

Access MyCSN via the CSN Home page - <https://www.csn.edu>



Below is the login screen. Your username and password is the same one you use to log on to your desktop computer at work.

← → ↻ <https://css.shr.nevada.edu/psp/spcssprd/CSN/HRMS/h/?tab=GUEST> 🔑 ☆ 🌐 🗄️ 👤 ⋮

myCSN Home | Sign out | Add to Favorites

Favorites ▾ Main Menu ▾ ? Help

Sign In

IMPORTANT NOTE: Your MyCSN login is now the same as your Canvas & GoCSN login.

Username

Password

[Forgot your password?](#)
[Forgot your username?](#)

Contact Us | Directory | Jobs at CSN | Bookstore | Site Map

Below is the screen you will see when you have logged in:

The screenshot shows the MyCSN website interface. At the top left is the MyCSN logo. The navigation bar includes 'Home', 'Add Link', and 'Sign out'. A search bar is located to the right of the navigation bar, followed by 'My Links' and a dropdown menu labeled 'Select One'. Below the navigation bar, the main content area features a section titled 'Faculty & Staff Self Service' with a prominent link 'Enter Faculty & Staff Self Service'. Below this is a section titled 'Self Service Information' which provides details for Academic Faculty and Administrative Faculty and Staff. At the bottom of the page, there is a footer with links for 'Contact Us', 'Directory', 'Student Login', 'Jobs at CSN', 'Bookstore', 'Site Map', and 'Search'.

Click here to enter Faculty Self-Service

Faculty & Staff Self Service

[Enter Faculty & Staff Self Service](#)

Self Service Information

For Academic Faculty, the MyCSN Faculty/Staff Self Service area will allow you to:

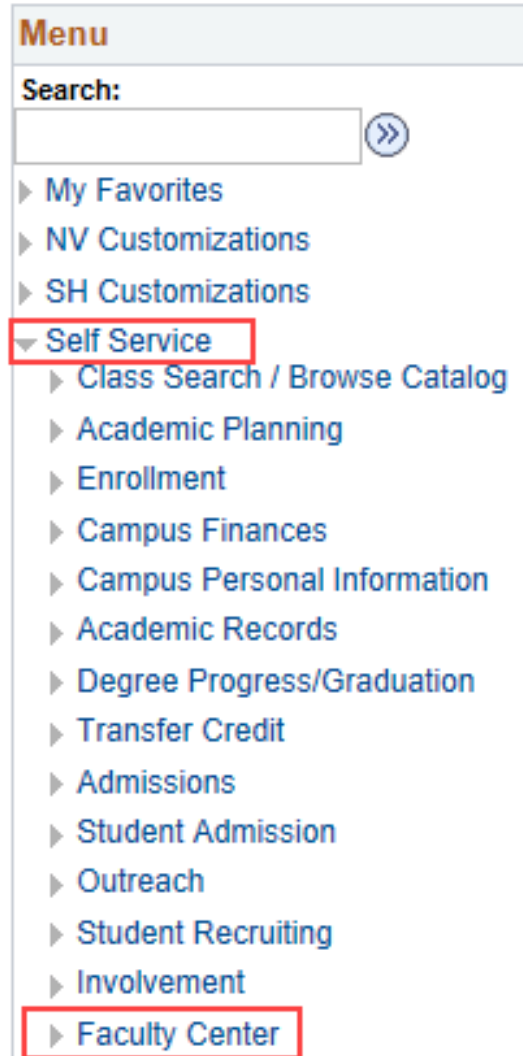
- Enter grades
- View class status and details
- View class rosters
- Contact students from the roster screen

Administrative Faculty and Staff, depending on security and department affiliation, are able to:

- Access, view, or manage student records
- Perform specific job tasks
- Process service indicators
- Access functions necessary to service and assist students

[Contact Us](#) | [Directory](#) | [Student Login](#) | [Jobs at CSN](#) | [Bookstore](#) | [Site Map](#) | [Search](#)

You will see the menu below on the left side of the window. Click on “Self Service” then “Faculty Center” to view your Schedule, Rosters, and where you will submit Grades at the end of the semester



If you do not see the classes you are teaching under the “My Schedule” tab, please contact your Department.



