

Emailing Students Using the Class Roster (Windows)



This job aid describes the Windows procedure for emailing students using the Class Roster. The email will be received by all students enrolled in a class, excluding students who dropped or received the following grades: W, X, Y, NC, Q, NA.

All students must have a UMass student email account. Personal spam filters should be customized to approve this email by adding the name of the trusted email (DONOTREPLY@soong.umassp.net) to an approved list.

Step

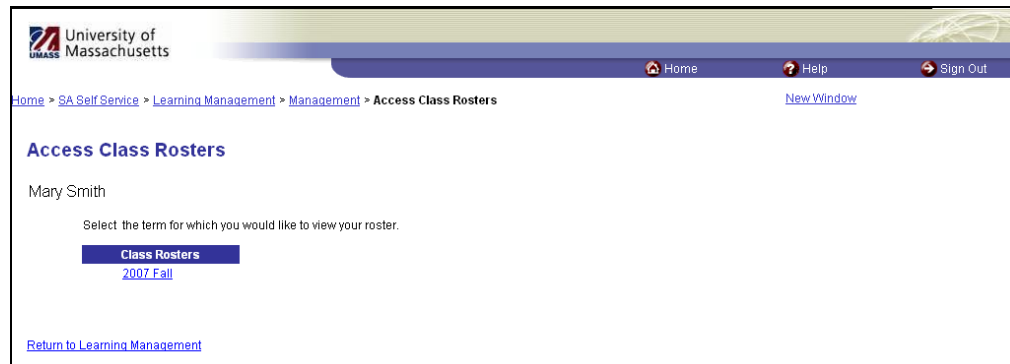
1.

Log on to the ISIS Application with your ISIS Username and Password. Navigate to the **Access Class Roster** page.



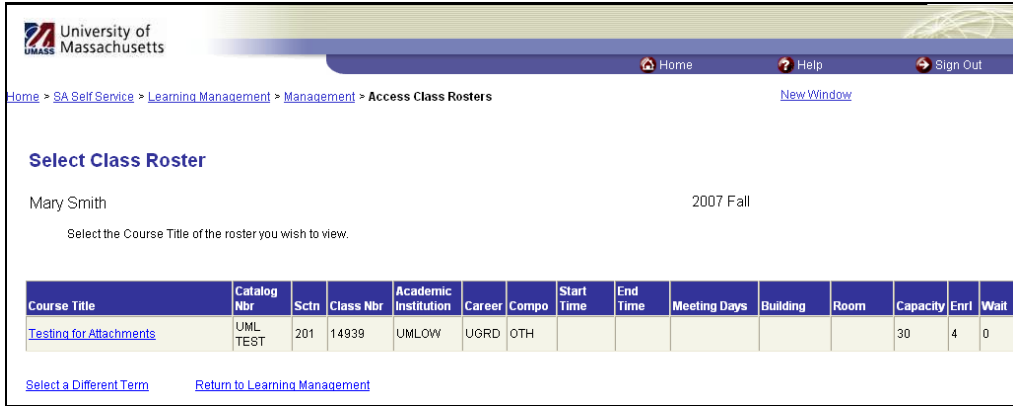
SA Self Service → Learning Management → Management → Access Class Roster

The **Access Class Rosters** page opens.



