


USING UWINSITE STUDENT TO EMAIL STUDENTS

This Job Aid will help: Faculty members and sessional instructors use UWinsite Student to email their students

Emailing Students

1. In your web browser, preferably Google Chrome, go to www.uwindsor.ca/uwinsitestudent.
2. Click the **LOG IN TO UWINSITE STUDENT** button.
3. Enter your **UWin ID** and **password**. Click the **Submit** button.
4. On your **Campus Solutions Administrator** homepage, click the **Faculty Center** tile.
5. On the **Schedule with Exams** tab, click the **Class Roster** icon  to the left of the class for which you wish to notify some or all of the students.
6. To email *some* of the students from your class roster:
 - i. Select the check box(es) next to the student(s) you wish to notify on the class roster.
 - ii. Scroll to the bottom of the class roster and click the **Notify Selected Students** button.
7. To email *all* of the students from your class roster, scroll to the bottom of the class roster and click the **Notify All Students** button.
8. On the **Send Notification** screen
 - i. Students' email addresses will be pre-populated in the To and/or BCC fields. Adjust as desired.
 - ii. Enter your Subject and Message Text.
 - iii. Click the Send Notification button.