- ▷ NV Customizations
- ▽ Self Service
 - ▷ Campus Personal Information
 - ▽ Faculty Center
 - My Schedule
 - Class Roster
 - Grade Roster
 - ▷ Search
 - ▷ Campus Community
 - ▷ Records and Enrollment
 - ▷ Curriculum Management
 - ▷ Reporting Tools
 - ▷ Reporting Tools (CS)
 - [Change My Password](#)
 - [Back to Portal](#)

Andrew M... da

Faculty Center

Search

my schedule

class roster

grade roster

Faculty Center

My Schedule

2011 Fall | College of Southern Nevada

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2011 Fall > College of Southern Nevada							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	HIST 101-1008 (85037)	U S History I (Lecture)	62	TBA	Cheyenne 1002	Aug 29, 2011- Dec 15, 2011	
	PHIL 101-1001 (85154)	Intro to Philosophy (Lecture)	40	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011	
	PHIL 102-1001 (85181)	Critical Thinking/Reason (Lecture)	1	12:00AM - 12:00AM	TBA	Aug 29, 2011- Dec 15, 2011	

You are able to update your address, phone number, e-mail address*, emergency contact, etc. through the “Self Service” link and clicking on “Campus Personal Information. Name changes will need to be processed with CSN Human Resources.

*Your “Preferred” e-mail address will be used to communicate with your students.

Please check your CSN e-mail regularly if it is not your “preferred” e-mail address so you do not miss any messages from the department or your students that call the department asking for your contact information.

The screenshot displays the My CSN website interface. At the top left is the My CSN logo. A navigation bar at the top contains 'Home' and 'Add Link' buttons. A left sidebar menu lists various options, with 'Self Service' expanded to show 'Campus Personal Information', 'Faculty Center', and 'Search'. The main content area features a 'Main Menu >' section with three primary folders: 'Self Service', 'Campus Personal Information', and 'Faculty Center'. The 'Self Service' folder is highlighted with a callout bubble stating 'Folder containing your bio-demographical information.' The 'Campus Personal Information' folder is also highlighted with a callout bubble stating 'Folder containing your class information.' Below this folder, a list of links includes: Addresses, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, FERPA Restrictions, Holds, and To Do List. The 'Faculty Center' folder includes links for My Schedule, Class Roster, and Grade Roster. A 'Search' section on the right offers 'Class Search' and 'Browse Course Catalog' options.

**Class Rosters will be available as soon as students are able to register for semester classes.
 Click on the icon to view or print your rosters.
 The Grading icon will not be available until one week before the class ends.
 Please check your schedule for your class start/end dates.**

The screenshot shows the MyCSN Faculty Center interface. On the left is a navigation menu with options like 'My Schedule', 'Class Roster', and 'Grade Roster'. The main content area shows the user's name 'Andrew Nevada' and navigation buttons for 'my schedule', 'class roster', and 'grade roster'. Below this is a 'Faculty Center' section with 'My Schedule' and '2011 Fall | College of Southern Nevada'. There are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for Class Roster, Grade Roster, and Learning Management. At the bottom is a table titled 'My Teaching Schedule > 2011 Fall > College of Southern Nevada' with columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HIST 101-1008 (85037)	U S History I (Lecture)	62	TBA	Cheyenne 1002	Aug 29, 2011- Dec 15, 2011
PHIL 101-1001 (85154)	Intro to Philosophy (Lecture)	40	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011
PHIL 102-1001 (85181)	Critical Thinking/Reason (Lecture)	1	12:00AM - 12:00AM	TBA	Aug 29, 2011- Dec 15, 2011

Here is an example of a class roster:



Home

Add Link

- ▷ NV Customizations
- ▽ Self Service
 - ▷ Campus Personal Information
 - ▽ Faculty Center
 - My Schedule
 - **Class Roster**
 - Grade Roster
 - ▷ Search
 - ▷ Campus Community
 - ▷ Records and Enrollment
 - ▷ Curriculum Management
 - ▷ Reporting Tools
 - ▷ Reporting Tools (CS)
 - [Change My Password](#)
 - [Back to Portal](#)

Class Roster

Click here to view a different Class Roster

2011 Fall | Regular Academic | College of Southern Nevada

▼ **HIST 101 - 1008 (85037)** [change class](#)

U.S.History I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Cheyenne 1002	Andrew Nevada	08/29/2011 - 12/15/2011

*Enrollment Status

Enrollment Capacity 35

Enrolled 62

Send and E-Alert for Students to receive timely assistance from Student Success/Retention Office

You can view the Section Cap/Enrollment Capacity and how many students are enrolled in your class directly from your Roster

Enrolled Students								Find	First <input type="text" value="1-62 of 62"/> Last
	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level	
1	<input type="checkbox"/>		SFCSN00227	AUSTIN,JOAN	Graded	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman	
2	<input type="checkbox"/>		5000675558	Adams,Erica Nicole	Graded	3.00	Degree/Certificate Seeking - ASSOCIATE OF BUSINESS-AB	Freshman	
3	<input type="checkbox"/>		SFCSN00299	BATEMAN,LARRY	Graded	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman	

The next few pages will be a guide to the grading process.