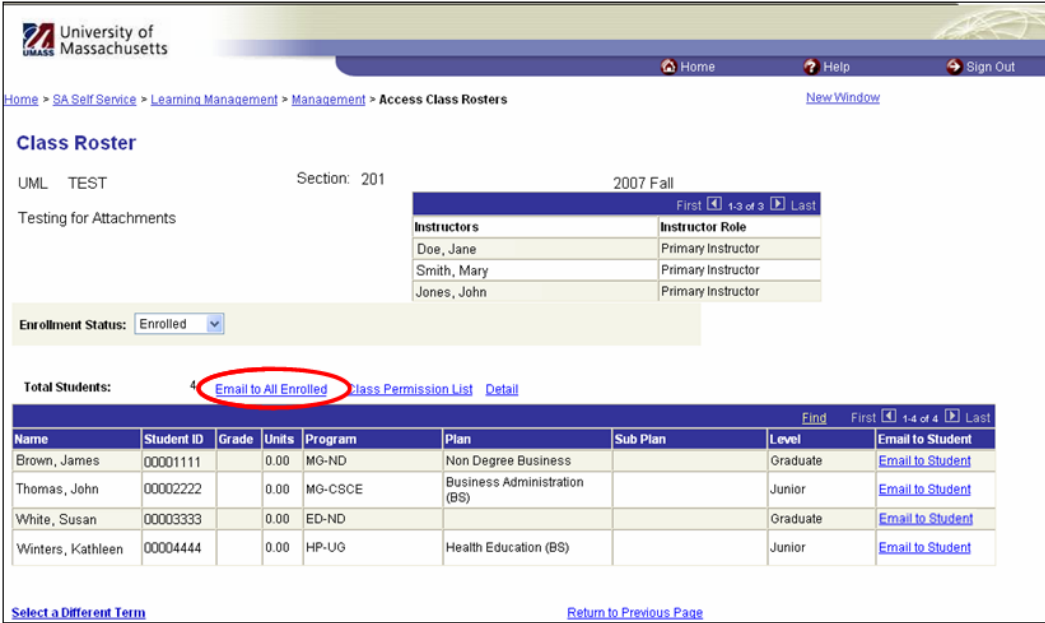
Step 2. Click on the link for the appropriate term.

The **Select Class Roster** page opens.




Step 3. Click on the appropriate course link.

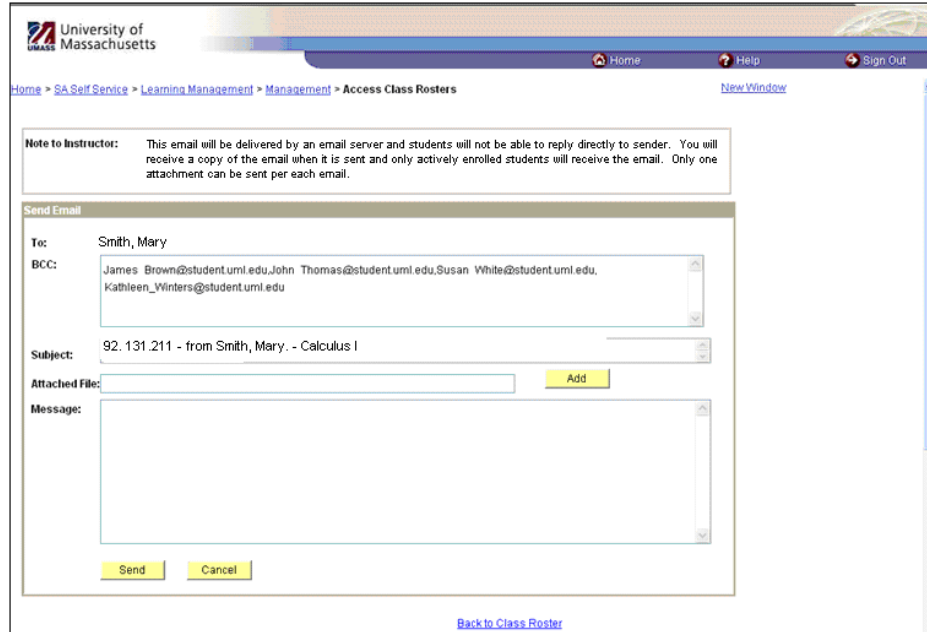
The **Class Roster** page opens.



Step 4. Click the **Email to All Enrolled** link.

 **Tip:** To send an email to a single student, even if they have an excluded grade, click the **Email to Student** link (on the right side of the page).

