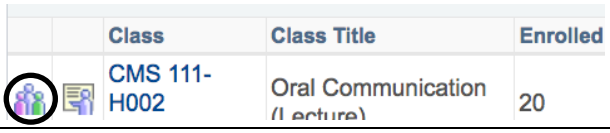
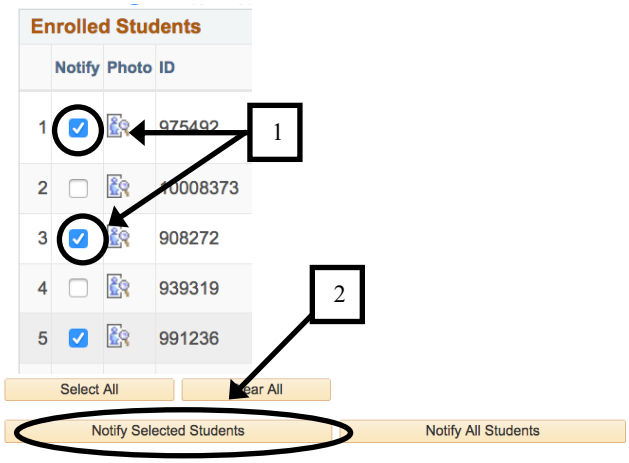
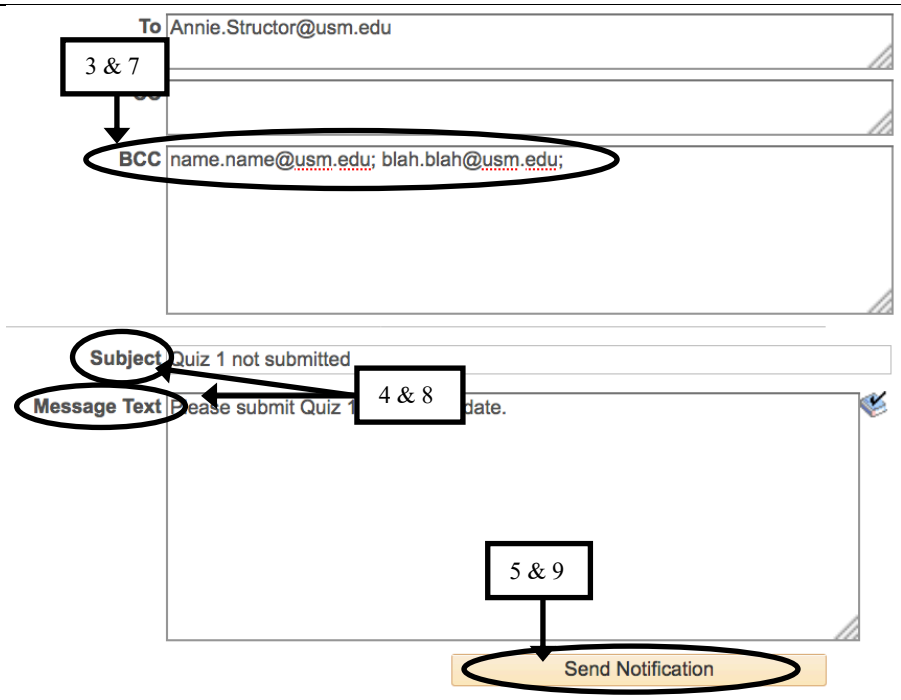
Email Students

Navigation: Faculty Center tile

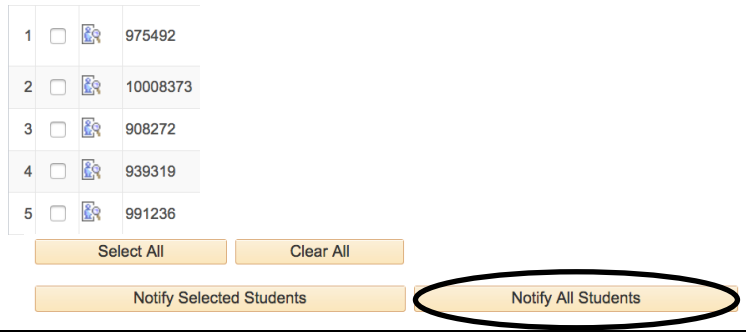
1.	Click on the **Class Roster** icon. 

TO EMAIL SPECIFIC STUDENTS:

1.	Click on the **check box(es)** beside the student(s) you wish to email.
2.	Click the **Notify Selected Students** button. 
3.	Be sure to leave students' email addresses in the BCC field for privacy.
4.	Enter the desired subject and text.
5.	Click the **SEND NOTIFICATION** button.



TO EMAIL ALL STUDENTS IN THE CLASS:

6.	Click the **Notify All Students** button. 
7.	Be sure to leave students' email addresses in the BCC field for privacy. <See picture in #5.>
8.	Enter the desired subject and text. <See picture in #5.>
9.	Click the **SEND NOTIFICATION** button. <See picture in #5.>