



## Emailing Your Class List: Information for Instructors

**Aurora Self-Service contains your official Class List and should be referenced frequently** for the most up-to-date information about student registration and withdrawal; this is especially important after registration and withdrawal deadlines. Aurora Self-Service Class Lists can be downloaded into Excel, and will include the student's U of M email account.

Outlined below are different methods available to instructors for communicating with students in their classes. **Please remember, if no email address is listed for a student on your Aurora Self-Service Class List then that student has not yet activated ANY of their U of M computer accounts;** students with no U of M email address also do not have access to JUMP or Desire 2 Learn (D2L).

*Please note that this document has been created as reference material to ease the transition into the new Electronic Communications with Students Policy; information contained in this document is accurate as at September 2013.*

### JUMP

- Contains all U of M classes, regardless of the instructor's use of JUMP.
- Instructors may access and email a class list using JUMP, *but*:
  - This list will include a student's U of M email address, even if that student has not yet activated the account and gained access to it – some students listed will not yet have access to their U of M email account or JUMP.
    - In order to determine whether any students in your class have not yet activated their accounts, it is recommended that instructors verify their Aurora Self Service Class List for any students without an email address listed; these students have not yet activated their accounts despite being included in your JUMP class list.
- Emails sent using JUMP will only go to U of M email accounts.
- Instructors must CC themselves on any email sent in order to get a copy of the email in their Exchange email account.

### Desire 2 Learn (D2L)

- Contains all U of M classes, regardless of the instructor's use of D2L.
- Instructors may access and email a class lists using D2L, *but*:
  - This list contains only those students who have both registered for the class and who have already activated their computer accounts – some students who are in the class may be missing from this class list.
  - Once a student does activate their account, there may be a delay in their name appearing on a D2L class list.
    - In order to determine whether your D2L class list is missing any students, review your Aurora Self-Service Class List for any students without an email address listed; these students have not yet activated their accounts and may be missing from your D2L class list.

## Aurora Class Lists

- This Class List is the official Class List; it will include all students registered in the course, along with their university email address.
  - If no email address is listed, the student has not yet activated their account.
- This list can be used in conjunction with other email tools, like Outlook:
  - Option 1: When viewing the Class List in Aurora Self Service, select “Email Class” (if available)
    - Outlook will launch, and the BCC field will populate with the list of email addresses.
  - Option 2: When viewing the Class List in Aurora Self Service, select “View Email List” (if available)
    - The Aurora Self Service web page will refresh.
    - Scroll to the bottom to find a new, easy to copy-and-paste, list of email addresses.
    - Highlight and copy the list of email addresses.
    - Paste the list of email addresses into the BCC field.
    - Verify that each address has been automatically separated by a semi-colon.
      - If they haven’t, click “Check Names”, and the semi-colons will be added for you.
  - **Note:** To avoid being tagged as spam, IST has set an **Exchange limit of 600 recipients per email message** being sent. If the recipient list is larger than this, your email will not be sent.
- You can also download your Class List as an Excel spreadsheet.

## Mailman Lists:

- IST recommends the use of a Mailman List ([http://umanitoba.ca/computing/ist/email/mailing\\_lists/](http://umanitoba.ca/computing/ist/email/mailing_lists/)) for class sizes larger than 30-40 students.
  - Have a mailman list created for your class, usually done by sending a list of email addresses needed in the list (please do not send any other student information).
    - You will be provided with the list “Name”.
    - Enter the list “name” as the recipient of your email.
  - Usually, this list is managed by the instructor once it’s created (e.g. removing VWd students throughout the term).
  - It is also possible to request a mailman list be automatically updated on a certain schedule, based on certain parameters.