The **Email** page opens




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 will have the following at the top:


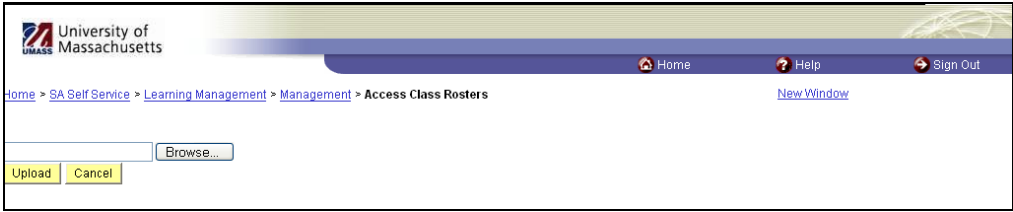
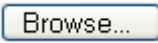
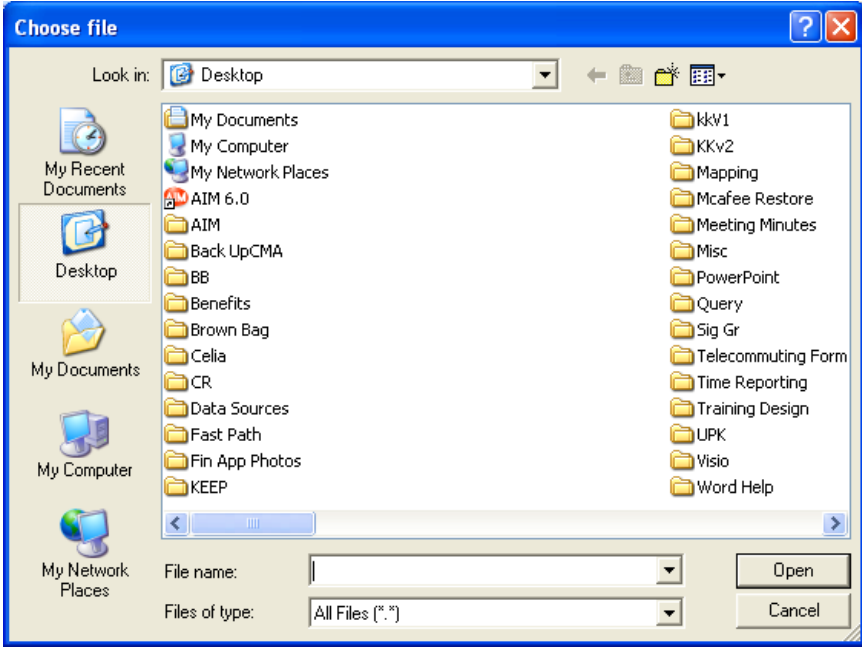
“DO NOT REPLY to this message. If you want to contact your instructor for (Class Number, Class Title), please create a new email to (instructor’s UMass email account) to reply to your instructor.”

