SiS - Emailing Notifications on the Grade Roster

1. The Faculty Center allows you access to your schedule, class roster and grade roster.

2. Click the Collapse Menu button.

3. Use the Faculty Center - My Schedule page to access instructor-related transactions and to view teaching schedules. You see only those terms for which you are assigned as the instructor.

4. To change the term, click the change term button. For this example, retain the term 2011 Spring.

5. Click the Grade Roster button for the class you want to view.

6. Use the Grade Roster page to view or enter grades, update the roster’s approval status, and email individual students or all students on the grade roster.

7. Click the Notify option next to the student you want to email.
   For this example, click the 3 option.

8. Scroll to the bottom of the page and click the notify selected students button.

   Note: To send an email notification to all students, you would click the notify all students button.

9. Use the Send Notification page to create the email notification.

10. The To and From fields will be populated with your UMass email address.

11. The BCC field will be populated with the email addresses of the students you are emailing.

12. The Subject field defaults. This can be changed.

13. Enter the desired information into the Message Text field.
   Enter a valid value e.g. "Final assignment required."

14. To attach a file, you would click the Add button. Refer to the Emailing Notifications on the Class Roster topic.

15. Scroll to the bottom of the page, and click the Send Notification button.

16. To return to the grade roster, click the Return to Grade Roster link.
17. Congratulations! You have successfully emailed a notification on the Grade Roster.

**End of Procedure.**