USING STUDENT EMAIL FROM LUMINIS:

Log in to Luminis at [http://my.nl.edu](http://my.nl.edu), or by clicking the Luminis link on the NLU homepage. Your username is first letter of your first name + the first 5 letters of your last name + the last four digits of your SSN. Your initial password is the same as your username.

If you experience problems logging in, please contact the OIT helpdesk at x4357, or through e-mail at helpdesk@nl.edu.

Once you are logged in, click on the Email icon:
If this is the first time you have logged into Luminis, this will open up a window asking for your password:

This is not your Luminis password.

The password you need to enter is your initial logon password; in other words, it is the password you use to first logon to your computer or Citrix. It is also the password you use to check your Faculty/Staff email through OWA (Outlook Web Access). Note, this will only happen the first time you login, or subsequently when you change this password. You do not need to complete this step every time you log in to Luminis.
After entering your password and pressing the OK button, wait for the screen to refresh. When it does, you should see something like the following:

If it does not refresh right away, you may have so many messages in your Inbox that it will take a few moments to complete. If you experience problems, try logging out and logging back in. If you continue to experience problems, please call the helpdesk at at x4357 or through e-mail at helpdesk@nl.edu.

The email you see here is your NLU Faculty & Staff email account, not a Student Email account. It is the same email account you check through Outlook or OWA (Outlook Web Access).
Now that your email account is set up in Luminis, you can go right to your course tools. To access your course tools, close the E-mail window and click on the Faculty Services tab:

On the subsequent page, click the My Courses link:
From here you can view all your courses and select the desired one. In this sample screen, there is only one course. You may see many courses in multiple terms, depending on your teaching assignments. If you are teaching courses in multiple terms, you can select a particular term from the pull-down menu.
Select the desired course by clicking on its name. Once you have selected a course, the course homepage is displayed:

![Course Homepage](Image)

Training is currently under development for the features you will see on this page. In general, these course tools allow you to email your class individually or collectively, interact through a message board or chat room, and post links, files, images, news & announcements. Your students can engage in many of these activities as well, subject to your approval as the course leader.

If you would like more Information about these features before attending a future training session, please refer to the Group and Course Leader Administration Guide:

http://oit.nl.edu/documents/Luminis_leader.pdf

For more information on scheduling a training session, please contact Shannon Ford at extension 5087, or through email at sford@nl.edu.
To email your entire class, or select individual students to email, click in the Email link on the left-hand side of your course homepage:
From the following page you can “Select All” to email your entire class, including yourself as the group leader or instructor. Alternatively, you can select a subset of your registered students.

Once you have selected the individuals you wish to email, click the ‘Send E-mail” button to display the compose E-mail window.
As indicated on the screen, the students you selected on the prior page will be sent the message via bcc, meaning they will not see each other's email address. From this window, you can also add other recipients to the To, Cc or Bcc fields.

At this point, the general steps to send a message are the same as what you already do in other email programs. Enter a subject and a message body. If you need to attach files, do so using the Attach button. If you would like to Save a Draft, that option is available to you. If you would like to Spell Check your message, you can do so using the Spell Check button.

If you would like to save a copy of the message to your Outlook “Sent Items” folder, please make sure you check the appropriate option labeled: “Save a copy to the 'Sent' folder”. Finally, click the Send button when you are ready to send the message.
You will then see a message indicating your message was successfully sent:
USING STUDENT EMAIL FROM BANNER FACULTY
SELF SERVICE:

Before starting, if your email client is Microsoft Outlook, please verify the following setting is enabled in Microsoft Outlook:

1) Pull down the Tools Menu
2) Select Options
3) The Preferences Tab should already be selected
4) Click the Email Options button
5) Click the Advanced Email Options button
6) Check the "Allow comma as address separator" box and click OK.

Log in to Luminis at http://my.nl.edu, or by clicking the Luminis link on the NLU homepage. Your username is first letter of your first name + the first 5 letters of your last name + the last four digits of your SSN. Your initial password is the same as your username.

Pages 1 – 3 of this document contain more detailed instructions on how to login to Luminis. If you experience problems logging in, please contact the OIT helpdesk at x4357, or through e-mail at helpdesk@nl.edu.

Once you are logged in, click on the Academic Services tab, and then on the Faculty link. Within the Summary Class List option you can email an individual student or the whole class. After selecting the Term Selection and CRN Selection for the course you want proceed to Summary Class List:

Step 1 – Select Term
Step 2 – Select CRN
Step 3 – Select Summary Class List

Faculty Services

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Final Grades
Student Menu
Display student information; View a student’s schedule.
Advisor Menu
View a student’s transcript; View a student’s grades.
In the Summary Class List there will be two options to email students, one at the far right of the screen after each student's name to allow you to send an individual email just to that one student or the email class link at the bottom left of the screen to allow a broadcast email to be sent to all students registered for the course.

### How to Email an Individual Student:

To email an individual student, click on the email link at the end of the row after the student's information. MS Outlook or your default email program should open automatically and insert the student name. If nothing happens check your email program to see if it's being blocked. Perhaps, pop-up block software is preventing it or your email program is not working correctly, or your email program is not configured correctly to work this way. If you experience this type of problem please contact the OIT Help Desk at x4357 or e-mail at helpdesk@nl.edu and ask for assistance with your email program.
Then you can type your message and send your email to the student.

How to Email a Whole Class:

To select the option to email the whole class, click on the Email Class button at the bottom of the page. MS Outlook or your default email program should launch with the students name displaying.

Button to Email the Whole Class
Then type your email and send it.

If you chose to not share the student email addresses of the students with each other then send the email to yourself (your email address) and cut and paste the student emails from the To... line to the BCC... line. That way all the students will get the email, you will get a copy of the email, and the students won't know each others email addresses.
Trouble Shooting:

• For problems related to hardware, your web browser, your email program, the Logon process, and resetting PINs or passwords call: OIT Help Desk at x4357 or e-mail at helpdesk@nl.edu.

• For problems in course assignments follow the process set up by your college:
  CAS . contact your department chair, program coordinator, or Ewa at ext. 3378 (epolitanska@nlu.edu).
  NCE . contact your program coordinator, department chair, or Rose-Lynn Jaffe at ext. 5363 (rjaff@nl.edu)
  CMB (on-campus) . contact Jackye at ext. 3543. (jwashington@nl.edu)
  CMB (field faculty) . contact Karen to x4416 (kdaca@nl.edu)

• For comments or help with Faculty Self-Service instructions:
  Colette Currie at ext. 5223 or e-mail at ccurrie@nl.edu

This Guide presents two methods of emailing your students for your convenience. When in a public setting, such as a Computer Lab, you are encouraged to use Luminis for security reasons.