

CTT Learning Space – Cheng Library 120K Office Library 120e – Phone 973-720-2659

## 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.

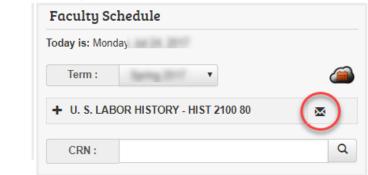
I. Access the Faculty and Advisors tab on WPConnect: <u>http://wpconnect.wpunj.edu/</u>



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

	Home	Campus Life	Students	Employees	Faculty & Advisors		Email	Blackboard	Apps	Notifications
Fa	culty & A	dvisors						So	rt by:	Alphabetical
1	dvisor D	ashboard			Facult	y Schedule	Em	ail cla	SS	
Need at-least 2 characters for Last Name and at-least 1 character for First Name or at-least 3 characters for the Last Name or 9 digit Banner ID					Term	Today is: Monday, Jul 24, 2017   Term : Spring 2017   + U. S. LABOR HISTORY - HIST 2100 80				
	New Search				CRN	:				٩

## Close up:



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