Sending an Email Notification to Students

As indicated, when the preferences are made visible to the student, the student does not receive any notification that the preference rankings are available for consideration. Therefore, you may wish to notify your students that preference rankings are available for their review.

Follow these steps to send an email to one or more students:

1. If you wish to notify one or a small group of students, check off the Select box to the left of the student:

   ![Image of student selection](image)

2. If you wish to notify all students, click the button:

   ![Select All button](image)

3. Once you have made your selection, click the button.

Note that the email will identify you as the sender, not the system.

**Best Practice Recommendation:** As sectioning students can become a highly individualized process, you may wish to inform students that you email that they will soon see their section enrollments in the Student Center. While the system will automatically enroll students into a section when you submit a model or move students individually into sections, these sections may not be your final choices for the student. You will want to tell students that you will be sending them a final email after all of the sectioning work is completed to confirm that what the student is seeing in the Student Center is their final scheduled section.
See the Moving Students into Sections, Mitigation Issues, for more details.

**Viewing Student Preferences in the Sectioning Tool**

There are two ways to view student preference rankings in the Sectioning Tool.

1. **View individual preferences from the Roster.** You can see an individual student’s preferences by selecting the Show All Student Preferences button or click on the icon from the Roster.

2. **Run the Student Preferences Report from the Reporting Tab.** If you wish to see preferences from all students in one place, select the Reporting Tab and click on the Student Preferences report.