

TechTips: Communication Tab – MyUCDavis

The Communication Tab in MyUCDavis allows you to manage course email lists, create discussion boards and chat rooms, view your class rosters, and make announcements to your students. To access the communications tab, click on “My Classes>Communication”.

As mentioned above, the communications channel of MyUCDavis is broken down into 5 parts.

1. Email lists

1. This channel lets for create an email list(s) for your class(es). Each of your classes is divided by section, so you will have to manually select all of the sections you would like to have on your class mailing list.



2. Discussion Boards:

- a. The discussion board is a forum where students may post and reply to messages. The instructor or proxy has the ability to create an unlimited number of groups and name them descriptively. Here are some of the advantages and disadvantages of discussion boards:
- b. The instructor or proxy has complete administrative control over the discussion board. This includes the ability to create and delete any discussion board instantaneously, remove messages, delete messages, restore messages, and delete any inappropriate material.
- c. The user has the choice to sort the messages by topic, date, user, or read/unread status.
- d. The maintenance of the board is done by the instructor or proxy.
- e. Accessing the list can only be done via the MyUCDavis course web site.

1. **Chat Rooms:** A Chat Room is similar to a real-time bulletin board system. Users can enter the Chat Room from anywhere they have access to a computer. All users who are simultaneously present can "chat" with one another by entering a message that all users can see and respond to instantly.
2. **Class Roster:** This link leads to a roster of the registered students in your class. You have the options of downloading the Roster to Excel as well as printing it out.

Click on any category to sort the entire list by that categories information (as shown below, clicking on “ID Number” arranges the students sequentially according to their ID numbers). If the triangle is pointing up, the list is ordered from first to last. Click on the category title again to reverse the order (the triangle will then point down).

MyUCDavis - Microsoft Internet Explorer
 Address: https://my.ucdavis.edu/main_frame.cfm

MyUCDAVIS
 Good Afternoon, Jeanna
 Today is Friday, April 22, 2005

Alerts: 180 Email
 Happy with MyUCDavis?

My Pages | My Tools | Student Services | **My Classes** | My Office | My Money | UCD Resources | My Options
 Classes I'm Taking | Getting Started | Website Builder | GradeBook

Course Options >> Website Builder | GradeBook | **Communication** | Administration | Quiz Builder

The End of Time | VEN 003-AGK: Intro/Wine Making | View

Email Lists | Discussion Boards | Chat Rooms | Class Roster | Class Announcements

Class Roster

Displayed below is a roster of students for this class/section. Click on the information icon next to a student to view details about that student, including a grading history. [More Help...](#)

[Download Roster as Excel](#) | [Print Roster](#)

ID	Name	Email	Course	Major	L
xs9990009	Clinton, William J.	x99bclin	VEN 003-AGK	LGEN	UG
xs9990008	Reagan, Ronald W.	x99rregn	VEN 003-AGK	LGEN	UG
xs9990007	Kennedy, John F.	x99jkenn	VEN 003-AGK	LGEN	UG
xs9990006	Roosevelt, Franklin D.	x99froos	VEN 003-AGK	LGEN	UG
xs9990005	Wilson, Woodrow	x99wwils	VEN 003-AGK	LGEN	UG
xs9990004	Roosevelt, Theodore	x99troos	VEN 003-AGK	LGEN	UG
xs9990003	Grant, Ulysses S.	x99ugrnt	VEN 003-AGK	LGEN	UG
xs9990002	Lincoln, Abraham	x99alinc	VEN 003-AGK	LGEN	UG
xs9990001	Jefferson, Thomas	x99tjeff	VEN 003-AGK	LGEN	UG
xs9990000	Adams, John	x99jadam	VEN 003-AGK	LGEN	UG

