

## VIEWING/EMAILING CLASS ROSTER

The Class Roster 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:

**Class Roster**

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

**Search Criteria**

Academic Institution: begins with UFLOR

Term: begins with 2188

Subject Area: begins with MAC

Catalog Nbr: begins with 1114

Class Nbr: = 17346

Class Section: begins with 3054

Session: = Regular Academic Session

Course ID: begins with

Course Offering Nbr: =

**Search Results**

View All First 1-8 of 8 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Class Nbr	Class Section	Session	Course ID	Course Offering Nbr	Description
UFLOR	2188	MAC	1114	17342	1979	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17343	252G	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17344	252H	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17345	2859	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17346	3054	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17347	3055	Regular	020949	1	Trigonometry
UFLOR	2188	MAC	1114	17418	3056	Regular	020949	1	Trigonometry

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

Class Roster

Fall 2018 | Regular Academic Session | University of Florida | Undergraduate

▼ **ENC 2305 - 1C60 (13957)**  
Analytical Writing and Thinking (Lecture)

Days and Times	Room	Instructor	Dates	Topic
Tu 1:55PM-2:45PM	Matherly Hall 0118	Staff	08/22/2018 - 12/05/2018	NO PLACE LIKE "HOME"
Th 1:55PM-3:50PM	Matherly Hall 0118	Staff	08/22/2018 - 12/05/2018	NO PLACE LIKE "HOME"

\*Enrollment Status: **Enrolled**

Enrollment Capacity 14    Enrolled 4

Select	ID	Name	Grade Basis	Units	Program and Plan	Level
<input checked="" type="checkbox"/>	00000000	Student Name	Letter Grd	3.00	Liberal Arts and Sciences - Biology	Freshman
<input type="checkbox"/>	11111111	Student Name	Letter Grd	3.00	Liberal Arts and Sciences - Biology	Sophomore
<input checked="" type="checkbox"/>	22222222	Student Name	Letter Grd	3.00	Liberal Arts and Sciences - Psychology	Junior
<input type="checkbox"/>	33333333	Student Name	Letter Grd	3.00	Liberal Arts and Sciences - Psychology/Family, Youth & Community Sci	Sophomore

Select All    Clear All

Notify Selected Students

Return to Search    Previous in List    Next in List

7. Check the box in the **Select** column for each student you wish to email
8. If you wish to select all students on the roster for email notification, click the **Select All** link
9. If you wish to clear the check boxes you have selected, click the **Clear All** link
10. When you have made your selections, click the **Notify Selected Students** link

11. An email dialog opens for the selected students
12. Enter your message in the **Message Text** field and any other necessary information according to the fields described below

Class Roster

Send Notification

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

**Notification from Test Instructor**

**From:** test.instructor@ufl.edu

**To:** test.instructor@ufl.edu

**CC:**

**BCC:** abccompass@ufl.edu, acccompass@ufl.edu

**Subject:** <From the desk of Test Instructor>

**Message Text:** There will be no class held this Wednesday

Send Notification

Return to Class Roster

**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

13. When you are finished editing the message, click the **Send Notification** button. This will send your email message to the selected students

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**14.** 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

[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

### Policies and Procedures

Office of the University Registrar

352-392-1374

[registrar.ufl.edu](http://registrar.ufl.edu)