NOTE: If you do not see the grade roster icon, you do not have access to the grading roster. This can happen for several reasons:

- Grade rosters have not been published for the specific term (i.e.- It is before Finals Week).
- Your class is a non-graded Lab component; non-graded components do not have a grade roster.
- You were not granted grading access for the course (contact the Department Office).

ORACLE

Home | Add to Favorites

Andrew Nevada

Faculty Center | Search

my schedule | class roster | grade roster

Faculty Center

My Schedule

2011 Fall | College of Southern Nevada | My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2011 Fall > College of Southern Nevada

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
HIST 101-1008 (85037)	U S History I (Lecture)	62	TBA	Cheyenne 1002	Aug 29, 2011- Dec 15, 2011
PHIL 101-1001 (85154)	Intro to Philosophy (Lecture)	40	TBA	Web-Online Course	Aug 29, 2011- Dec 15, 2011
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[View Weekly Teaching Schedule](#) [Go to top](#)

From the Faculty Center, the best way to navigate to the grade roster icon on your schedule page. The icon can be found to the left of the class for which you will be entering grades.

NOTE: If you find your grade roster is incorrect (missing students, problems with grading basis, etc.) Contact Nora Fernandez, 651-4393, at the Office of the Registrar for assistance.

MyCSN Home Add Link

my schedule | class roster | **grade roster**

Grade Roster Make sure you are looking at the correct term on your "My Schedule" page. You may change term by clicking the change term button.

2011 Fall Regular Academic | College of Southern Nevada | Undergraduate

HIST 101 - 1008 (85037) [change class](#) Click here to change to a different class section.

U.S. History I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Cheyenne 1002	Andrew Nevada	08/29/2011 - 12/15/2011

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Ready for Review [save](#)

Your choices are:
 Approved= Ready to process
 Not Reviewed = To enter grades
 Ready for Review = Can not be updated.

You may enter some grades, save the page and return at a later date to complete grade entry. When you return, you may limit the view of students to those who need grades by clicking the "Display Unassigned Roster Grade Only" checkbox.

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
1 SFCSN00227	AUSTIN,JOAN	A-		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
2 5000675558	Adams,Erica Nicole			GRD	Degree/Certificate Seeking - ASSOCIATE OF BUSINESS-AB	Freshman
3 SFCSN001088	BATEMAN, LARRY			GRD	Non-Degree/Certification -	Freshman

This is where you will input your grades. Please note that only you as the instructor have access to input grades for your class. The Administrative Assistants do not have access to your Grade Rosters.



Home

Add Link

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- ▽ Self Service
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▽ PHIL 101 - 1001 (85154) [change class](#)

Introduction to Philosophy (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Web-Online Course	Andrew Nevada	08/29/2011 - 12/15/2011

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed

To enter individual grades, select the appropriate grade from the Roster Grade drop down menu.

Grade will not be visible to the students until you approve and the Registrar's office posts the final roster.

Student Grade		ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	SFCSN00227	AUSTIN,JOAN	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	2	SFCSN00307	BROWN,RON	▼		GRD	Degree Seeking-Non FA Eligible - ADM OF JUSTICE SECURITY-AAS	Freshman
<input type="checkbox"/>	3	SFCSN00303	BUTTON,HENRIETTA	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	4	SFCSN00244	CASPER,LORI lori	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	5	SFCSN00228	DANCE,JESSY	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	6	SFCSN00326	DOWNS,EDWINNA	▼		GRD	Degree/Certificate Seeking -	Freshman

Below is an example of how to assign the same grade to multiple students:

Andrew Nevada

Faculty Center | Search
 my schedule | class roster | grade roster

Grade Roster

2011 Fall | Regular Academic | College of Southern Nevada | Undergraduate

▼ PHIL 101 - 1001 (85154) [change class](#)
 Introduction to Philosophy (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Web-Online Course	Andrew Nevada	08/29/2011 - 12/15/2011

If you have multiple students with the same grade, you may enter multiple grades at the same time

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only
 Grade Roster Action: *Approval Status Not Reviewed

