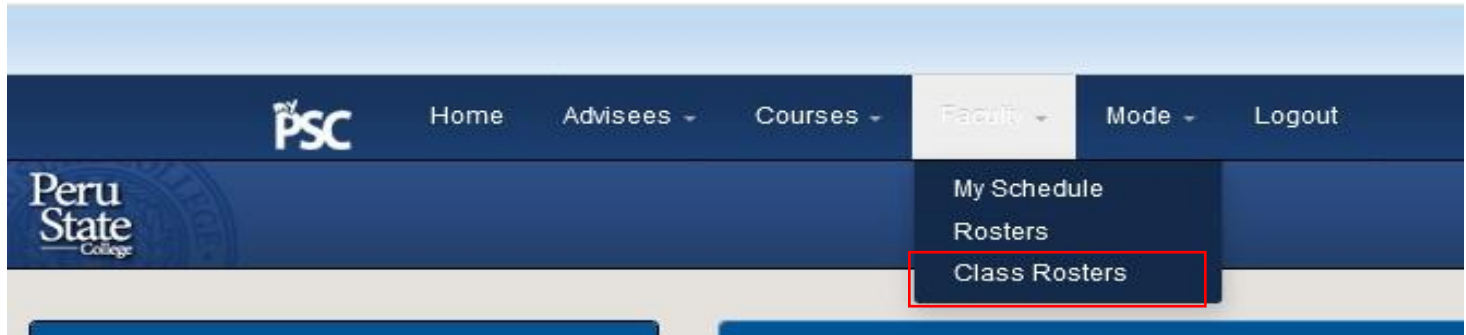


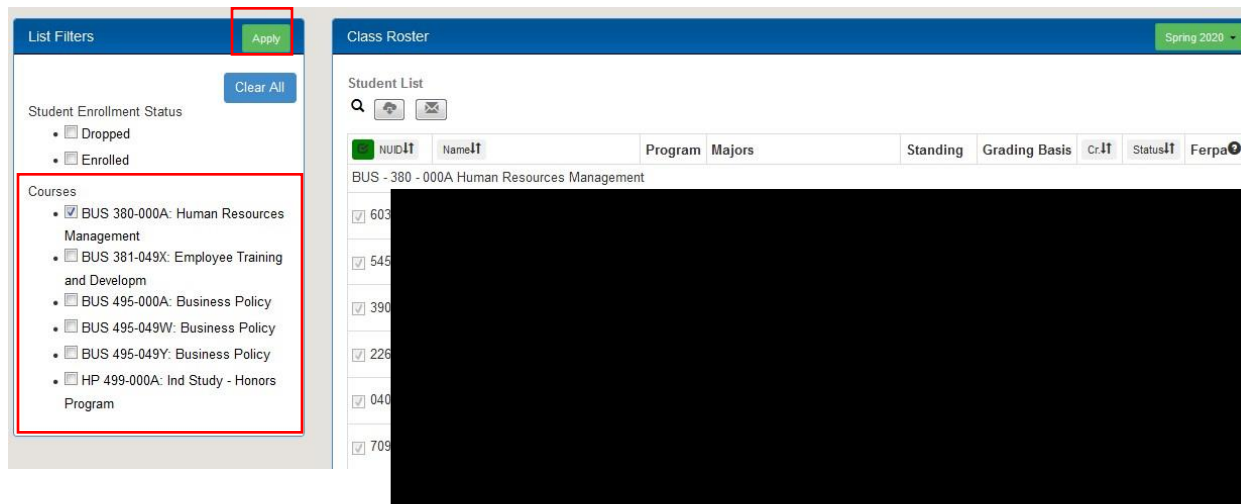
Sending Mass Email Message to Students on Class Roster

Navigate to Faculty Dashboard

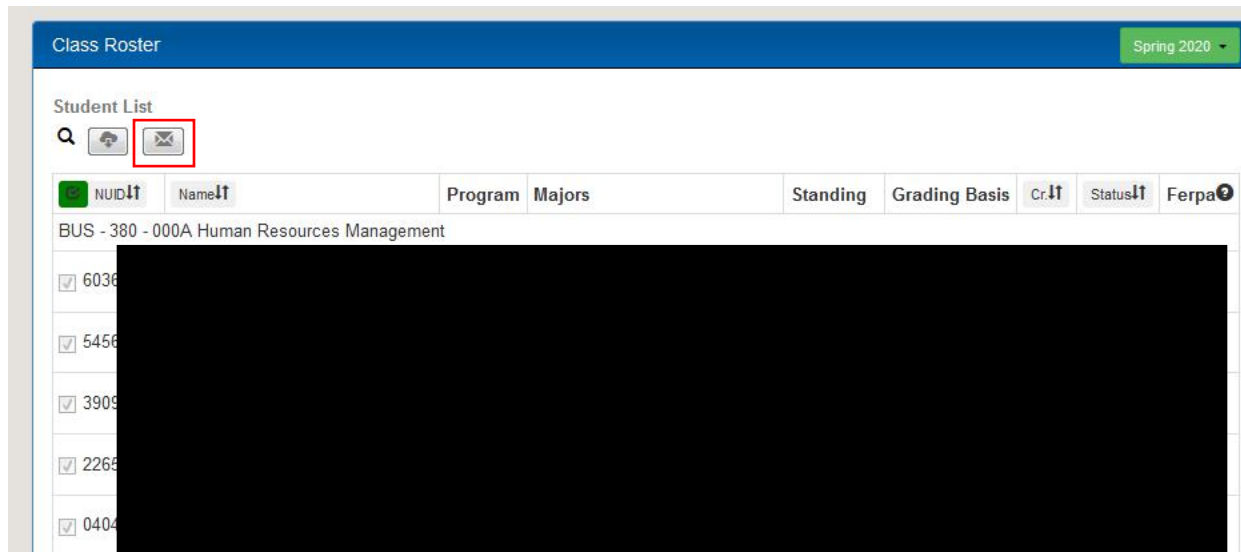
Faculty Tab>Class Rosters



The initial list of students displays a complete roster for all classes being taught by the instructor for the current semester. To display the Class Roster for a specific class, use the list filters to select the individual class rosters by checking the box before the class and apply the filter.



All students are automatically selected; you can unselect students you want to exclude from the email by unchecking the box before their NUID. Once you have selected the students you want to send an email to, choose the email icon, enter the email subject/text and send.



BCC:

Nbrannon5@gmail.com;mannyc0356@gmail.com; luis-
98renique@gmail.com; baydy30@duke.com; Baebeljulia2@gmail.com; Ardybaebel2015@gmail.com; Bcdhill123@gmail.com; harykan626
90@campus.pau.edu; casirhina@gmail.com; Kch431@proton.com; KeganLane01825@campus.pau.edu; JuleeAugust1213@gmail.com; sande

Subject:

Test Email Message

Body:

Test email.

Cancel 