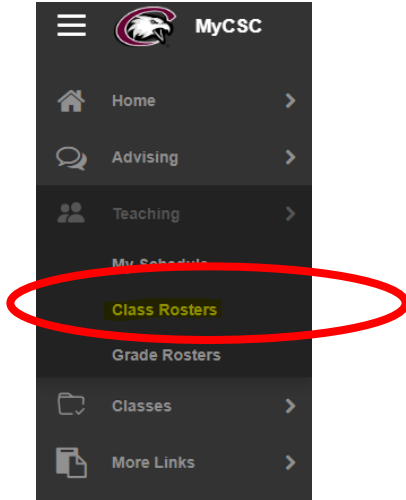
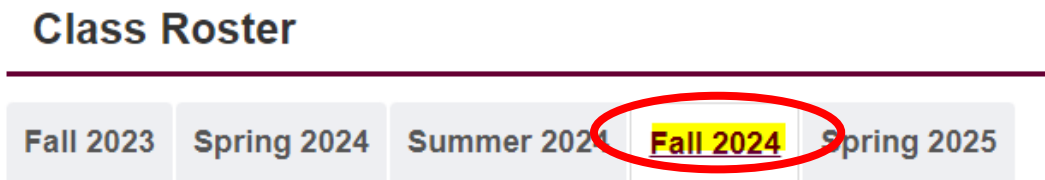


Email Class Roster from MyCSC Dashboard – Group Email

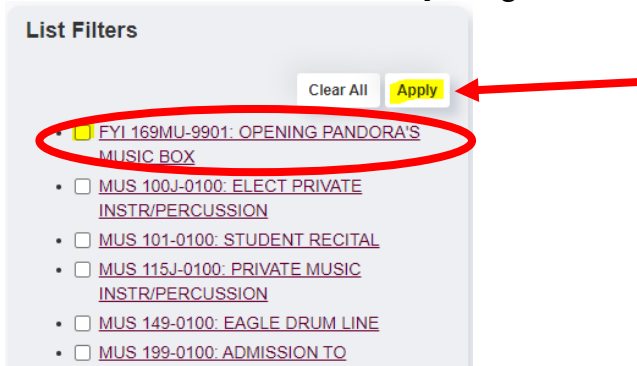
1. Go to Class Roster under Teaching tab of MyCSC.



2. Make sure to select correct term.




3. Select class that needs emailed by using List Filters. Click Apply.



4. Once student list is loaded, select the mail icon to start creating a message for the entire class roster.

Fall 2023 Spring 2024 Summer 2024 **Fall 2024** Spring 2025

Student List 

<input type="checkbox"/>	NUID	Name	Program	Majors	Standing	Grading Basis	Cr. H	Status	Ferpa
FYI - 169MU - 9901 OPENING PANDORA'S MUSIC BOX									
<input checked="" type="checkbox"/>	98707538	Arends,Eli	SB	Business, Math, and Science-Business Administration	Junior	GRD	3	Enrolled	No
<input checked="" type="checkbox"/>	35792964	Benzel,Matthias	SB	Business, Math, and Science-Business Administration	Freshman	GRD	3	Enrolled	No
<input checked="" type="checkbox"/>	79301356	Black Eyes,Florine	SB	Business, Math, and Science-Mathematics-Data Analytics	Junior	GRD	3	Enrolled	No

5. Student emails are generated into the To section. Add Subject and Body. Click on Send.

BCC:
elijah.arends@eagles.csc.edu;matthias.benzel@eagles.csc.edu;florine.blackeyes@eagles.csc.edu;connor.blaser@eagles.csc.edu;lucas.booe@eagles.csc.edu;jadon.bowen@eagles.csc.edu;bradley.collins@eagles.csc.edu;christopher.cormier@eagles.csc.edu;korbin.cowan@eagles.csc.edu;alexis.druce@eagles.csc.edu;alissa.dubois@eagles.csc.edu;elledonna.f

Subject:

Body:

Cancel **Send**


6. This format does not allow attachments, images, or hyperlinks to be added. If more than a basic message is needed, the recommend method to email the class cohort would be copying and pasting the group of emails and using Outlook to send a more detailed message.

Class Roster

Fall 2023 Spring 2024 Summer 2024 **Fall 2024** Sp

BCC:
danara.abshire@eagles.csc.edu;lucas.booe@eagles.csc.edu;lily.raffes@h@

Copy & Paste



7. In Outlook during mass emailing, it is best to put the emails (in this case the students' emails from the class roster) in the BCC line. This helps eliminating unwanted Reply All messages along with protecting people from seeing the entire sent to list. Through Outlook the sender can include hyperlinks and attached documents. This could be useful for instructors wanting to let the class cohort know about special required course materials such as eBooks or access codes for other online platforms.

