

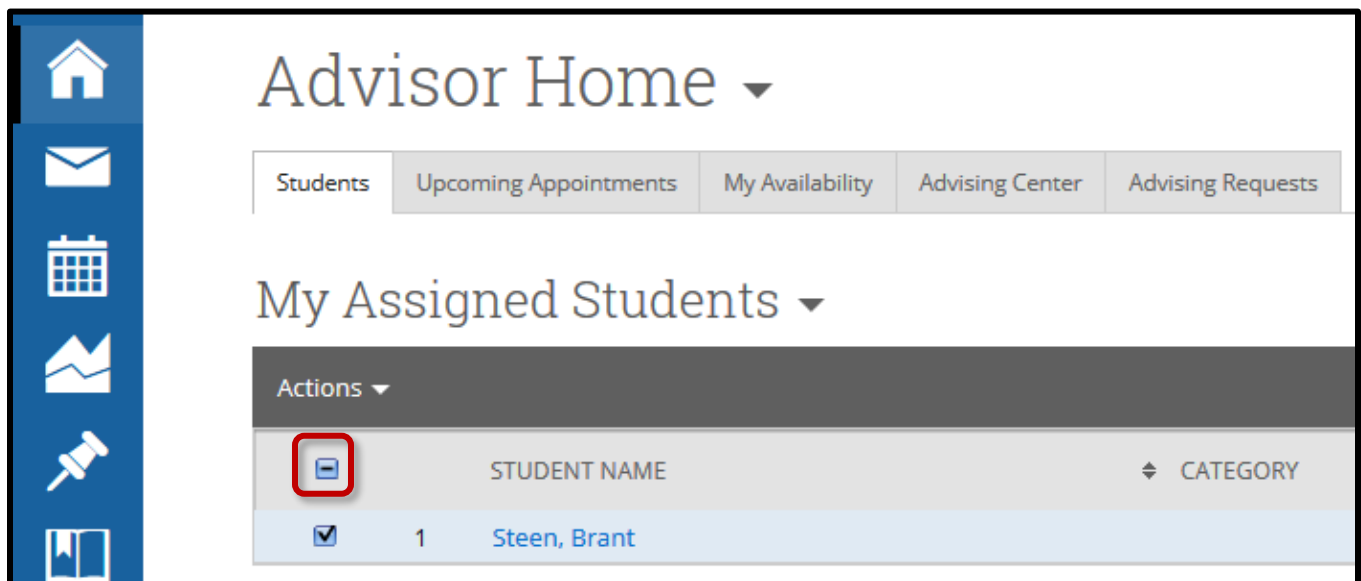
Quickly Sending an Email to all Assigned Advisees in GradesFirst

Instead of using the Reports area on MyBucks to send emails to your advisees, follow this tutorial to quickly send an email to your assigned students through GradesFirst.

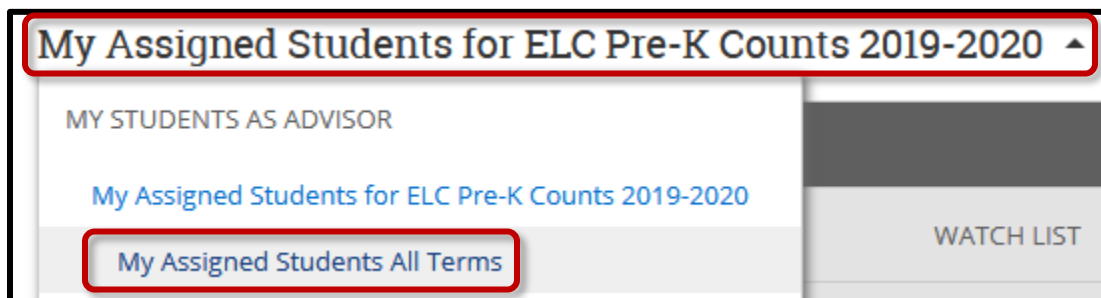
1. Log into MyBucks, <https://portal.bucks.edu/> and click the **GradesFirst** icon under Apps for Employees. You will be signed in automatically through Single Sign On.



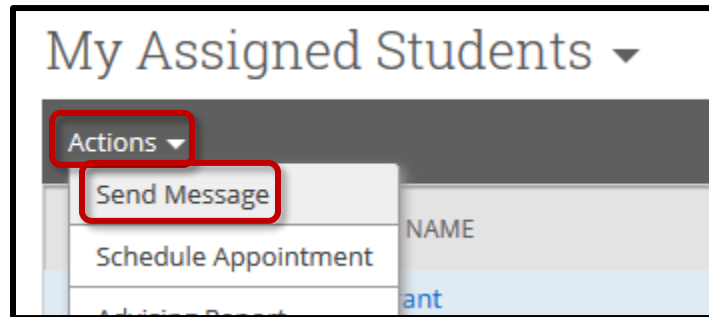
2. On the main page of GradesFirst, you will see a listing of your currently assigned students. Place a **checkmark** in the top box under Actions to select all students.



