

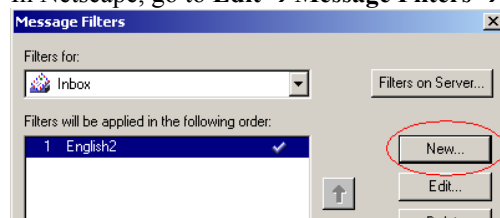
Managing Email – Points for Discussion

Student email addresses:

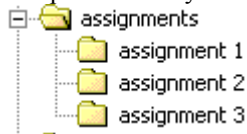
- Ensure that your students understand that they have Algonquin email (i.e. stu001@algonquincollege.com), and that you and the College will automatically send their email to that address *unless they tell the College that they want to use another email address*.
- If they want to use another Internet Service Provider (myname@cyberus.ca) or webmail (myname@hotmail.com), it is essential that they use the mechanism provided in ACSIS to set their preferred email account OR that they use email forwarding.
- Simple instructions on how to do this are on the web at <http://elearning.algonquincollege.com/blackboard/BBtutorial/changeemailissues.htm>

Receiving Student email:

- Discuss with your students whether you will accept email from non-Algonquin accounts.
- If you are intending to exchange assignments with your students using email, make sure they understand that web mail services like hotmail and yahoo have strict limits on attachments and large attachments may simply be deleted before they get them. *An alternative is to use the Digital Drop Box in Blackboard to exchange assignments.*
- Require your students to include something in the Subject line of their email that indicates that they are in your class. *For example, I require “ENL1823” in the subject line.* This allows the teacher to identify course mail and perhaps use automatic filters to sort it into folders.
 - In Netscape, go to **Edit → Message Filters → New** to create a message filter



- Require students to include their names in any email attachments. *Example: “assignment.doc” should be “smith_assignment.doc”.*
- Set up folders on your local hard drive **by assignment** for you to download student assignments.



Managing the Volume of Email

- Require students to post their course-related questions to a Discussion Forum within Blackboard, rather than emailing you personally with their questions. Establish a policy that you will respond to Discussion Forum questions within 24 hours, but also encourage other students in the course to provide their suggestions and comments. *Of course, if it is a personal matter they should email you privately.*

Use course outline and announcements to make your requirements and policies clear.