Student Grade	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input checked="" type="checkbox"/>	SFCSN00227	AUSTIN,JOAN	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	2 SFCSN00307	BROWN, RON	▼		GRD	Degree Seeking-Non FA Eligible - ADM OF JUSTICE SECURITY-AAS	Freshman
<input checked="" type="checkbox"/>	SFCSN00303	BUTTON,HENRIETTA	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	4 SFCSN00244	CASPER,LORI Lori	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	5 SFCSN00228	DANCE,JESSY	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input checked="" type="checkbox"/>	SFCSN00326	DOWNS,EDWINNA	▼		GRD	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman
<input type="checkbox"/>	7 SFCSN00187	DUKE,JUSTIN	▼		GRD	Degree Seeking-Non FA Eligible - GLOBAL STUDIES-AA	Freshman
<input checked="" type="checkbox"/>	SFCSN00234	DUNCAN,SANDY	▼		GRD	Degree Seeking-Non FA Eligible - CHILD DEVELOPMENT-CT	Freshman
<input type="checkbox"/>	9 SFCSN00184	DUNSTAN,DUANE	▼		GRD	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Freshman
<input type="checkbox"/>	10 SFCSN00180	FORD,GLEN	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input checked="" type="checkbox"/>	SFCSN00297	GEORGE,DALLAS	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input checked="" type="checkbox"/>	SFCSN00322	GRACEY,LEO	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	13 SFCSN00250	GRAVES,JEREMY	▼		GRD	Degree/Certificate Seeking - BOOKKEEPING-CT	Freshman
<input type="checkbox"/>	14 SFCSN00315	GRAVES,LILY	▼		GRD	Degree Seeking-Non FA Eligible - ACCOUNTING-AAS	Freshman
<input type="checkbox"/>	15 1000084409	Garner,Erin Lee	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	16 SFCSN00296	JONES,HAZEL	▼		GRD	Degree/Certificate Seeking - ARCH DSGN TECH ARCH DRFT-AAS	Freshman
<input type="checkbox"/>	17 CSNSHTSTD2	Lopez,Lavender	▼		GRD	Degree/Certificate Seeking - ASSOCIATE OF BUSINESS-AB	Freshman
<input type="checkbox"/>	18 SFCSN00330	MARTINEZ,MARINA	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	19 SFCSN00229	MCGRAW,JIM	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	20 SFCSN00311	MENDEZ,TAZIA	▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman

1. Check the box to the left of the students who earned the grade in which you are entering.

View All | Download | Rows 1 - 20 of 40
 Select All Clear All

3. Click the "add this grade to selected students" button

2. Select the grade from the drop down menu at the bottom of the page.

If you give a student an “F”, “I” or a “W”, you will see a “Last Date Attended” box pop up asking for more information. You will only need to provide a date if the student partially attended (i.e.- stopped attending mid-semester). Please remember the criteria and the additional process that must be followed if you give a student an “Incomplete”

Student Grade		Last Date of Attendance					
ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	
<input type="checkbox"/> 1	SFCSN00227	AUSTIN,JOAN	A-		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/> 2	5000675558	Adams, Erica Nicole	F		GRD	Degree/Certificate Seeking - ASSOCIATE OF BUSINESS-AB	Freshman
<input type="checkbox"/> 3	SFCSN00299	BATEMAN,LARRY			GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/> 4	SFCSN00273	BAY,DORIS			GRD	Degree/Certificate Seeking - ACCOUNTING-CT	Freshman
<input type="checkbox"/> 5	SFCSN00306	BROWN,LISA			GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/> 6	SFCSN00320	BROWN,TAMMY			GRD	Degree/Certificate Seeking - ACCOUNTING-AB	Freshman

When entering a “F” or “I” grade for student, you will be asked to report student’s last date of attendance. This will be used for financial aid reporting.

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Last Date Attended

BATEMAN,LARRY ID SFCSN00299

Due to VA and Financial Aid regulations, the last day of attendance must be recorded for students receiving grades of W, I, F or U. If the student never attended, check the Never Attended checkbox and the day before the first day of class will display. For all other students, select the last date attended.

Fully Attended
 Partially Attended
 Never Attended

Last Date of Attendance:

Select “Fully Attended” if student attended the entire course.

If you select partially attended, simply enter your best estimate of the last date of attendance (the last exam a student took, the last assignment they turned in, etc.)

Select “Never Attended” if student never participated in the course.

