






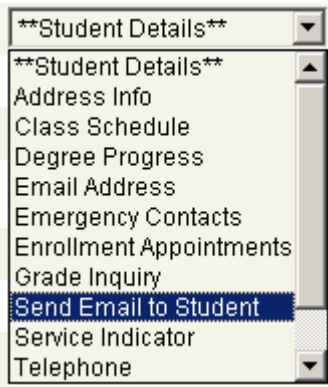


Emailing Advisees from Faculty Self – Service Process One: View Advisee Information Process Two: New/Drop In Advisee	
	This job aid describes the procedure for emailing students using through Faculty Self-Service. The email will be received by all advisees that have been assigned to you.
Step	1. Log on to the ISIS Application with your ISIS Username and Password. Navigate to the Access Class Roster page.
	SA Self Service → Learning Management → Management → View Advisee Information
PROCESS ONE – EMAIL ADVISEE INFORMATION	
	<p>Click on the View Advisee Information Link</p> <p>Home > SA Self Service > Learning Management > Home > Learning Management</p> <h3 style="color: blue;">Learning Management</h3> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> Management Review your class schedule information, view your class rosters and enter grade information.</p> <p>View My Class Schedule</p> <p>View My Weekly Schedule</p> <p>Access Class Roster</p> <p>Record Grades</p> </div> <div style="width: 45%;"> <p> Advisement Review advisee information, transcripts and degree progress reports.</p> <p>View Advisee Information</p> <p>New/Drop-In Advisees</p> <p>Student Summary - All Terms</p> <p>Student Summary - One Term</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p> Security Settings Maintain your personal identification numbers, and set personal directory restrictions.</p> <p>User Preferences</p> <p>Password and Personalization</p> </div> <div style="width: 45%;"> <p> Course Catalog and Schedule View course catalog information and look for specific class sections.</p> <p>View Course Catalog</p> <p>View Schedule of Classes</p> </div> </div>

<p>Step</p>	<p>2.</p>	<p>Click on the drop down menu to email to one student</p> <p>The View Advisees' Information page opens.</p> <p>Home > SA Self Service > Learning Management > Advisement > View Advisees' Information</p> <p>Student Advisee Roster</p> <p>Janice Doe</p> <p>Select from **Student Details** to view a Degree Progress Report, Enrollment Appointments, Unofficial Transcript, Transfer Credit Report, Term Grades or Class Schedule.</p> <p style="text-align: center;">Email to all Advisees *Sort By: Name (Last,First) ▾</p> <p style="text-align: right;">Find View All First 1-25 of 69 Last</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Career</th> <th>Program</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td> 00856541</td> <td> Doe, Peter</td> <td>Undergraduate</td> <td>Arts & Sciences</td> <td>**Student Details** ▾</td> <td>Go</td> </tr> <tr> <td> 00857894</td> <td> Doe, Paul</td> <td>Undergraduate</td> <td>Arts & Sciences</td> <td>**Student Details** ▾</td> <td>Go</td> </tr> <tr> <td> 00832212</td> <td> Doe, Mary</td> <td>Undergraduate</td> <td>Arts & Sciences</td> <td>**Student Details** ▾</td> <td>Go</td> </tr> <tr> <td> 00899118</td> <td> Doe, Michael</td> <td>Undergraduate</td> <td>Arts & Sciences</td> <td>**Student Details** ▾</td> <td>Go</td> </tr> </tbody> </table>	ID	Name	Career	Program			00856541	Doe, Peter	Undergraduate	Arts & Sciences	**Student Details** ▾	Go	00857894	Doe, Paul	Undergraduate	Arts & Sciences	**Student Details** ▾	Go	00832212	Doe, Mary	Undergraduate	Arts & Sciences	**Student Details** ▾	Go	00899118	Doe, Michael	Undergraduate	Arts & Sciences	**Student Details** ▾	Go
ID	Name	Career	Program																													
00856541	Doe, Peter	Undergraduate	Arts & Sciences	**Student Details** ▾	Go																											
00857894	Doe, Paul	Undergraduate	Arts & Sciences	**Student Details** ▾	Go																											
00832212	Doe, Mary	Undergraduate	Arts & Sciences	**Student Details** ▾	Go																											
00899118	Doe, Michael	Undergraduate	Arts & Sciences	**Student Details** ▾	Go																											
		<p>Note: The drop down menu will display all the jumps to the different pages. Click on Send Email to Student to email to one student.</p> 																														
<p>Step</p>	<p>3.</p>	<p>Click on Go</p> <p>The Email page opens.</p>																														

