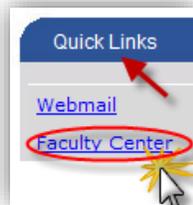


Faculty, Instructors and Grade Administrators may use the notification buttons on the Class Roster to email all or selected students. For example, the notification button can be used to advise students if the class has to be cancelled due to instructor illness or if there is a change in the room location for the class.

Faculty and Instructors can access the Faculty Centre by clicking the Faculty Centre link in the MyUofC Quick links menu.



Grade Administrators access the Class Roster by logging in to MyUofC with SecurID and navigating to **Curriculum Management > Class Rosters** and search for the applicable class.

1. Faculty, Instructors and Grade Administrators can access the Faculty Centre by logging into MyUofC. Once logged into PeopleSoft, follow these next steps. Click the **Self Service** link.

[Self Service](#)

2. Click the **Faculty Center** link.

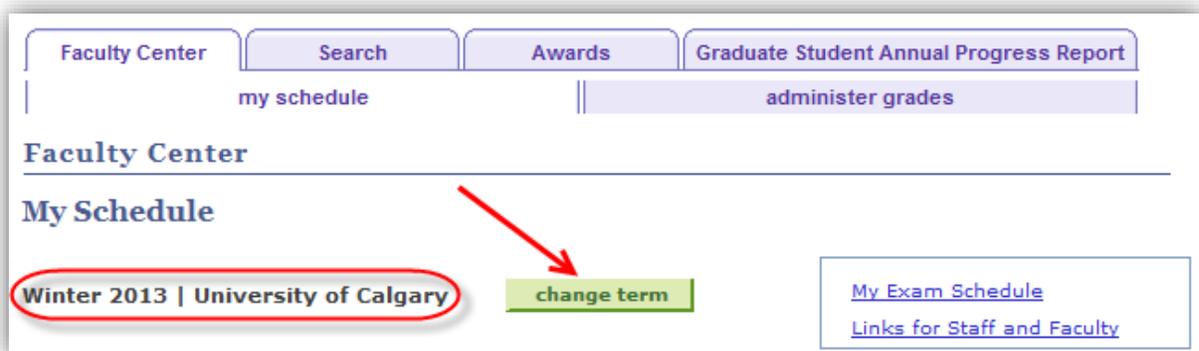
[Faculty Center](#)

3. Click the **My Schedule** link.

[My Schedule](#)

4. My Schedule will appear displaying the current teaching term (e.g. Winter 2013). To change the term, click on change term if desired. Click **Change Term**.

[change term](#)



Emailing Students from the Class Roster

SA -Faculty Centre – Grading

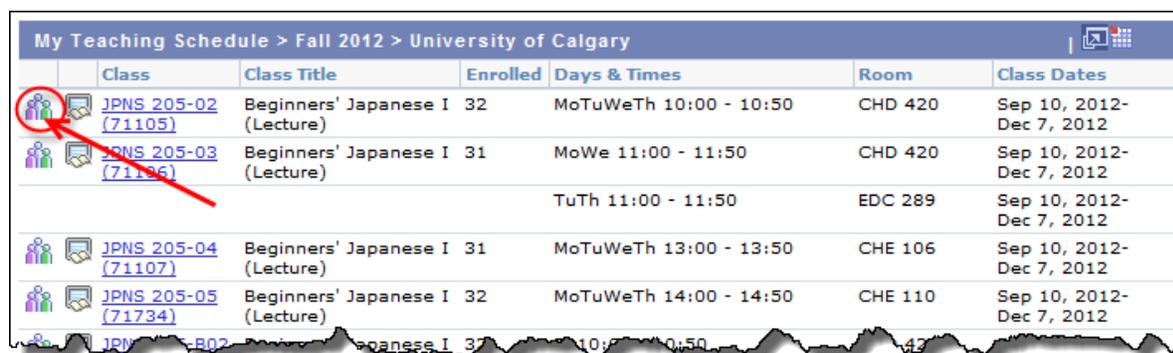
5. Select the radio button for the applicable term (e.g. Fall 2012). Click **Continue**.

CONTINUE



Select a term then click Continue.	
Term	Institution
<input type="radio"/> Winter 2013	University of Calgary
<input checked="" type="radio"/> Fall 2012	University of Calgary
<input type="radio"/> Summer 2012	University of Calgary
<input type="radio"/> Spring 2012	University of Calgary
<input type="radio"/> Winter 2012	University of Calgary
<input type="radio"/> Fall 2011	University of Calgary
<input type="radio"/> Summer 2011	University of Calgary

6. A list of class(es) will appear according to the teaching schedule in the selected term. Click the Class Roster icon in the My Teaching Schedule list to view the class list. Click the **Class Roster** icon.



