Email Students

Navigation: Faculty Center tile

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

![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.>