[Home](#) > [SA Self Service](#) > [Learning Management](#) > [Advisement](#) > **View Advisees' Information**

Note to Instructor: This email will be delivered by an email server and students will not be able to reply directly to sender. You will receive a copy of the email when it is sent and only actively enrolled students will receive the email. Only one attachment can be sent per each email (multiple files may be compressed into a single file).

Send Email

To: Janice_Doe@uml.edu
BCC: Peter_Doe@student.uml.edu
Subject: Message from your Advisor: Janice Doe
Attached File:
Message:

[Back to Advisee Roster](#)



Notes:

- This email will be delivered by an email server and students will not be able to reply to you directly. You will receive a copy of the email when it is sent.
- The **To** field will be populated with your UMass email address. The **BCC** field will be populated with the names of the students in your class.
- The message body must be limited to 16,959 characters.



Tip:

- To Email to all your advisees who are assigned to you, click on the **Email to all Advisees** link.

[Home](#) > [SA Self Service](#) > [Learning Management](#) > [Advisement](#) > [View Advisees' Information](#)

Student Advisee Roster


Janice Doe

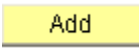
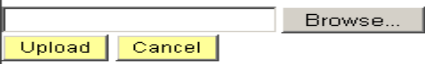
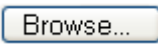
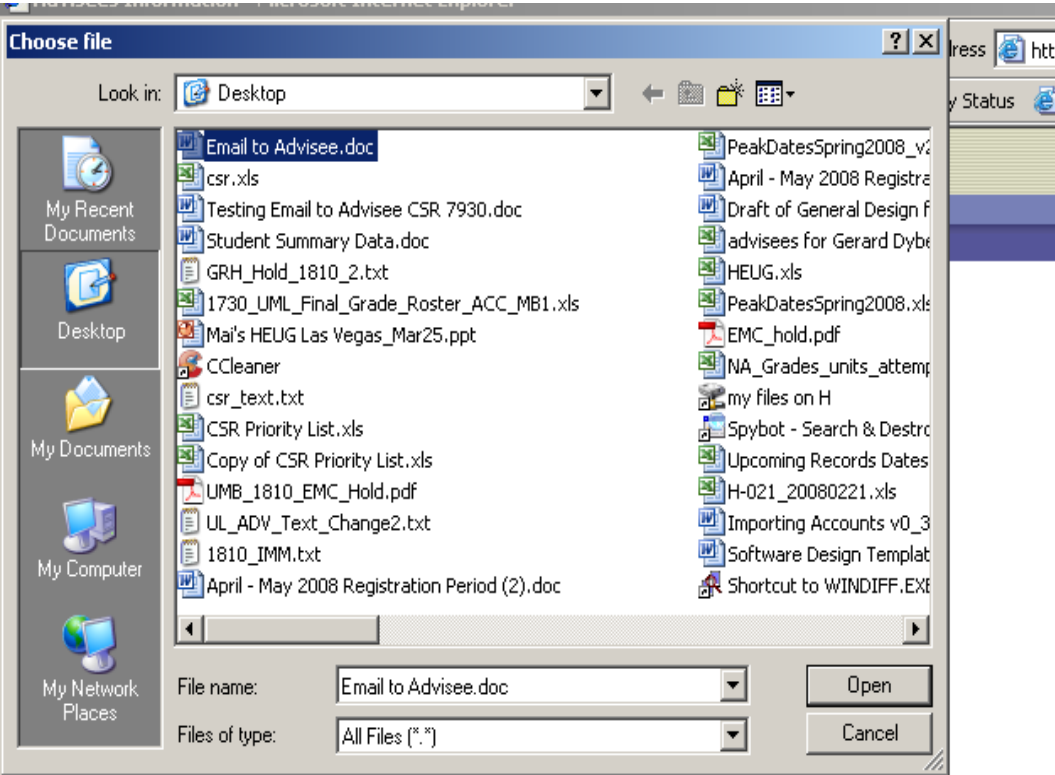
Select from ****Student Details**** to view a Degree Progress Report, Enrollment Appointments, Unofficial Transcript, Transfer Credit Report, Term Grades or Class Schedule.