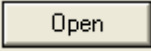
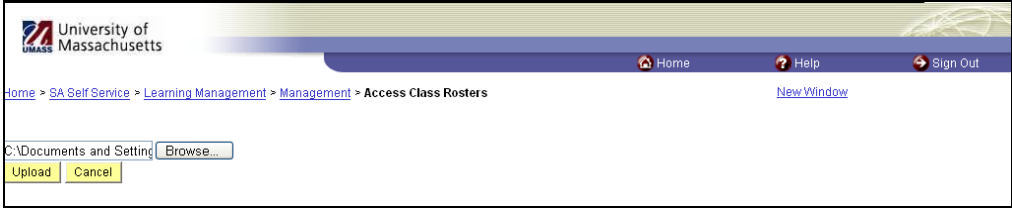
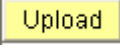
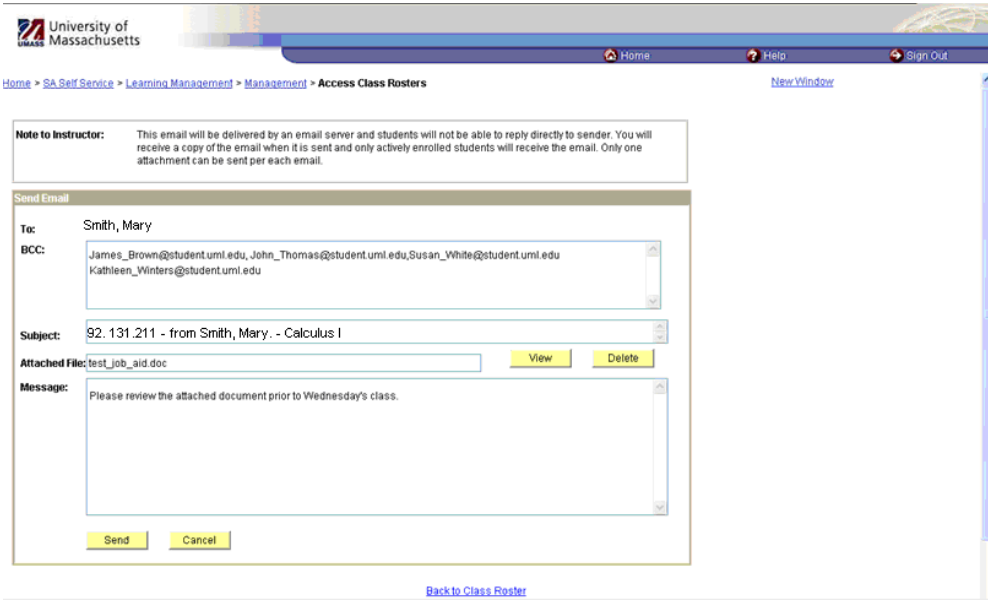
Step


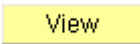

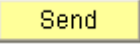

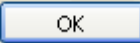
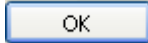
5. Enter the subject in the **Subject** field and enter your message in the **Message** box.

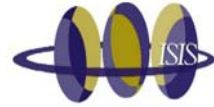


Note: The message must be limited to 16,959 characters.

<p>Step 6.</p>	<p>To attach a file, click in the Attached File field and click  .</p> <p>The following page displays.</p> 
<p>Step 7.</p>	<p>Click  to search for the appropriate file.</p> <p>The Choose file dialog box opens.</p> 

<p>Step</p>	<p>8.</p>	<p>Select the file to attach to the email and click .</p> <p>The file location displays in the Browse field.</p> 
<p>Step</p>	<p>9.</p>	<p>Click .</p> <p>The Email page reopens with the name of the file in the Attached File field.</p> 

	<p>Note: Only one attachment can be sent per email. To send multiple files, use WinZip and follow the steps below.</p> <ol style="list-style-type: none"> 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	10.	<p>To view the attached document, click . To delete the attached document, click .</p>
Step	11.	<p>Click  to send the email.</p> <p>The following message displays.</p> <div data-bbox="636 1165 1144 1417" style="border: 1px solid blue; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Microsoft Internet Explorer ✕</p> <p> Email Message sent successfully (0,0)</p> <p style="text-align: center;"></p> </div>
Step	12.	<p>Click .</p>



	Note: The email that the student receives will be similar to the example below.	
	<p>From: DONOTREPLY_satst80@soong.umassadmin.net Sent: Wed 8/29/2007 4:27 PM</p> <p>To: Smith, Mary</p> <p>Cc:</p> <p>Subject: UML 123.201 - from Smith, Mary. - Testing For Attachments</p> <hr/> <p>DO NOT REPLY to this message. If you want to contact your instructor for UML 123.201, Testing For Attachments, please create a new email to msmith@uml.edu to reply to your instructor.</p> <p>*****</p>	
	End of Procedure	