



How Do I? Instructor: Notify Buttons

Version 9.0

1. **Sign in to WINS.**
2. **Click on Self Service.**
3. **Click on Faculty Center.**
4. **Click on My Schedule.**
5. If you need to view a different term **click** on the **change term** button.
6. **Access the Class or Grade Roster**
7. **Selecting students to email:**
 - A. **Select individual students** by **clicking** on the in the first column next to the students' names. Press the **NOTIFY SELECTED STUDENTS**.
 - B. **Select all enrolled students** by **clicking** **NOTIFY LISTED STUDENTS**.
8. **Compose your message** and **select** **SEND NOTIFICATION**.
9. You will receive a **confirmation message** in WINS and also an **email confirmation to your university email account.**

Features

- ▶ You can email one student, several students or your entire class at one time.
- ▶ You can email students on your roster(s) without leaving WINS.