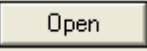
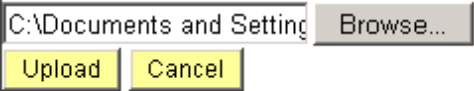
[Email to all Advisees](#)

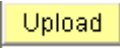




*Sort By:

[Find](#) | [View All](#) | First [Last](#)

ID	Name	Career	Program		
 00856541	 Doe, Peter	Undergraduate	Arts & Sciences	**Student Details**	<input type="button" value="Go"/>
 00857894	 Doe, Paul	Undergraduate	Arts & Sciences	**Student Details**	<input type="button" value="Go"/>
 00832212	 Doe, Mary	Undergraduate	Arts & Sciences	**Student Details**	<input type="button" value="Go"/>
 00899118	 Doe, Michael	Undergraduate	Arts & Sciences	**Student Details**	<input type="button" value="Go"/>

<p>Step 4.</p>	<p>To attach a file, click in the Attached File field and click  .</p> <p>The following page displays.</p> <p>Home > SA Self Service > Learning Management > Advisement > View Advisees' Information</p> 
<p>Step 5.</p>	<p>Click  to search for the appropriate file.</p> <p>The Choose file dialog box opens.</p> 

Step	6.	<p>Select the file to attach to the email and click .</p> <p>The file location displays in the Browse field.</p> <p>Home > SA Self Service > Learning Management > Advisement > View Advisees' Information</p> 
-------------	-----------	--

Step	7.	<p>Click .</p> <p>The Email page reopens with the name of the file in the Attached File field.</p> <p>Home > SA Self Service > Learning Management > Advisement > View Advisees' Information</p> <div data-bbox="397 1161 1378 1255"><p>Note to Instructor: This email will be delivered by an email server and students will not be able to reply directly to sender. You will receive a copy of the email when it is sent and only actively enrolled students will receive the email. Only one attachment can be sent per each email (multiple files may be compressed into a single file).</p></div> <div data-bbox="397 1268 1385 1835"><p>Send Email</p><p>To: Jane_Doe@uml.edu</p><p>BCC: Peter_Doe@student.uml.edu</p><p>Subject: Message from your Advisor: Janice Doe</p><p>Attached File: Email_to_Advisee.doc  </p><p>Message: This is a test email to your advisee.</p><p> </p></div> <p style="text-align: right;">Back to Advisee Roster</p>
-------------	-----------	--


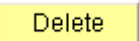


Note: Only one attachment can be sent per email. To send multiple files, use **WinZip** and follow the steps below.

1. In the **WinZip** window, click the **New** toolbar button or choose **New Archive** from the **File** menu. The **New Archive** dialog box displays.
2. In the **New Archive** dialog box, specify the location where you want to create the archive and type the name you want to use for your new archive.
3. Click **OK**. The **Add** dialog box displays.
4. In the **Add** dialog box, select the files that you want to add to your new archive and click **Add**.
5. Attach the file to the email by following Steps 6 through 9 of this job aid.


