

Sending Email Notifications from the Administrative Class Roster

The following are procedures for sending email notification to some/ all students listed on an administrative class roster.

Note: The email message is generated by the PeopleSoft system, not the sender's email account, however default email fields are automatically defaulted with the sender's email address to provide a record of the message and to ensure email replies are managed.

1. Navigation: Curriculum Management, Class Roster, Class Roster
2. Enter search criteria and click the **Search** button to find the class or to receive a search results list from which to select a class

Class Roster

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution: begins with UWSUP

Term: begins with 0850

Subject Area: begins with NSED

Catalog Nbr: begins with

Class Nbr: =

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

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

Search Results

[View All](#) First 1-4 of 4 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UWSUP	0850	NSED	321	1948	E1	Dist Learn	000881	1	Tch Elem/Middle School Science
UWSUP	0850	NSED	321	2374	001	Full Term	000881	1	Tch Elem/Middle School Science
UWSUP	0850	NSED	322	1949	E1	Dist Learn	000882	1	Lab Exp-Elem/Middle School Sci
UWSUP	0850	NSED	322	2375	001	Full Term	000882	1	Lab Exp-Elem/Middle School Sci

3. Select the Student(s) on the roster you want the system to send an email to:
 - a. Click the check box next to each name to identify individual students... OR
 - b. Click the **Select All** link to select all students on the roster; Click the **Clear All** link to remove previously selected students

The screenshot shows the 'Class Roster' page for 'NSED 321 - 001 (2374)'. Below the class details, there is a table of enrolled students. A callout box 'a' points to a checkbox in the first row of the table, with the text 'a. click checkbox to select individual'. Below the table, there are links for 'Select All' and 'Clear All', and a 'notify selected students' button. A callout box 'b' points to these links and the button, with the text 'b. Use links to select all or clear all check boxes'.

Select	ID	Student Name	Grade	Units	Program and Plan	Level
<input type="checkbox"/>	8899436	Buhrmann, Alyssa F	Ed	3.00	Undergraduate - Elementary Ed	Junior
<input type="checkbox"/>	8899437		Ed	3.00	Undergraduate - Elementary Ed	Senior
<input type="checkbox"/>	8899438		Ed	3.00	Undergraduate - Elementary Ed	Senior
<input type="checkbox"/>	8899439		Graded	3.00	Undergraduate - Elementary Ed	Senior
<input type="checkbox"/>	8899440		Graded	3.00	Undergraduate - Elementary Ed	Senior
<input type="checkbox"/>	8899441		Graded	3.00	Undergraduate - Elementary Ed	Senior

4. Click the [notify selected students](#) button
5. Enter email data in the fields as follows:
 - a. **From:** The senders name is automatically identified in the field and cannot be edited
 - b. **To:** The senders email address is defaulted in the field. You can remove the email and or add additional email separated by a comma as shown
 - c. **CC:** The CC (Carbon Copy) field is left blank but maybe populated with additional email addresses as needed
 - d. **BCC:** The BCC (Blind Carbon Copy) field is defaulted with the Campus email address for each student on the roster. BCC is used so that the student receiving the email doesn't see all of the email recipients
 - e. **Subject:** A "<from the desk of sender's name>" text is defaulted as the subject. This field can be edited to include whatever text is appropriate
 - f. **Message Text:** Enter the body of your message here. This text block does not support graphics or hyperlinks at this time. NOTE: The book icon provides the ability to run spell checking against the text entered in this message

Sending Email Notifications from the Administrative Class Roster

Favorites | Main Menu > Curriculum Management > Class Roster > Class Roster

Blair, Janet

Class Roster

Send Notification

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

Notification from Blair, Janet

From: JBLAIR@UWSUPER.EDU **a.**

To: jrink@uwsuper.edu, **b.**

CC: **c.**

BCC: DFRECHET@UWSUPER.EDU, IBEZROUK@UWSUPER.EDU, DTRIEBWA@UWSUPER.EDU, **d.**

Subject: <from the desk of XXXXX> **e.**

Message Text: **f.**

SEND NOTIFICATION

[Return to Class Roster](#)

6. Click the **SEND NOTIFICATION** button to send the message