How do I email students from a course roster?

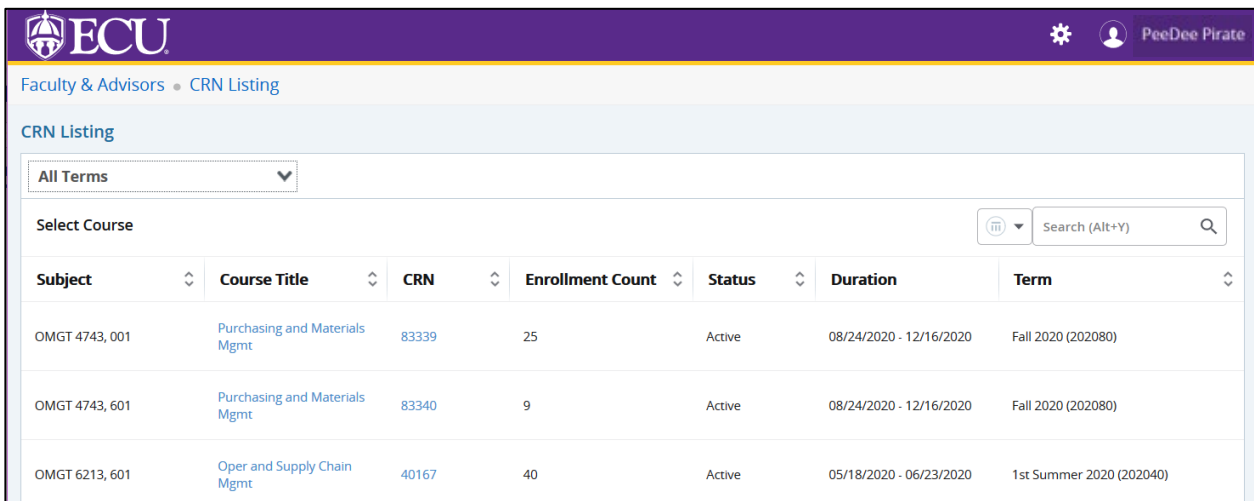1. Log into PiratePort https://pirateport.ecu.edu/

2. Click the Faculty & Advisor Self Service card in Pirate Port.
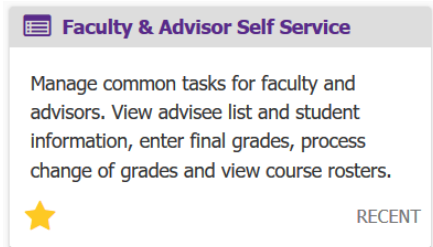
3. Click on the Course Rosters link on the Dashboard.
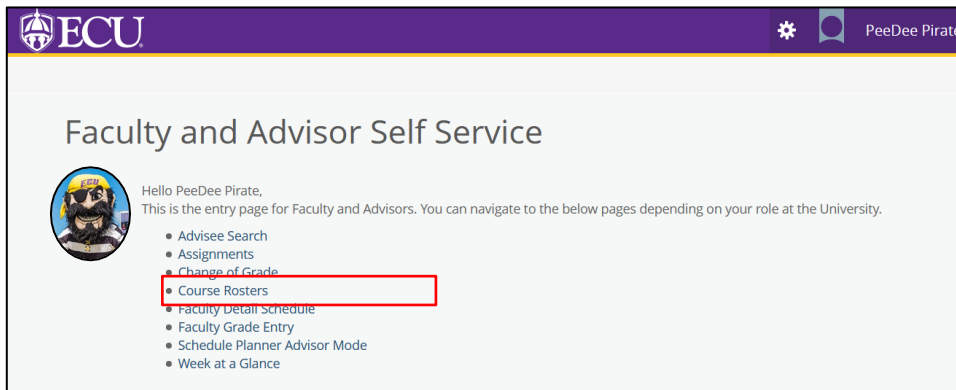
4. Search for the class on the CRN Listing page. For more information on searching for a class roster, see documentation: "How to use Course Rosters in Faculty and Advising Self Service".

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

Subject	Course Title	CRN	Enrollment Count	Status	Duration	Term
PHIL 1110, 001	Intro to Philosophy	81637	30	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)
OMGT 4743, 001	Purchasing and Materials Mgmt	83339	25	Active	08/24/2020 - 12/16/2020	Fall 2020 (202080)

6. The Class List page is displayed.

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.

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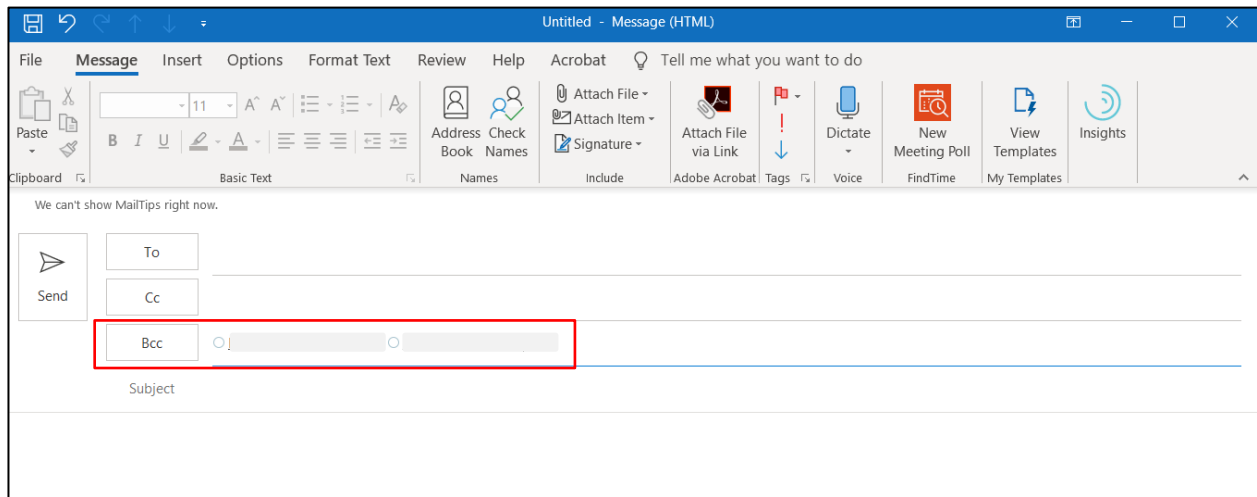
4. Add your name to the To field, any other additional recipients, specify the subject of the mail, and enter the email content before sending the mail.

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.

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

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.