Step

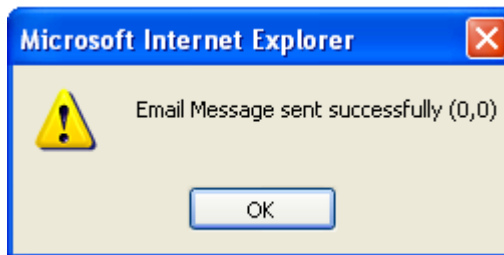
8.

To view the attached document, click . To delete the attached document, click .

Step

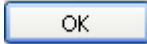
9.

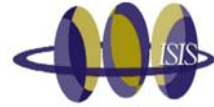
Click  to send the email.
The following message displays.



Step

10.

Click .



Note: The email that the student receives will be similar to the example below.

Message from your Advisor: Janice Doe - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward

From: Donotreply@soong.umassadmin.net

To: Doe, Janice

Cc:

Subject: Message from your Advisor: Janice Doe






Attachments: Email_to_Advisee.doc (32 KB)

DO NOT REPLY to this message.



If you want to contact your advisor, please create a new email and send to Janice_Doe@uml.edu.

This is a test email to your advisee.

End Procedure

PROCESS TWO – EMAIL NEW/DROP-IN ADVISEE RECORD	
 SA Self Service → Learning Management → Home → Learning Management → New/Drop-In Advisees	
Step	<p>1. Begin by logging on to the ISIS application by entering your ISIS User ID and Password. Navigate to the New/Drop-In Advisee page.</p> <p>Home > SA Self Service > Learning Management > Home > Learning Management</p> <h3 style="color: blue;">Learning Management</h3> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> Management Review your class schedule information, view your class rosters and enter grade information. View My Class Schedule View My Weekly Schedule Access Class Roster Record Grades</p> <p> Security Settings Maintain your personal identification numbers, and set personal directory restrictions. User Preferences Password and Personalization</p> </div> <div style="width: 45%;"> <p> Advisement Review advisee information, transcripts and degree progress reports. View Advisee Information New/Drop-In Advisees (circled in red) Student Summary - All Terms Student Summary - One Term</p> <p> Course Catalog and Schedule View course catalog information and look for specific class sections. View Course Catalog View Schedule of Classes</p> </div> </div>
Step	<p>2. The New/Drop-In Advisees page opens. Enter the Student ID:</p> <p>Home > SA Self Service > Learning Management > Advisement > New/Drop-In Advisees</p> <h3 style="color: blue;">New/Drop-In Advisees</h3> <p>Janice Doe University of Mass Lowell</p> <div style="border: 1px solid gray; padding: 5px;"> <p>New/Drop-In Advisee?</p> <p>Enter the Student ID below or use the Search function and select a process from **Student Details**.</p> <p>Student ID: <input type="text" value="00011234"/> <input type="button" value="Q"/> <input type="button" value="Go"/></p> <div style="border: 1px solid gray; padding: 2px; width: 150px;"> <p>**Student Details**</p> <p>**Student Details**</p> <p>Address Info</p> <p>Class Schedule</p> <p>Degree Progress</p> <p>Email Address</p> <p>Emergency Contacts</p> <p>Enrollment Appointments</p> <p>Grade Inquiry</p> <p>Send Email to Student</p> <p>Service Indicators</p> <p>Telephone</p> </div> </div> <p>Return to Learning Management</p>



Step	3.	Tab out of the ID field. If you do not know the Student ID you can use the Look up tool.
	<p>Note: Note: Click the  Look up icon to search for a student ID.</p> <p>The Lookup Student ID page opens.</p> <p>Enter search criteria.</p> <div data-bbox="305 558 928 991" style="border: 1px solid black; padding: 10px; background-color: #ffffcc;"> <p>Lookup Student ID</p> <p>ID: <input type="text"/></p> <p>Campus ID: <input type="text"/></p> <p>National ID: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> </div> <p>You will be returned to the New Drop-In Advisees page.</p>	
Step	4	Follow the same steps as the View Advisee Information in Process One above to email to New/Drop In Advisee.
End Procedure		