# Emailing Notifications on the Grade Roster

1. Welcome to Faculty Self Service. 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 **2009 Summer**.

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. Students now have the ability to reply to your email.

17. To return to the grade roster, click the **Return to Grade Roster** link.

18. Congratulations! You have successfully emailed a notification on the Grade Roster.  
    **End of Procedure.**