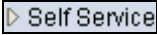






9_0 GFOXU Class Rosters - Email Your Class

Step	Action
1.	<p>Logging in to PeopleSoft:</p> <p>Begin by opening a browser. Navigate to mygfu.georgefox.edu. (Don't type http or www in the address -- just mygfu.georgefox.edu).</p> <p>There will also be links to PeopleSoft in Bruindata.</p> <p>Log in with your regular GFU username in ALL CAPS.</p> <p>Use your regular GFU password in its regular form (case sensitive).</p>
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Faculty Center link.</p>
4.	<p>Click the Class Roster button.</p> 
5.	<p>To email one student, you could click the student's name link. In this example, click the student's name link.</p> 
6.	<p>Your default email client will open with a new email addressed to this student. Click in the Subject: field, and write and send your email.</p>
7.	<p>You can also select one or more students to email, or you can email the entire class at once.</p>
8.	<p>Click the scrollbar, and scroll to the bottom of the class roster.</p>
9.	<p>To email one or more students, you could click the check box to the left of the names, and click Notify Selected Students.</p>
10.	<p>To email the entire class at once, click the Notify Listed Students button.</p> 
11.	<p>You'll see a new email message with all the students' emails in the BCC field.</p> <p>Enter the desired information into the Subject field. For example, enter a valid value e.g. "test subject".</p>
12.	<p>Click in the Message Text field.</p>
13.	<p>Enter the desired information into the Message Text field. For example, enter a valid value e.g. "test message".</p>
14.	<p>Note that you cannot attach files to this email. If you need to send an attachment, you can copy the list of student emails in the BCC field and paste the list into your own email.</p>

Step	Action
15.	To send the email, click the Send Notification button. 
16.	Your email has been sent. To return to the class roster, click the Return to Class Roster link. Return to Class Roster
17.	End of Procedure.