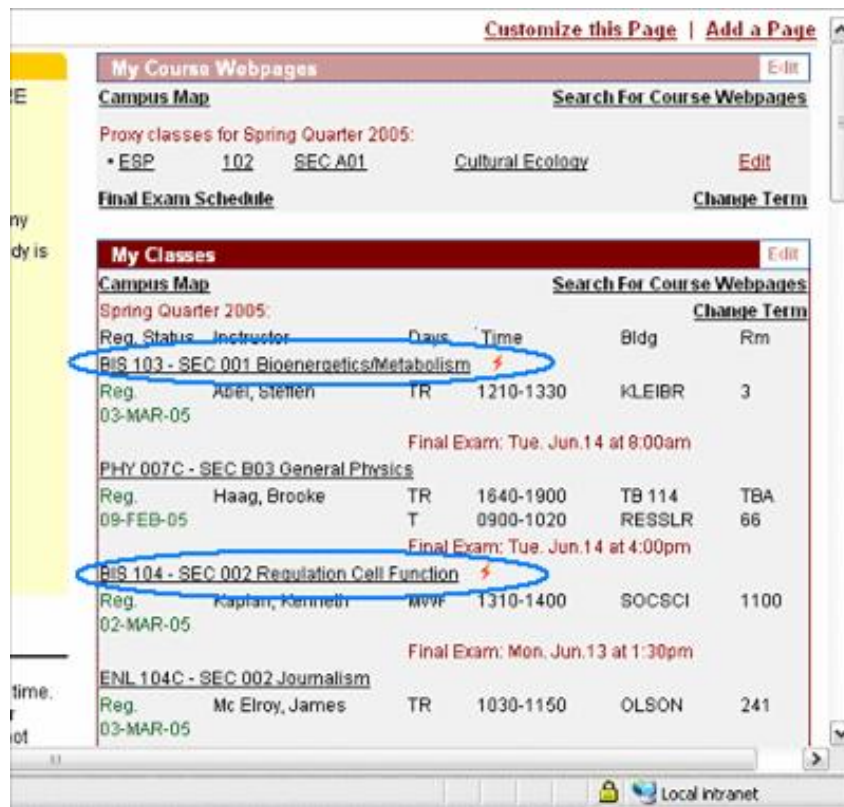
Current Student Count: 10

[Click here to access the Registrar's Roster system](#)

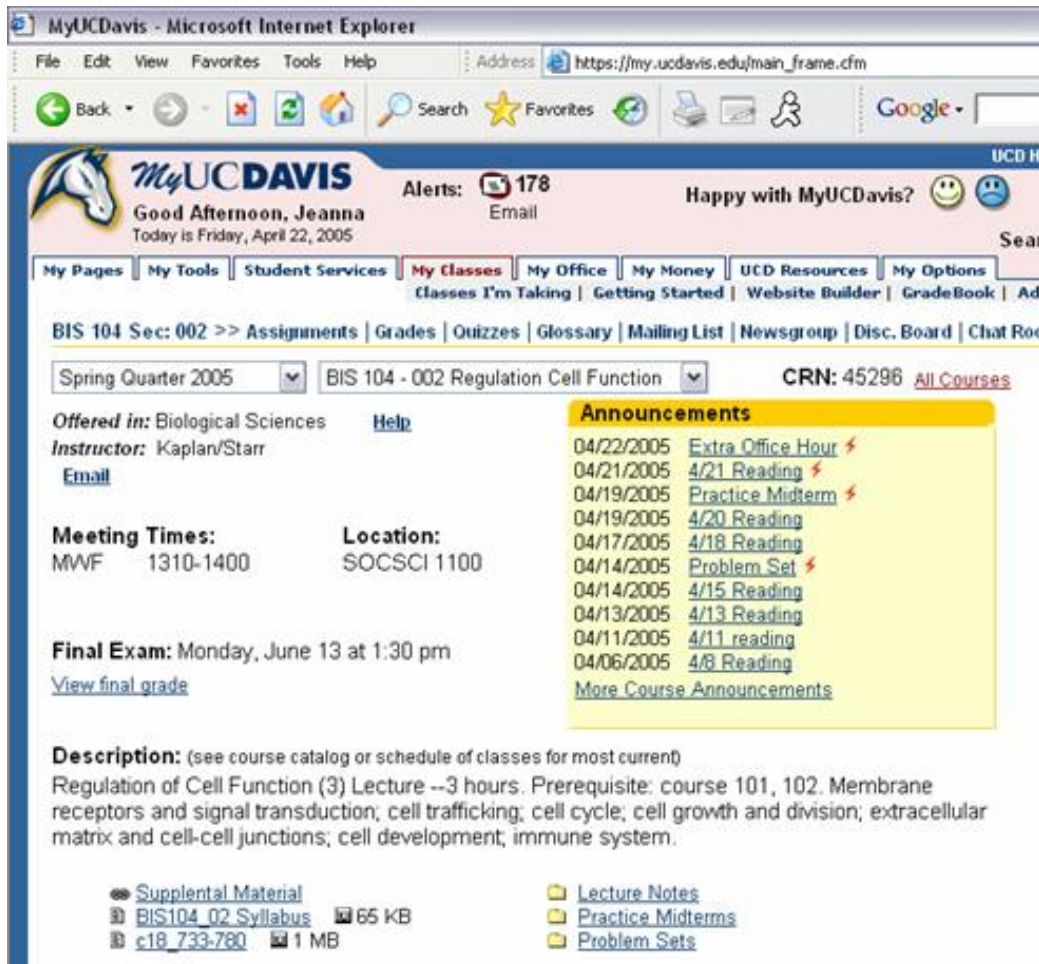
4. **Class announcements:** Although most important announcements should be made in class, it never hurts to send another *reminder* to your class in whatever effective means possible. While email is always a good option, the Class Announcements tool is good for brief but important reminders you may want to make via the MyUCDavis class Webpage.