My Teaching Schedule > Fall 2012 > University of Calgary						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	JPNS 205-02 (71105)	Beginners' Japanese I (Lecture)	32	MoTuWeTh 10:00 - 10:50	CHD 420	Sep 10, 2012- Dec 7, 2012
	JPNS 205-03 (71106)	Beginners' Japanese I (Lecture)	31	MoWe 11:00 - 11:50	CHD 420	Sep 10, 2012- Dec 7, 2012
				TuTh 11:00 - 11:50	EDC 289	Sep 10, 2012- Dec 7, 2012
	JPNS 205-04 (71107)	Beginners' Japanese I (Lecture)	31	MoTuWeTh 13:00 - 13:50	CHE 106	Sep 10, 2012- Dec 7, 2012
	JPNS 205-05 (71734)	Beginners' Japanese I (Lecture)	32	MoTuWeTh 14:00 - 14:50	CHE 110	Sep 10, 2012- Dec 7, 2012
	JPNS 205-06 (71735)	Beginners' Japanese I (Lecture)	32	MoTuWeTh 10:00 - 10:50	CHD 420	Sep 10, 2012- Dec 7, 2012

7. The Class Roster will appear including the course title, meeting details, room location and instructor. To collapse the class details for better viewing, click on the down arrow beside the class name. Click **Expand / Collapse**.



Class Roster

Fall 2012 | Regular Academic | University of Calgary | Undergraduate Programs

▼ **JPNS 205 - 02 (71105)** change class

Beginners' Japanese I (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeTh 10:00-10:50	CHD 420	[REDACTED]	2012/09/10 - 2012/12/07

*Enrollment Status Enrolled ▼

Enrollment Capacity 32 Enrolled 32

Download Format

No Special Format
 Upload Ready
 MicroGrade Program

To notify students, please select 'No Special Format'

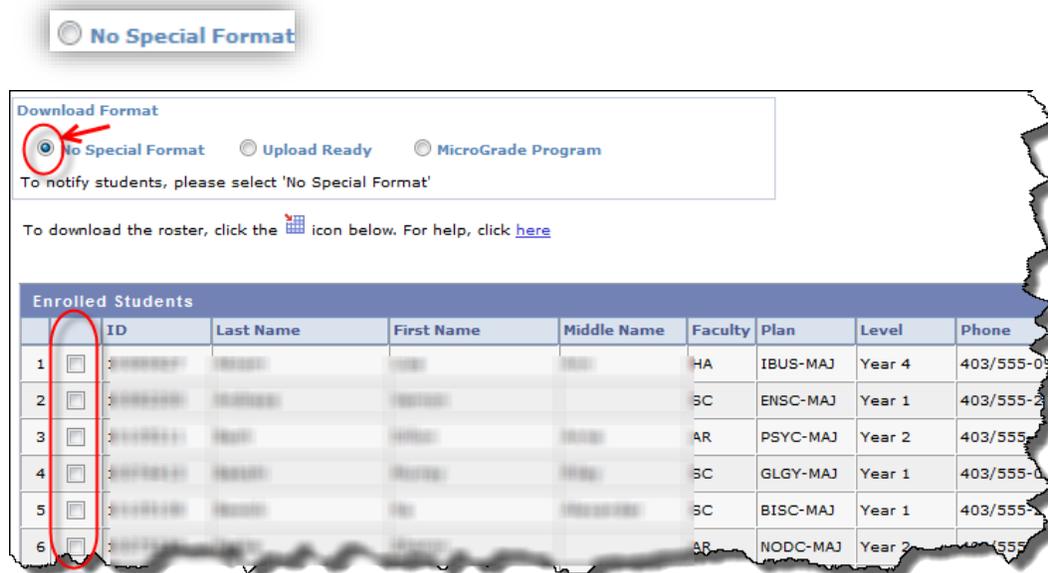
To download the roster, click the icon below. For help, click [here](#)

Enrolled Students							
ID	Last Name	First Name	Middle Name	Faculty	Plan	Level	Phone
1	JPNS	205	02				
2	1 [REDACTED]	[REDACTED]	[REDACTED]	HA	IBUS-MAJ	Year 4	403/555-099
3	1 [REDACTED]	[REDACTED]	[REDACTED]	SC	ENSC-MAJ	Year 1	403/555-297
4	1 [REDACTED]	[REDACTED]	[REDACTED]	AR	PSYC-MAJ	Year 2	403/555-297
5	[REDACTED]	[REDACTED]	[REDACTED]	GLGY-MAJ	[REDACTED]	[REDACTED]	[REDACTED]

Emailing Students from the Class Roster

SA -Faculty Centre – Grading

8. In order to view a column where you can select individual students or the entire Class Roster for email notification, you must press the **No Special Format** radio button. Click **No Special Format**.