Enter the date student last attended. This date will populate the beginning (Never Attended) or ending (Fully Attended) date of the semester.

Approve Grades

1. Once approved, the grades on your roster will no longer be updateable.
2. Once the posting process has taken place, you will see you can no longer change the Approval Status.
3. The current process for requesting a grade change through the Department Office is still in place.

2011 Fall | Regular Academic | College of Southern Nevada | Undergraduate

▼ **PHIL 101 - 1001 (85154)** change class
 Introduction to Philosophy (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Web-Online Course	Andrew Nevada	08/29/2011 - 12/15/2011

Once you have finished entering ALL grades, you must approve your roster. Once approved, the Registrar's Office will run an overnight process to post the roster.

Approved and posted grades are visible to students on their own MyCSN Self Service Student Center.

Display Options:
 *Grade Roster Type Final Grade ▼
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status Approved ▼ save

Student Grade PDF

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1	SFCSN00227 AUSTIN,JOAN	A ▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	2	SFCSN00307 BROWN,RON	B+ ▼		GRD	Degree Seeking-Non FA Eligible - ADM OF JUSTICE SECURITY-AAS	Freshman
<input type="checkbox"/>	3	SFCSN00303 BUTTON,HENRIETTA	D ▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman
<input type="checkbox"/>	4	SFCSN00244 CASPER,LORI <small>lori</small>	B- ▼		GRD	Non-Degree/Certification - PERSONAL ENRICHMENT	Freshman

At the bottom of the page Click "Save," once saved, you cannot change grades.

To email/notify a student/(s):

Below is a view of a roster- To e-mail/notify a single or a selected few students, click the checkbox in the “Notify” column, next to the student’s name first. Then click on the “notify selected students” button at the bottom of the page.

Enrolled Students									Find	First	1-17 of 17	Last
	Notify	Early Alert	ID	Name	Grade Basis	Units	Program and Plan	Level				
1	<input type="checkbox"/>		5 207	nk	Graded	3.00	Degree/Certificate Seeking - PSYCHOLOGY-AA	Freshman				
2	<input type="checkbox"/>		5 159	Sabral Concepcion Favila	Graded	3.00	Non-Degree/Certification - PERSONAL ENRICHMENT	HighSchl				
3	<input type="checkbox"/>		1 160	Cl n M	Graded	3.00	Degree/Certificate Seeking - NURSING-AAS	Freshman				
11	<input type="checkbox"/>		50 05	H. D.	Graded	3.00	Degree/Certificate Seeking - PHYS THERAPIST ASSISTANT-AAS	Freshman				
12	<input type="checkbox"/>		50 11	Ianr Ann	Graded	3.00	Degree Seeking-Non FA Eligible - ASSOCIATE OF ARTS	Freshman				
13	<input type="checkbox"/>		10 5	I C.	Graded	3.00	Degree/Certificate Seeking - NURSING-AAS/PRE-DIAGNOSTIC MED SONO-AGS	Freshman				
14	<input type="checkbox"/>		10 508	L E	Graded	3.00	Degree/Certificate Seeking - NURSING-AAS	Sophomore				
15	<input type="checkbox"/>		5 3	Rc wrenda	Graded	3.00	Degree/Certificate Seeking - ASSOCIATE OF ARTS	Sophomore				
16	<input type="checkbox"/>		50	Rc Mi Kaelyn	Graded		Degree/Certificate Seeking					
17	<input type="checkbox"/>		10 3	V Michelle	Graded							

Click on the “notify all students” button to e-mail/notify your entire class

[Select All](#) [Clear All](#)

notify selected students

notify all students

[Printer Friendly Ve](#)

[Faculty Center](#) [Search](#)
[My Schedule](#) [Class Roster](#) [Grade Roster](#)

You will see the following screen after you make your selection of the student's you want to e-mail/notify and click the appropriate button.

Send Notification

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

Notification from Andrew Nevada

From: csn.csn@hotmail.com

To: csn.csn@hotmail.com

CC:

BCC: SFCSNTEST@YAHOO.COM, SFCSNTEST@YAHOO.COM, SFCSNTEST@YAHOO.COM, SFCSNTEST@YAHOO.COM, SFCSNTEST@YAHOO.COM

Subject: <From the desk of Andrew Nevada>

Message Text:

Your message to your student's goes here

SEND NOTIFICATION

**It is recommended that you change the subject of your message so students know what class the message is about.

Student's e-mail addresses will automatically go here so that the addresses are not visible to other students in the class

click to submit the email(s)