1. **Seeing posted Announcements from the student's perspective:**

- When students log onto MyUCDavis, any class that has a posted announcement that has not been read by the student will have a blinking lightning bolt mark next to it: (In this particular case, notice that the classes BIS103 and BIS104 both have announcements that need to be read.)

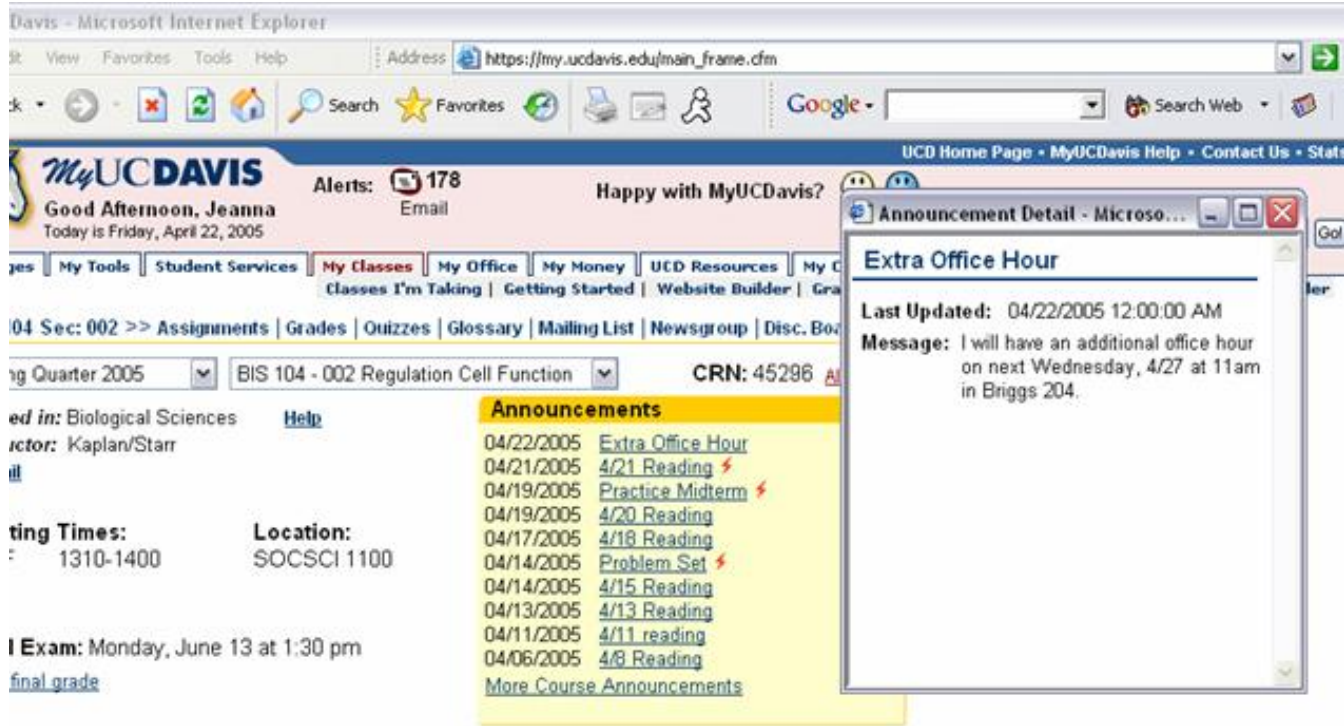


- a. After the student clicks on the class link, the corresponding webpage loads. In the yellow “Announcements” section, there are more blinking lightening bolts, indicating announcements that have not been viewed by the student.



- b. When the student clicks on one of the announcement titles (in this case “Extra Office Hours”), another window

pops up displaying the announcement.



- c. Upon closing the announcement popup, the posted announcements are still available for the students to see, but the blinking lightening bolt will disappear, indicating that the student has already the announcement.