

ONE.UF: VIEW CLASS ROLLS AND ACCESS & MANAGE COURSE LISTSERVS

The following instruction guide will walk you through how to view your class rolls and access & manage your listservs in One.UF.

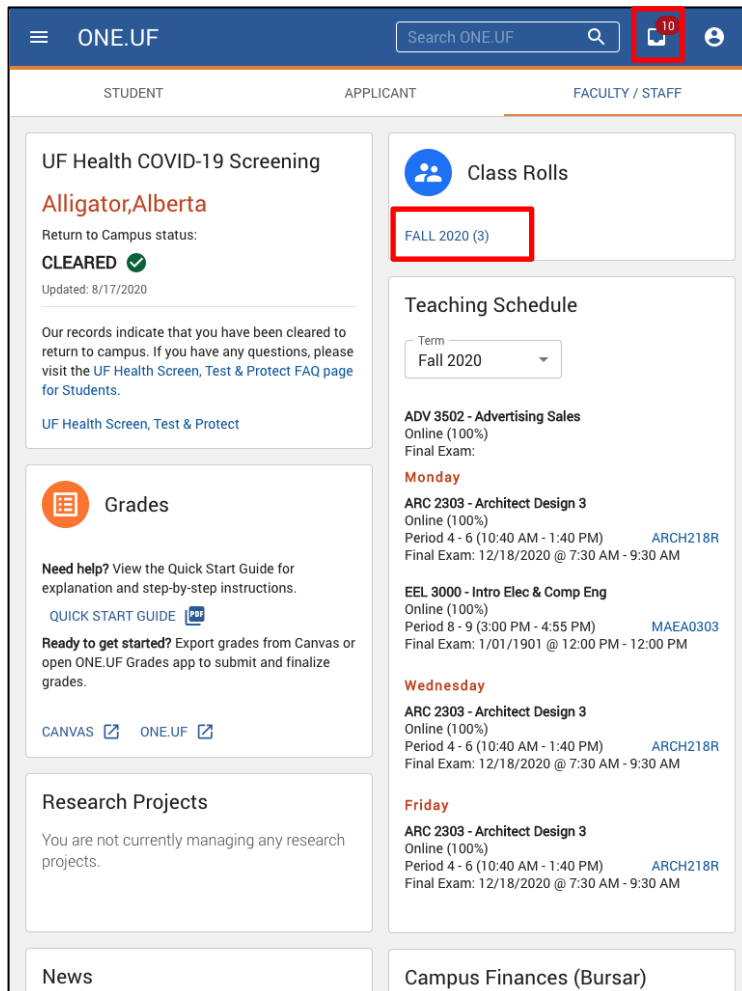
NAVIGATION

Navigate and log into ONE.UF:

1. Go to the web address one.uf.edu
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
5. Click the **LOG IN** button

PROCESS

Use the following steps to view your class rolls:



1. In the Class Rolls card, click **Semster Link**. In this example, FALL 2020 (3) would be clicked.

Note: the blue number in parentheses indicates the number of classes you are teaching. If you are teaching multiple sections of a class, the next few steps will show you how to view those.

2. Click the **arrow** to open the class details section. The blue circle with a number indicates how many sections of each course you are teaching.
3. To access your class listerv, click the **envelope icon** next to the class section you would like to email.

Term: Fall 2018

My Class Rolls

CHM 1020 - Chem for Liberal Arts (1)

CHM 2045 - General Chemistry (3)

| Class Roll | Listserv | Class # | Meeting Info | Enrolled | Cle |
|------------|----------|---------|---|----------|-----------|
| CLASS ROLL | | 11720 | M,T,R Period 9 (4:05 PM - 4:55 PM) F Period 3 (9:35 AM - 10:25 AM) | 21 | 8/: 12 |
| CLASS ROLL | | 11721 | M,T,R Period 9 (4:05 PM - 4:55 PM) F Period 1 (7:25 AM - 8:15 AM) | 13 | 8/: 12 |
| CLASS ROLL | | 11726 | M,T,R Period 11 (6:15 PM - 7:05 PM) W Period 7 (1:55 PM - 2:45 PM) | 21 | 8/: 12 |

VIEW COMBINED

4. Your default email program (Ex. Outlook) will open a draft email message with the listserv address in the To... line. The listerv email address will look similar to this: Fall-2018-CHM2045-11720@lists.ufl.edu
5. Simply, add a Subject, compose your email, and click the send button to email the entire section.

If you would like to email all sections of a class, click back into the browser window. Click the envelope icon next to each section. A draft email will appear for each section's listerv. Copy and paste each listerv address into the To... line on the initial email.

Your combined To... line should look similar to this

To...

Section 1 Listerv Address **Section 2 Listerv Address**

VIEW COMBINED CLASS ROLLS

1. With the class details expanded, click the **VIEW COMBINED** link.
2. A listing of all students, across all sections of the course displays.
3. Click the **< Back to My Class Rolls** link to return to the listing of your class rolls.

OR click **ONE.UF** to return to the homepage.

Quick Tip!
Click the **EXCEL** download link or the **CSV** download link to download the combined class roll.

Enrolled Students

| UFID | Last Name | First Name | E-mail | Grade Basis | Credits | College ⓘ |
|----------|---------------------|----------------------|-----------------|--------------|---------|--------------------------------|
| 12345678 | Student's Last Name | Student's First Name | student@ufl.edu | Letter Grade | 3 | Engineering |
| 23456789 | Student's Last Name | Student's First Name | student@ufl.edu | Letter Grade | 3 | Agricultural and Life Sciences |
| 34567891 | Student's Last Name | Student's First Name | student@ufl.edu | Letter Grade | 3 | Health and Human Performance |
| 45678912 | Student's Last Name | Student's First Name | student@ufl.edu | Letter Grade | 3 | Arts |
| 56789123 | Student's Last Name | Student's First Name | student@ufl.edu | Letter Grade | 3 | Liberal Arts and Sciences |
| | | | | | | Health and |

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
352-392-1374
registrar.ufl.edu