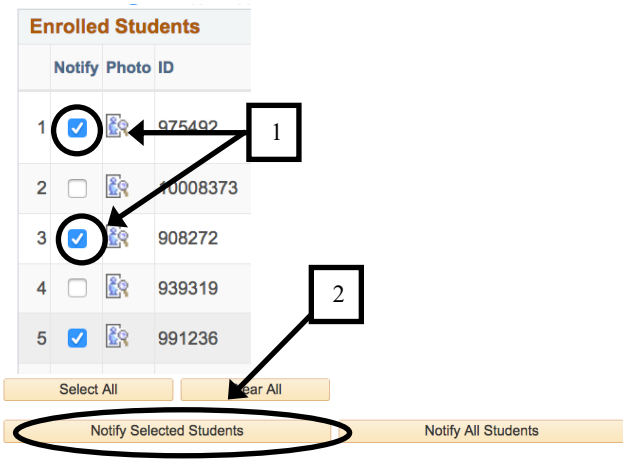


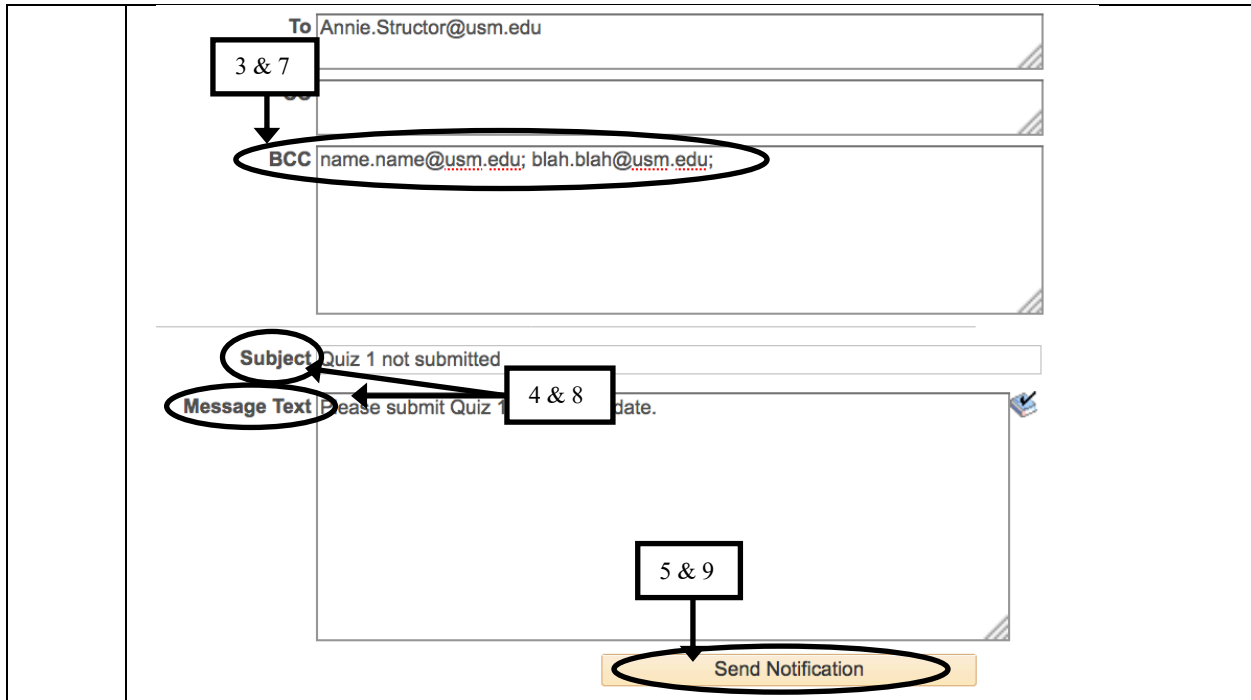
Email Students

Navigation: Faculty Center tile

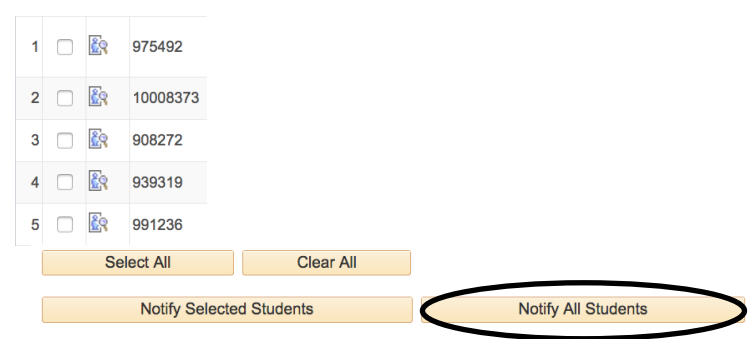
1.	<p>Click on the Class Roster icon. </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;">Class</th> <th style="width: 40%;">Class Title</th> <th style="width: 30%;">Enrolled</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td>CMS 111-H002</td> <td>Oral Communication (Lecture)</td> <td style="text-align: center;">20</td> </tr> </tbody> </table>		Class	Class Title	Enrolled		CMS 111-H002	Oral Communication (Lecture)	20
	Class	Class Title	Enrolled						
	CMS 111-H002	Oral Communication (Lecture)	20						

TO EMAIL SPECIFIC STUDENTS:

1.	Click on the check box(es) beside the student(s) you wish to email.
2.	<p>Click the Notify Selected Students button.</p>  <p>The screenshot shows a table titled 'Enrolled Students' with columns 'Notify', 'Photo', and 'ID'. There are 5 rows of student data. The 'Notify' column contains checkboxes, with the first, third, and fifth rows checked. Below the table are buttons for 'Select All', 'Clear All', 'Notify Selected Students', and 'Notify All Students'. The 'Notify Selected Students' button is circled in the image.</p>
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.	<p>Click the Notify All Students button.</p> 
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.>