

PROCESSING STUDENT RECORDS

Emailing Students via Class Roster

In this lesson you will learn the processes for:

Viewing the Class Roster.....	1
Emailing Class	2

Step by Step Guide

Viewing Class Roster

To send an email to all or selected students enrolled in a class you need to first view the Class Roster.

1. Navigate to: **Curriculum Management > Class Roster > Class Roster**. The Class Roster Find an Existing Value page appears.

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of :

Find an Existing Value

Academic Institution: begins with

Term: begins with

Subject Area: begins with

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

[Basic Search](#) [Save Search Criteria](#)

2. Enter in the appropriate search criteria and click “Search”, the Class Roster appears.

Class Roster

Class Roster Details			
Course:	COG_SCI 399-0	Institution:	Northwestern University
Title:	Independent Study	Term:	2008 Winter
Class Number:	23800	Session:	Regular Academic Session
Class Section:	20	Career:	Undergraduate
Component:	Lecture		
Time:	12:00AM - 12:00AM	Instructor:	Faculty,John

*Enrollment Status:

Enrollment Capacity: 30 Enrolled: 1

Enrolled Students							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		Student Amy K	ABC/NC	1.00	Weinberg College of Arts & Sci - Undeclared	Sophomore

[Notify Selected Students](#)




[Notify Listed Students](#)

[Return to Search](#)

Emailing Students from Class Roster

- To email the entire class click on the “Notify Listed Students” link.

Enrollment Capacity: 30 Enrolled: 1

Enrolled Students							
Customize Find 							
First  1 of 1  Last							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		Student, Amy K	ABC/NC	1.00	Weinberg College of Arts & Sci - Undeclared	Sophomore

[Notify Selected Students](#)

[Notify Listed Students](#)

Your email appears. You can manually edit the To, CC, and BC fields. The Subject line can also be edited.

Send Notification

 [View FERPA Statement](#)

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

Notification from Angela Solomon

From: angela-solomon@northwestern.edu

To:

CC:

BCC:

Subject:

Message Text:

[Return to Class Roster](#)

- After you have entered in your email message, click on the Spell Check button to run the Spell Check option.

Spell Check

Field Label: Message Text

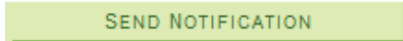
Spell Check Text: This **email** will go out to the entire class with an active email.

Change To:

Alternatives:

- Emil
- e-mail
- E-mail

- Click on the “Send Notification” button when you are ready to send the message.



- To email selected students in the class select the students you want to email by putting a checkmark in the “Notify” box and click on the “Notify Selected Students” link.

Enrolled Students							
	Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input checked="" type="checkbox"/>	2	Student Amy K	ABC/NC	1.00	Weinberg College of Arts & Sci - Undeclared	Sophomore

[Notify Selected Students](#)

[Notify Listed Students](#)

Follow steps 2 and 3 from above to complete the email process.