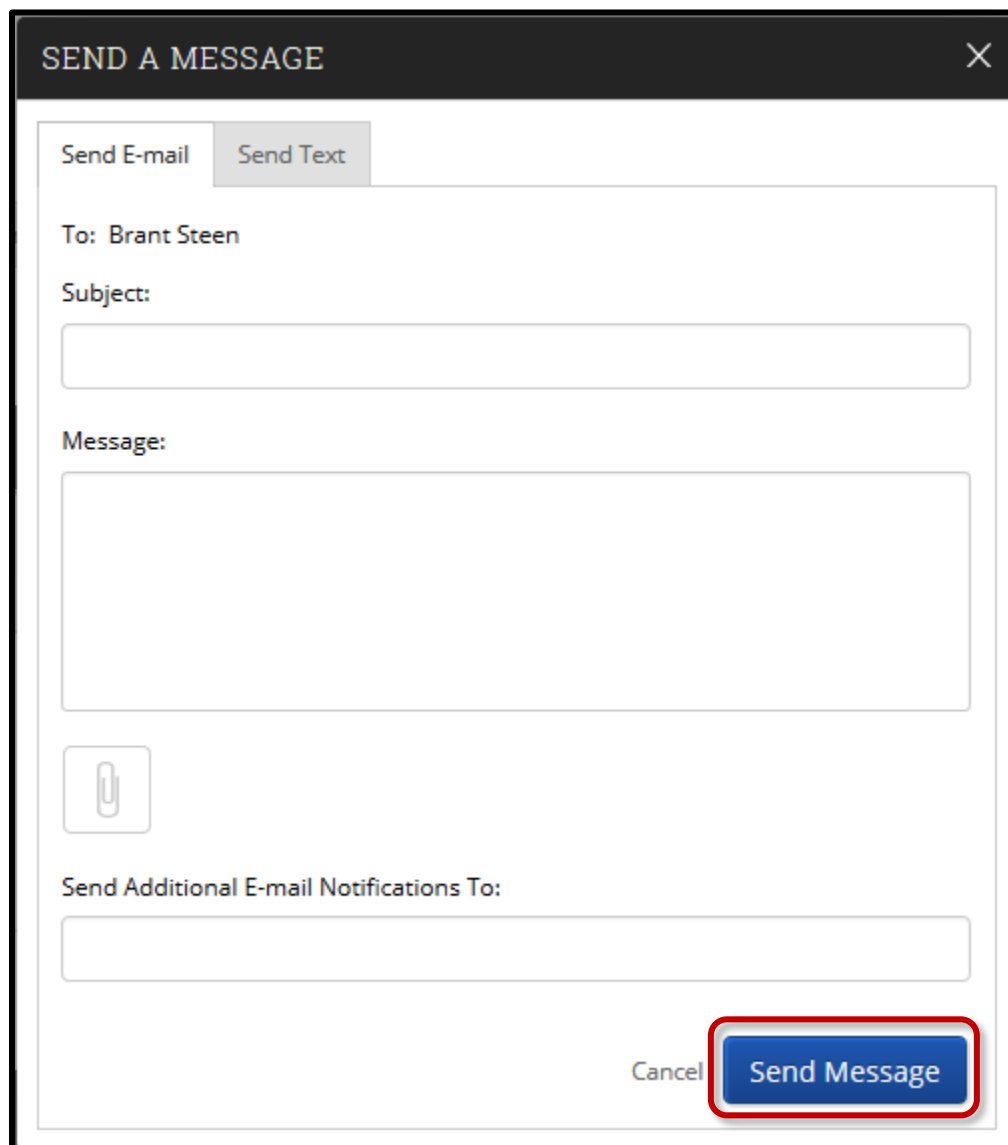
- **Note:** If you do not see any students listed, click the “My Assigned Students...” dropdown and select **My Assigned Students All Terms**.



3. Click the **Actions** dropdown under My Assigned Students, then click **Send Message**.



4. Compose the message as you would a normal email with a Subject, Message, and Attachment. You can add links in your message that students will be able to click on. When you are satisfied with your message, click the **Send Message** button at the bottom.
 - **Please note:** sending attachments may not work in Internet Explorer – please use Firefox or Chrome at this moment.

A screenshot of a "SEND A MESSAGE" dialog box. At the top, there are two tabs: "Send E-mail" (selected) and "Send Text". Below the tabs, the "To:" field is populated with "Brant Steen". The "Subject:" field is empty. Below that is a large text area for the "Message:". To the left of the message area is a paperclip icon representing an attachment. Below the message area is a field for "Send Additional E-mail Notifications To:". At the bottom right, there are two buttons: "Cancel" and "Send Message". The "Send Message" button is highlighted with a red rectangular box.