

# NOTIFY (E-MAIL) STUDENTS THROUGH CLASS ROSTERS

## Notify (email) Students through Class Rosters

When you access any of the Class Rosters or Grade Roster, you will see buttons Notify Selected Students and Notify Enrolled Students. These buttons allow you to e-mail your students from PeopleSoft / eServices. You may use the check box to choose students to e-mail with Notify Selected Students or you may e-mail the class by clicking on Notify Enrolled Students. A typical e-mail box is displayed allowing for a subject line and message.

Notify	User ID	ID	Name	Grade Basis	Units	Program and Plan	Level
<input checked="" type="checkbox"/>	EB870	1334518	<a href="#">Petson,Erik Michael</a>	Graded	3.00	Assoc in Arts & Science - Science Professions	Freshman
<input checked="" type="checkbox"/>	GC587	1324768	<a href="#">Collins,Gabriel Marie</a>	Graded	3.00	Assoc in General Education - General Education Degree Hlth	Freshman
<input checked="" type="checkbox"/>	TN174	1343082	<a href="#">Nau,Torey</a>	Graded	3.00	Assoc in Applied Science - Architectural Construction Tk	Freshman
<input checked="" type="checkbox"/>	NP030	1280332	<a href="#">Perez,Nathan Lee</a>	Graded	3.00	Assoc in Arts & Science - Multimedia	Sophomore
<input type="checkbox"/>	KP473	1359860	<a href="#">Pillischafske,Kristen Marie</a>	Graded	3.00	Assoc in General Education - General Education Degree Hlth	Freshman
<input checked="" type="checkbox"/>	SP443	1322125	<a href="#">Placher,Shana Rae</a>	Graded	3.00	Assoc in General Education - General Education Degree Hlth	Freshman
<input type="checkbox"/>	WS186	1303287	<a href="#">Sanders,Wendy D</a>	Graded	3.00	Assoc in Arts & Science - Accountancy	Freshman
<input checked="" type="checkbox"/>	CS151A	1338539	<a href="#">Scull,Christina</a>	Graded	3.00	Assoc in Applied Science - Paralegal	Freshman
<input type="checkbox"/>	TB335	1282569	<a href="#">Sipka,Tracey D</a>	Graded	3.00	Assoc in General Education - General Education Degree H Ct	Freshman
<input checked="" type="checkbox"/>	DW868	1367042	<a href="#">Westerfield,Demetris Renee</a>	Graded	3.00	Assoc in Arts & Science - Social Work	Freshman
<input checked="" type="checkbox"/>	AW792	1345818	<a href="#">Whitlatch,Ashley Lee</a>	Graded	3.00	Assoc in General Education - General Education Degree Hlth	Sophomore

NOTIFY SELECTED STUDENTS   
  NOTIFY LISTED STUDENTS   
 PRINTER FRIENDLY VERSION

RETURN

In the Academic Warning Roster and the Attendance Roster, there is a single button displayed “Notify” that allows the faculty member to e-mail the selected students. Please note that faculty can elect to receive a copy of the message.

15	1322098	Nathan Mandrell	Enrolled	<input type="checkbox"/>
16	1335218	Jenny Maughan	Enrolled	<input type="checkbox"/>

My Favorites  
ICC Processing / Reporting  
Self Service  
Enterprise Learning  
Campus Community  
Student Recruiting  
Student Admissions  
Records and Enrollment  
Curriculum Management  
Set Up HRMS  
Set Up SACR  
Reporting Tools  
PeopleTools  
Search/Match  
Change My Password  
My System Profile

### Send Notification

**Notification from Pamela Dewey**

**To** pdewey@icc.edu

**CC**

**BCC** jp884@lab.icc.edu;kaileybig89@hotmail.com;brittani\_proulx1@hotmail.com;

**Subject** Grades

**Message** Your grades have been posted

SEND NOTIFICATION

CANCEL

Note that the students selected are, by default, placed in the BCC (blind carbon copy) box of the message. This means that the recipients' names are not visible to other recipients of the message.