



Emailing your Class

To email your class using an Email Application (eg. Microsoft Outlook):

1. Select **Access Class Lists** from the Faculty Services menu or Class Lists from the Faculty Support Services menu in Aurora.
2. Select the term the class is being taught in.

Note: For classes that span Fall and Winter Terms, select Fall Term.

3. Select the course CRN (or Course Reference Number), Submit. Or select Enter CRNs Directly to enter a CRN instead.

Note: Only the classes you are assigned to will display to you in the drop down menu. The listing will include the course number, section number, short title for the course, and it's CRN. If you are assigned to multiple sections of the same course, please refer to the Class Schedule for the CRNs.

4. The following is an example of the course information that will be displayed:

[RETURN TO MENU](#) [HELP](#) [EXIT](#)

Class Lists

Fall 2014
 Oct 17, 2014 02:09 pm

An asterisk will appear next to the appropriate field if any of the following conditions exist:

1. The student has more than one major or department in his/her primary or secondary curriculum.
2. The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

- To see Change of Grades view Faculty Services - Enter Final Grades

Course Information

Introduction to Psychology - PSYC 1200 G79

CRN: 18409

Duration: Sep 04, 2014 - Dec 03, 2014

Credits: 6

Location: Rm:

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	28	23	5
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	GradeMode/ AutoGrade	Level	Degree	Program	Major	Class	Phone	Email
1	...	00771000

5. Each student listed in the Summary Class List will have a university email address listed. If an email address is not listed, the student has not enabled their U of M computer accounts. You may use the icon next to the email address to email an individual student using an Email Application (versus webmail).

Note: Effective September 1, 2013, it is university policy to only communicate with students via email through their U of M email account for all communications including messages from professors, department, advisors and administrative offices.

6. To email your entire class:

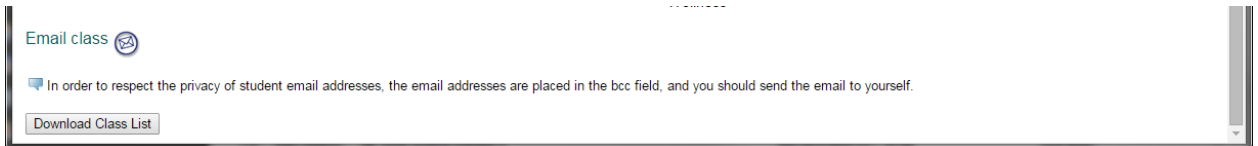
a. **For class sizes smaller than 82:**

Select Email Class at the bottom of the list. Your email client will launch automatically, and the list of email addresses will appear *in the BCC field*.

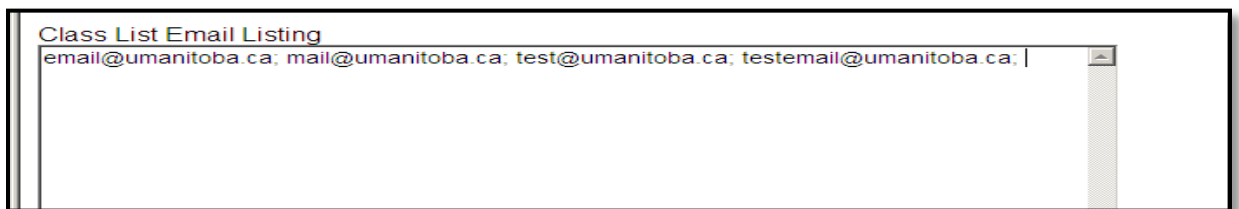
Note: if your email client does not launch automatically and you are using Internet Explorer, please try a different internet browser such as Mozilla Firefox or Google Chrome. One of the latest patches in Internet Explorer may prevent your email to launch unless some of your Internet Explorer settings are changed.

b. **For class sizes larger than 82:**

Select **Display Email List**.



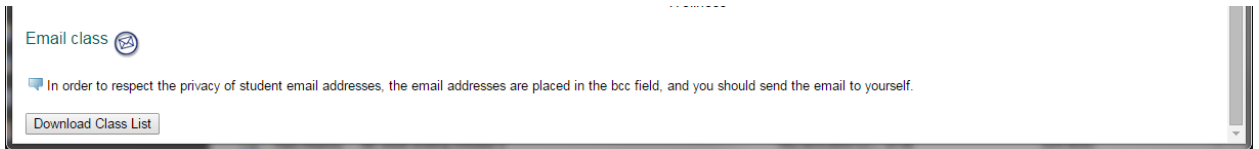
The web page will refresh, and all email addresses will be listed in a box at the bottom of the class list. Highlight and copy (Ctrl+C) the email addresses. Paste (Ctrl+V) them *into the BCC field*.



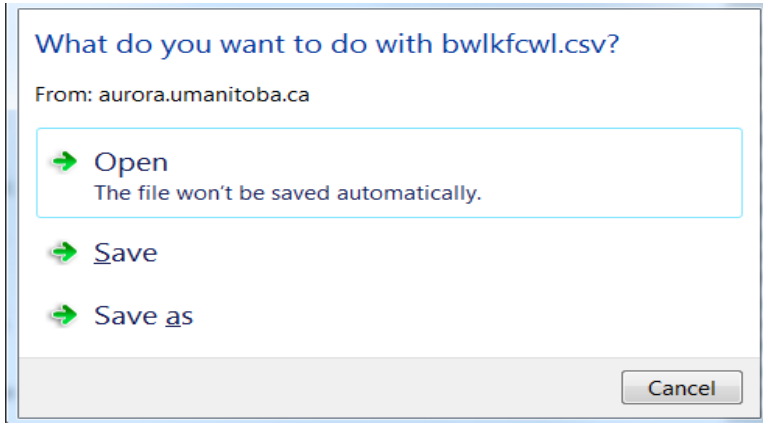
Note: The list of email addresses generated will include those for students who have VWd from your course. If you do not wish to email these students, take note of who they are on the class list and delete their addresses from your message.

c. **Download Class List**

Select Download Class List



You may be asked to Open or Save the file. The class list will be displayed in Excel.



Highlight and copy (Ctrl+C) the email addresses. Paste (Ctrl+V) them *into the BCC field*.

Record No	Student NID	Reg Status	Grade Mo	Level	Degree	Program	Major	Class	Telephone/Email	
1	Tester, Te XXXXXXXX	Registered		Undergrac	XXXXX	XXXXX	XXXXX	N/A	N/A	test@myumanitoba.ca
2	Tester, Te XXXXXXXX	Registered		Undergrac	XXXXX	XXXXX	XXXXX	N/A	N/A	test@myumanitoba.ca
3	Tester, Te XXXXXXXX	Registered		Undergrac	XXXXX	XXXXX	XXXXX	N/A	N/A	test@myumanitoba.ca
4	Tester, Te XXXXXXXX	Registered		Undergrac	XXXXX	XXXXX	XXXXX	N/A	N/A	test@myumanitoba.ca
5	Tester, Te XXXXXXXX	Registered		Undergrac	XXXXX	XXXXX	XXXXX	N/A	N/A	test@myumanitoba.ca
6	Tester, Te XXXXXXXX	Registered		Undergrac	XXXXX	XXXXX	XXXXX	N/A	N/A	test@myumanitoba.ca