


Course Email Alias

The course email aliases allow faculty members to send a broadcast message (including file attachments) to all students in a course. The standard format is:

RU-COURSE-SECTION-SEMESTER@radford.edu

Example: ru-engl449-01-spring@radford.edu

In practice:

- Simply type the course email alias address in the “to:” field of an email being sent from your Radford University email account. Compose the message.
- If you would like to include attachments simply click the *Add Attachment* icon. 
- Click *send*.

The course email alias is the lowest tech and most reliable group communication tool during disruptions to regular face-to-face class meetings. While “correspondence instruction” is probably the least often used method in regular course conduct, it has distinct advantages during a disruption to regular class meetings:

- Broadcast consistent announcements, updates, instructions, assignment requests to all students at once
- Students can respond individually to each other or the instructor via email -thereby only needing capability in a single communication tool
- Email can carry attachment payloads which can include written lectures, pdf files, PowerPoint slide stacks, assignment support, readings, etc.
- In the event that you assign individual student projects as a substitute for regular course instruction, a regular email check-in schedule is easy to implement and maintain.
- Most students and faculty members can check email via cell phone and completely without dependency on a WIFI connection.

