This feature allows the option of communicating with students via email. An email can be sent to just one student or all students on the roster.

1. From Internet Explorer, key in the web address – [www.bismarckstate.edu](http://www.bismarckstate.edu)
2. Click on CampusConnection
3. Click on
4. Enter NDUS User ID (Ex. Sara.Doe)
5. Enter Password (Setup during the Claiming Account process)
6. Click Sign In
7. Click Self-Service
8. Click Faculty Center
9. Click My Schedule
10. Verify the correct term is displayed.
11. Click on the 👥 to the left of the course for which you want to send an email.
12. Place a ✔ in the box next to the student(s) you wish to contact.
13. Click notify selected students

Allows notification to be sent to all students on the roster.
14. Enter information into the subject and message text lines.

15. Click **SEND NOTIFICATION**

Subject: Graduation Applications Due

Message Text:
Deadline to complete graduation applications for Fall 2008 semester is October 31, 2008. Please call to schedule an appointment with me as soon as possible.

Thank you.