**Getting your course materials printed and mailed to students**

The Distance Education Unit (DEU) is available to print and send class materials, including assignments and take-home exams, to students who are not able to access materials electronically. We are also able to receive assignments and exams, and arrange for you to pick them up or have them delivered. Mail service will be limited to two days per week, so expect some delays in sending and receiving mail. We will only respond to queries from instructors using official USask email addresses. Students will be asked to contact their instructors if they want to have something mailed.

To make use of this service, send an email to: [DEU.mailsupport@usask.ca](mailto:DEU.mailsupport@usask.ca)

Include the following in your email:

1. Your name
2. Daytime phone number
3. Class
4. Section number
5. Student names. Mail will be sent to the permanent mailing address of the student, as listed in the student information system. If a student wants mail sent to another address, they can change their permanent address via their PAWS account. DEU will not be able to keep track of alternate addresses.
6. List of attachments and instructions, noting:

* Class Materials to be sent to the student
* Class Assignment/Take Home Exam to be sent to the student with the expectation that they will return this to USask for marking

*Please make sure you attach your materials to the email, or DEU will be unable to print and mail them.*