

## 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.

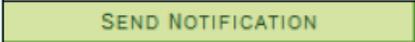
For this example, click the **3** option.



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.

**notify selected students**

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.**