9. A new column of selection boxes will appear. This will allow you to select individual students or the entire class. You may select individual students by clicking on the selection box by their ID number. More than one ID can be selected. Continue selecting applicable ID's if desired. Click the **desired ID**.



10. Once you have selected specific students you may click the Notify Selected Students button at the bottom of the Class Roster. Click **Notify Selected Students**.

notify selected students

To send an email to the entire class you may use the Notify all Students button. Click the **Notify All Students** button.

notify all students

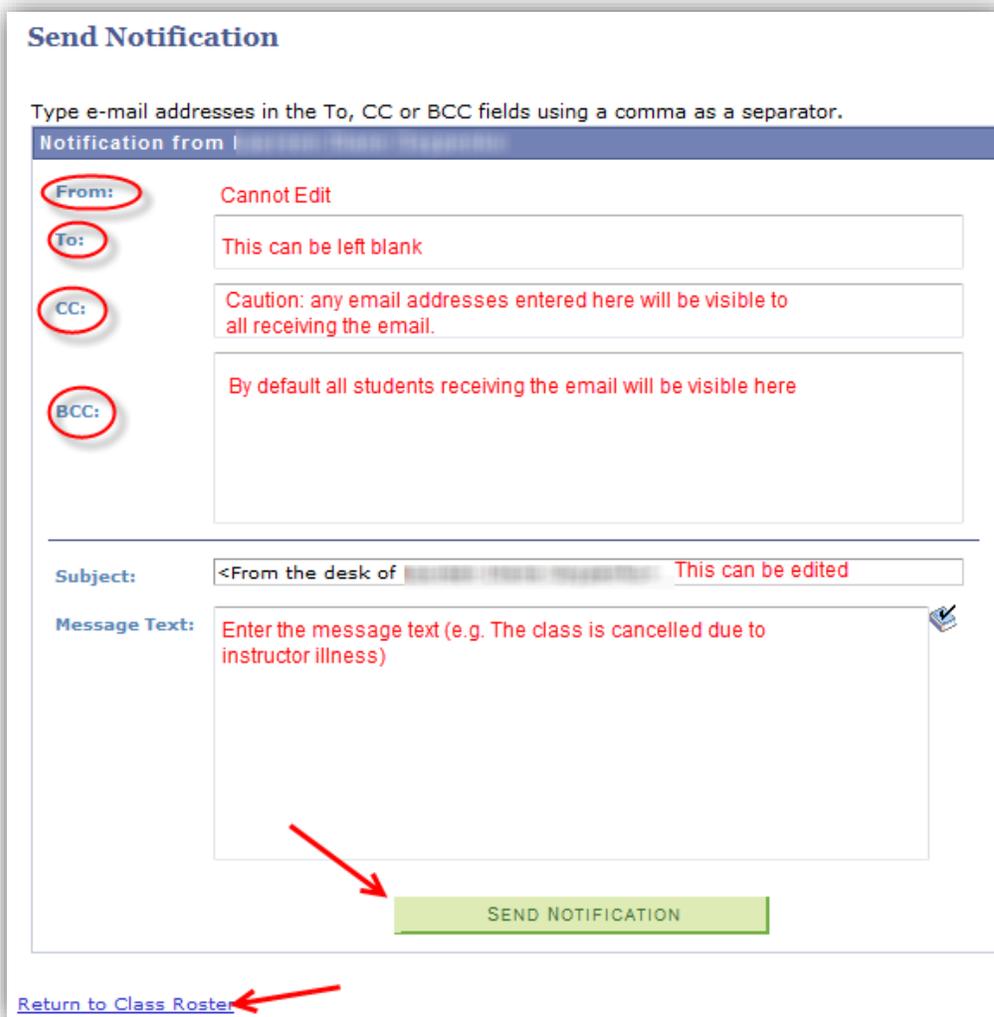
11. The **Send Notification** composition page will display:
From: is not editable; it will default as per the Notification from default in the display bar
To: is typically blank however, you may enter an email address that will be visible to all students being notified, caution should be observed.
CC: email can be entered that will be visible to all students being notified, caution should be observed.

