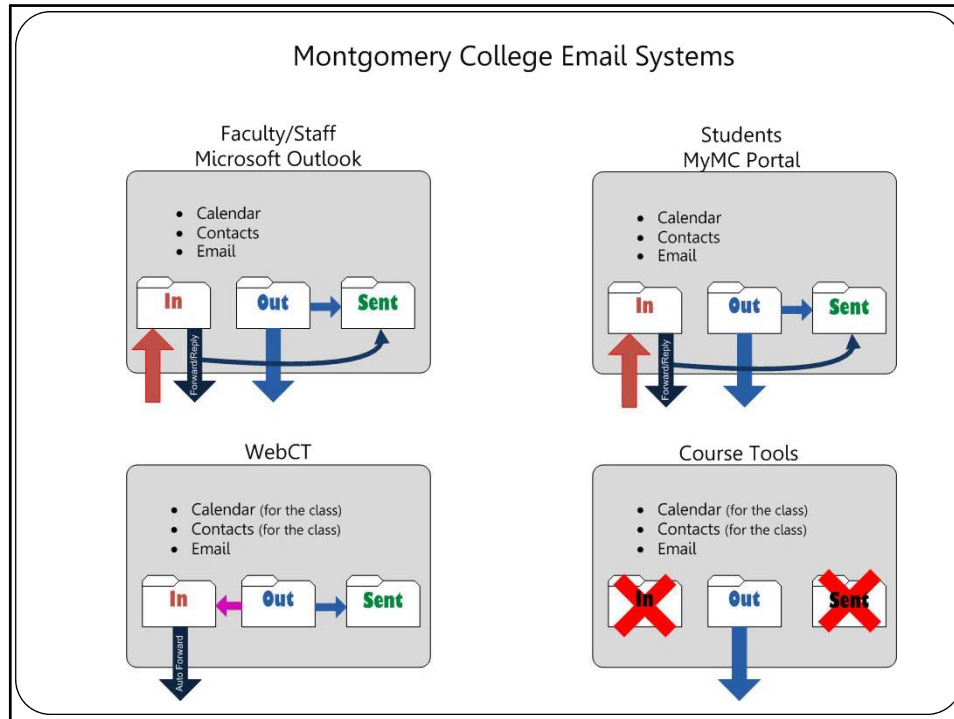
Workshop Description

With the introduction of student email accounts in MyMC, understanding the capabilities as well as possibilities of the new system become critical. This workshop will demonstrate how the new email system works from the perspective of both student and teacher, and how to manage your Outlook account to take advantage of the new system. Participants will have a chance to see how the student and faculty interfaces to email via MyMC are similar and also some critical differences.

Workshop Goals

- Create rules to automate the gathering of student emails into specific folders
- Compensate for some critical differences between student and faculty capabilities

The Good, The Bad, & The Ugly

Montgomery College Email Systems

Faculty/Staff
Microsoft Outlook

- Calendar
- Contacts
- Email

Students
MyMC Portal

- Calendar
- Contacts
- Email

WebCT

- Calendar (for the class)
- Contacts (for the class)
- Email

Course Tools

- Calendar (for the class)
- Contacts (for the class)
- Email

Language for Syllabus

- All instructors need to decide what role e-mail will have
- Minimal use of email
  - Student e-mail is an official means of communication for the College. It is expected that you check your student e-mail regularly and frequently…
- Maximum use of email
  - Student e-mail is an official means of communications in this _____(class). Every student enrolled in this class will need to check the college e-mail regularly and frequently. ..

Student Email System

- Live demonstration of student email system

Faculty Email System

- Live demonstration of faculty email in course tools
- Email in Outlook
  - Creating folders for each class
  - Creating "rules" to sort mail