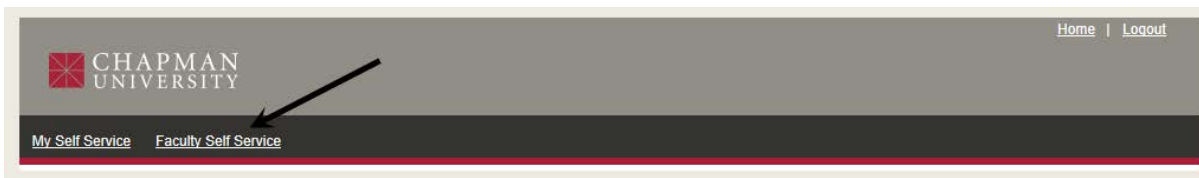


REFERENCE GUIDE TO EMAIL STUDENTS FACULTY CENTER - MY.CHAPMAN.EDU

1. Log in to the Faculty Self Service through my.chapman.edu. Click on the Faculty Center link.



2. The Faculty Center opens to the My Schedule tab. This displays the courses you are assigned to teach. The Term will default to the last term in which you were assigned classes.
3. To view class rosters, click on the icon next to the course. You can also click on the Class Roster tab at the top of the screen.

The screenshot shows the 'My Schedule' page in the Faculty Center. At the top, there are tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below these are 'My Schedule', 'Class Roster', and 'Grade Roster'. A red arrow points to the 'Class Roster' tab. The page title is 'Faculty Center My Schedule'. It shows 'Fall 2019 | Chapman University' with a 'Change Term' button. There are options to 'View Personal Data Summary', 'View Textbook Summary', 'My Exam Schedule', and 'Request a Grade Change'. A 'Select display option' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. An 'Icon Legend' row includes 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', and 'Learning Management'. The main content is a table titled 'My Teaching Schedule > Fall 2019 > Chapman University'. A red arrow points to the roster icon in the first row of the table.

My Teaching Schedule > Fall 2019 > Chapman University											
							Personalize	View All	First	1-3 of 3	Last
Class	Class Title	Enrolled	Days & Times	Room	Class Dates						
FFC 100-14 (1577)	First-Year Foundations Course (Lecture)	25	MoWeFr 12:00PM - 12:50PM	Argyros Forum 206A	Aug 26, 2019-Dec 14, 2019						

4. Class details and the roster are displayed.

The Enrollment Status defaults to “Enrolled. As enrollments progress you can select other options All, Dropped and Waitlisted (if you class has a waitlist).

Class Roster

[View FERPA Statement](#)

Fall 2019 | Semester | Chapman University | Undergraduate

Change Class

FREN 101 - 03 (1746)
Elementary French I (Lecture)

Days and Times	Room	Instructor	Dates
MoWeFr 9:00AM-9:50AM	Demille Hall 101	[REDACTED]	08/26/2019 - 12/14/2019

*Enrollment Status

Enrollment Capacity 19 Enrolled 19

Select display option

Link to Photos Include photos in list

Enrolled Students Personalize | Find | First 1-19 of 19 Last

Notify	Photo	ID	Name	Drop Student	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>		[REDACTED]	[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Business Administration BS	Freshman
<input type="checkbox"/>		[REDACTED]	[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Creative Writing BFA	Freshman
<input type="checkbox"/>		[REDACTED]	[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Environmental Sci & Policy BS	Freshman

5. To email students, scroll to the bottom of the page and click on Notify All Students.

10	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Screenwriting BFA	Freshman
11	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Health Sciences BS	Freshman
12	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Business Administration BS	Freshman
13	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Political Science BA	Sophomore
14	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Screen Acting BFA	Freshman
15	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Political Science BA	Junior
16	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Communication Studies BA	Junior
17	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Psychology BA	Freshman
18	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - English BA	Freshman
19	<input type="checkbox"/>		[REDACTED]	<input type="button" value="Drop Student"/>	Graded	3.00	Undergraduate Degree - Environmental Sci & Policy BS	Freshman

Select All Clear All

Notify Selected Students **Notify All Students**

6. Verify your chapman email. Update the subject. Compose you message (please note you can not to attachments). When you are ready to send the email click on Send Notification.

Elena Marusak

[Faculty Center](#) | [Search](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Class Roster

Send Notification

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Elena Marusak

From: elena [REDACTED]

To: [REDACTED]

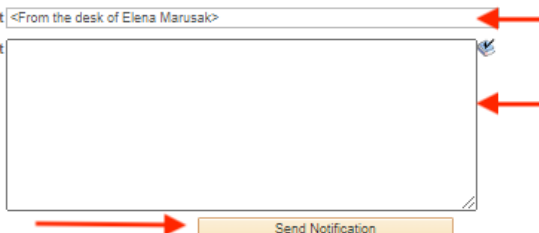
CC: [REDACTED]

BCC: [REDACTED]

Subject: <From the desk of Elena Marusak>

Message Text: [REDACTED]

[Send Notification](#)



[Return to Class Roster](#)