How do I email students from a course roster?

1. Log into PiratePort https://pirateport.ecu.edu/

2. Click the Faculty & Advisor Self Service card in Pirate Port.

3. Click on the Course Rosters link on the Dashboard.

4. Search for the class on the CRN Listing page. For more information on searching for a class roster, see documentation: “How to use Course Rosters in Faculty and Advising Self Service”.

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5. Select the class record in the list by clicking on the record (EXCEPT the course title and CRN links).

![Class List Page Example]

6. The Class List page is displayed.

![Course Information Example]

To Email one or more students

1. In the Class List page, select one or more student records/names by selecting the check box that is displayed on the page as the first column.

![Summary Class List Example]

2. Click the Email icon, the configured email service, for example, Microsoft Outlook, will be opened.
3. A new e-mail will open with the selected student's e-mail address already displayed in the BCC field. If multiple students are selected, all the selected student's email ID will be displayed in the BCC field on the New email page.

![Email BCC field](image)

4. Add your name to the To field, any other additional recipients, specify the subject of the mail, and enter the email content before sending the mail.

**Sending an Email to the Entire Class**

1. To send the e-mail to all the students in the class, select the check box that is available in the grid header.

![Email grid](image)

2. Click the CRN Listing link in the cookie trail to return to the CRN Listing page to view all classes.

![CRN Listing](image)

When you exit out of Faculty/Advisor Self Service, always use **Sign Out** at the top of the page, and then exit out of the web browser.