



VIEWING/EMAILING CLASS ROSTER

The Class Roster allows the user to view enrolled and waitlisted students. It also includes a feature that allows the user to email some or all of the students on the roster. This instruction guide outlines the steps required to send emails to students.

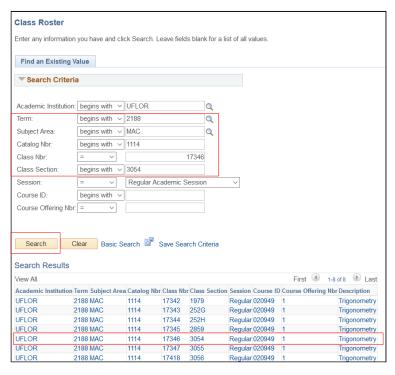
NAVIGATION

Use the following navigation to navigate to the Enrollment page:

- 1. Click the NavBar icon
- 2. Click Main Menu
- 3. Click Student Information System
- 4. Click Curriculum Management
- 5. Click Class Roster
- 6. Click Class Roster

PROCESS

Use the following steps to use the Class Roster page:



- 1. Enter the Term
- 2. Enter the Subject Area
- 3. Enter the Catalog Nbr
- 4. Enter the Class Nbr (if known)

OR

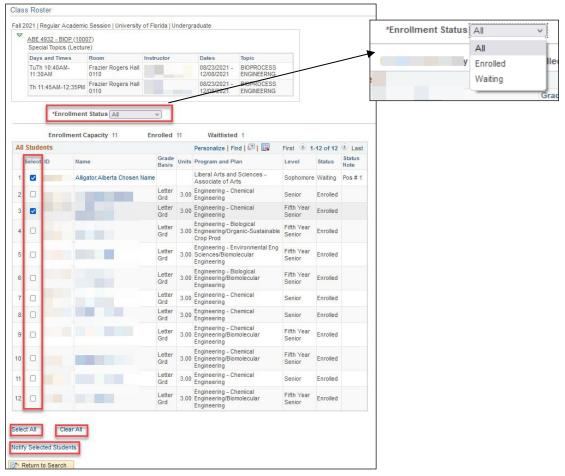
Enter the Class Section (if known)

- 5. Click the Search button
- 6. Click the appropriate class





- Change Enrollment Status to:
 - a. All if you wish to view both enrolled and waitlisted students
 - b. Enrolled if you wish to view only enrolled students
 - c. Waiting if you wish to view only waitlisted students
 - Position Number shows where the student is on the waitlist in comparison to other waitlisted students
 - ii. Note: Students are not guaranteed a seat in the class and should not expect to be enrolled by waitlisting in a class
- 2. Check the box in the Select column for each student you wish to email
- 3. If you wish to select all students on the roster for email notification, click the Select All link
- 4. If you wish to clear the check boxes you have selected, click the Clear All link
- 5. When you have made your selections, click the Notify Selected Students link



6. An email dialog opens for the selected students

Updated: December 6, 2022

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Enter your message in the Message Text field and any other necessary information according to the fields described below:

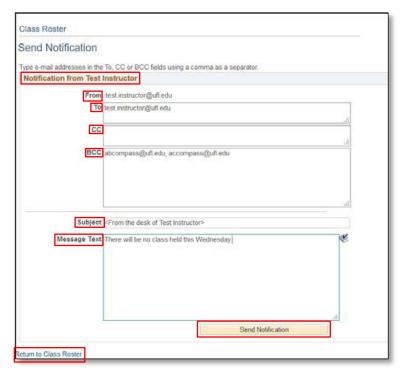
Notification from Test Instructor: The name of the user who is sending the email will appear here. In this example, the user who is signed in and accessing the class roster is "Test Instructor." This *cannot* be edited

From: The user's email will be listed in the **From** line. This *cannot* be edited

To: The user's email defaults here. It allows you to receive the notification that you are sending to the students. This *can* be edited

CC: This field is usually left blank. You can enter email addresses here. Other email recipients will see these email addresses.

BCC: The students' email addresses selected in step 2 will appear here. You can edit this field to add, update or remove email addresses



Subject: the default subject is <From the desk of user's name >. You can edit this field

Message Text: Type your message here

- 8. When you are finished editing the message, click the **Send Notification** button. This will send your email message to the selected students
- 9. You can return to the class roster by clicking the **Return to Class Roster** link. If you click this link without clicking the Send Notification button, the email will not be sent to the students

FOR ADDITIONAL ASSISTANCE
Technical Issues
The UF Computing Help Desk
352-392-HELP
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