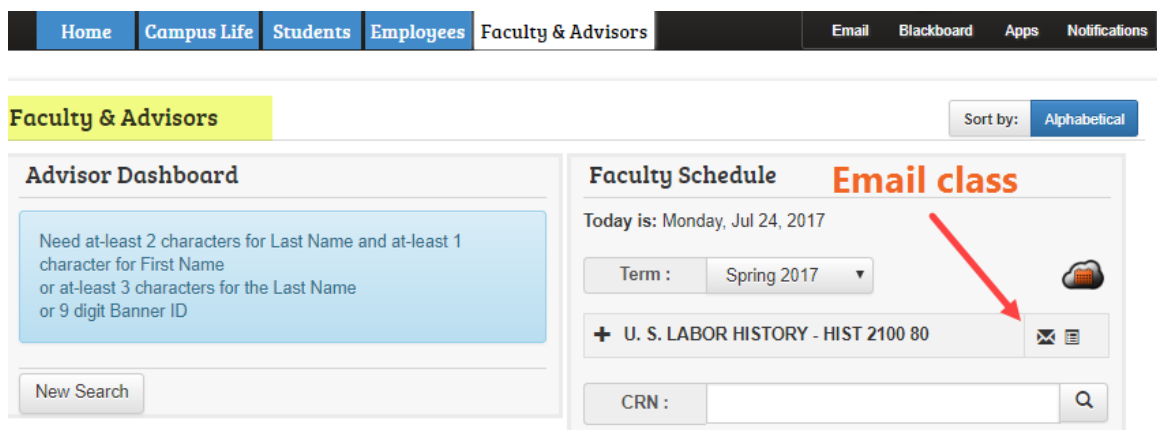## Email Students Before the Start of the Semester

Learning Objective – This document demonstrates how to email students before they are added to Blackboard at the beginning of the semester.
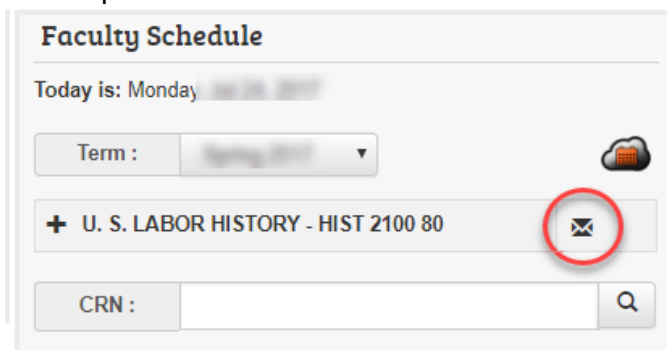
I. Access the Faculty and Advisors tab on WPConnect:
http://wpconnect.wpunj.edu/

II. In the Faculty schedule area select the envelope icon to the right of the class with which you wish to communicate

Close up:

Questions? Write the WPU IT Help Desk:
www.wpunj.edu/helpdesk