BCC: The email address of all the selected students will be listed here. For FOIP purposes, students will not see who else is receiving the email

Subject: Defaults to the PeopleSoft account (Faculty, Instructor or Grade Approver) and can be edited.

Message Text: Body of the message can be included here as well as the department or faculty contact information.

Tip: Rather than sender information (yours) being included from this composition, email; copy and paste the BCC email addresses and send from Department/Faculty email account.



Send Notification

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

Notification from | [Help](#) | [Feedback](#) | [Log out](#)

From: Cannot Edit

To: This can be left blank

CC: Caution: any email addresses entered here will be visible to all receiving the email.

By default all students receiving the email will be visible here

BCC:

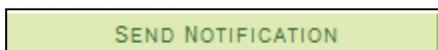
Subject: <From the desk of [Name] [Title] [Department]> This can be edited

Message Text: Enter the message text (e.g. The class is cancelled due to instructor illness)

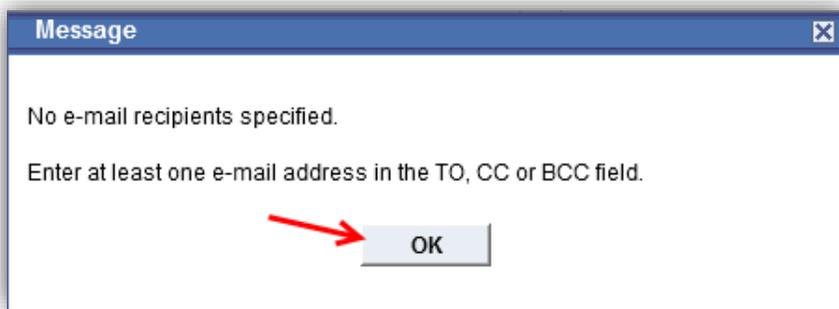
[Return to Class Roster](#)

SEND NOTIFICATION

12. Once the email has been composed, use the Send Notification button to send the email. Click **Send Notification**.

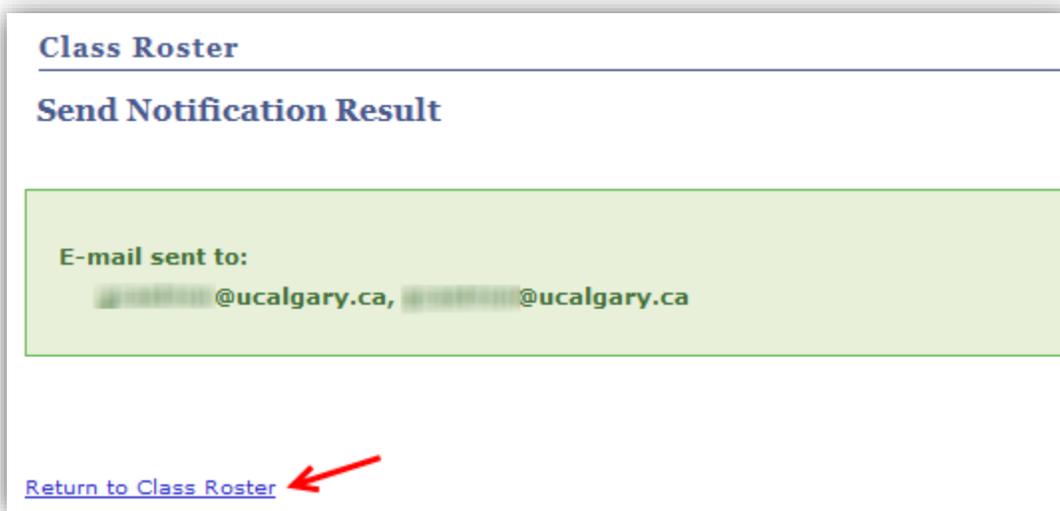


13. If you have neglected to enter at least one email address in the To: CC: or BCC: field you will see this error message. Click the **OK** button.



14. Otherwise, if you have been successful with the email you will see this prompt. Note: for FOIP reasons some information has been removed. Click the **Return to Class Roster** link.

[Return to Class Roster](#)



For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.