



# *Wharton County Junior College*

## How to Email Class using Banner 9 Faculty/Advising SS and the Windows 10 Mail App

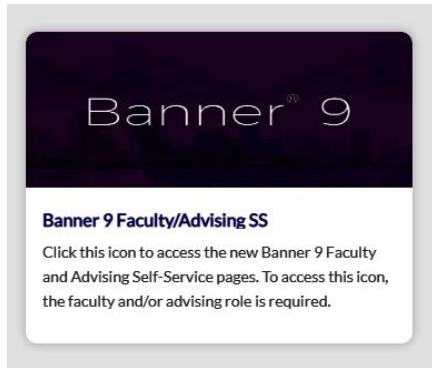
1. Access the WCJC website at [www.wcjc.edu](http://www.wcjc.edu)



3. Login with your network username and password.



4. Click the Banner 9 icon to enter "Banner 9 Faculty/Advising SS"



5. Open the CRN Listing screen and instead of clicking on course title, click on any whitespace (blank space) within the row.

The screenshot shows a web browser window displaying the Wharton County Junior College CRN Listing page. The page header includes the college logo and the name "Wharton County Junior College". The user is logged in as "Debora L Lutringer". A notification banner at the top right says "Select at least one student to send an email." The main content area is titled "CRN Listing" and features a table with columns: Subject, Course Title, CRN, Enrollment Count, Status, Duration, and Term. A red arrow points to the whitespace between the "Subject" and "Course Title" columns in the first row of the table.

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
HITT 1353, 160	Legal&Ethical Aspect Hlth Info	20550	19	Active	01/18/2022 - 05/13/2022	Spring 2022 (202220)
HITT 2166, L01	Pract-Health Info/Med Rec Tech	20978	6	Active	01/18/2022 - 05/13/2022	Spring 2022 (202220)
HITT 1355, 160	Health Care Statistics	23020	3	Active	01/18/2022 - 05/13/2022	Spring 2022 (202220)
HITT 1313, 160	Coding and Insurance	23021	6	Active	01/18/2022 - 05/13/2022	Spring 2022 (202220)
HITT 2340, 160	Adv Med Billing & Reimbursement	23155	6	Active	01/18/2022 - 05/13/2022	Spring 2022 (202220)

- A new screen with your class list will open. Select the individual students you would like to send an email to, or select the checkbox in the upper left to select all students with one click.

Wharton County Junior College

Faculty & Advisors • Class List

▼ Course Information

Legal&Ethical Aspect Hlth Info - HITT 1353 160  
CRN: 20550  
Duration: 01/18/2022 - 05/13/2022  
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	20	19	1
Wait List	0	0	0
Cross List	0	0	0

Class List Wait List

Summary Class List

Select Students

Email Selected Students

Summary View

<input checked="" type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input checked="" type="checkbox"/>			Add Class	Undergraduate	3	Enter Grade	Enter Grade	Unclassified
<input checked="" type="checkbox"/>			Add Class	Undergraduate	3	Enter Grade	Enter Grade	Sophomore
<input checked="" type="checkbox"/>			Add Class	Undergraduate	3	Enter Grade	Enter Grade	Freshman

Type here to search

56°F 12:06 PM 1/25/2022

- Click on the **Email Icon** to send an email to all selected students.
- The Windows 10 Email App will open with a blank message and all of the student email addresses listed in the "To" field.