

HOW TO EMAIL FROM CLASS ROSTER

There are two ways to notify/email your students from the class roster.

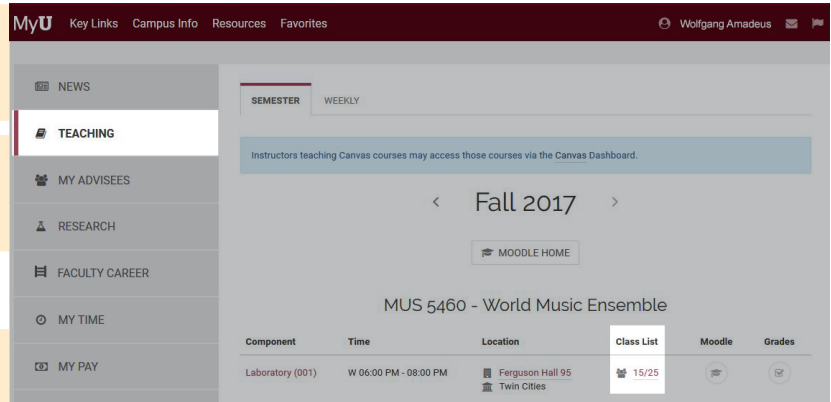
Accessing PeopleSoft Class Roster

1. Log in to **MyU.umn.edu** with your Internet ID and password.

2. Click on the **Teaching** tab to view your classes.

Note: If you do not see your class(es) listed, please contact your departmental scheduler.

3. Click on the **Class List** link.



Option 1: Notify / Email

1. Scroll to the bottom of your **Class Roster** to find the **Notify** buttons.

Select display option

Enrolled Students Personalize Find | [?] [] First 1-7 of 7 Last

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		#####	Accele, Rando	A-F only	1.00	College of Sci and Engineering - Mechanical Engr B M E	Senior 2nd Term
2	<input type="checkbox"/>		#####	Allegro, Cadence	A-F only	2.00	College of Sci and Engineering - Lower Division/University Honors Program	Senior
3	<input type="checkbox"/>		#####	Concerto, Elegy	A-F only	1.00	College of Sci and Engineering - Computer Science B S Comp Sc/Music	Senior 2nd Term
4	<input type="checkbox"/>		#####	Glis, Sando	A-F only	1.00	College of Liberal Arts - Music Ph D	Graduate Student
5	<input type="checkbox"/>		#####	Klangfarben, Melodie	A-F only	2.00	College of Sci and Engineering - Physics B S Phys/Astrophysics B S Astrop	Junior 2nd Term
6	<input type="checkbox"/>		#####	Nonet, Octave	A-F only	2.00	Coll of Continuing Education - Non Degree	Non-degree
7	<input type="checkbox"/>		#####	Ostinato, Reed	A-F only	1.00	College of Liberal Arts - Chemistry/Music B A	Senior 2nd Term

Select All Clear All

Notify Selected Students Notify All Students

2. **Send an email to a single student or selection of students:**
Check the boxes in the **Notify** column next to their names(s) and click the **Notify Selected Students** button.

Send an email to all students:
Click the **Notify All Students** button.

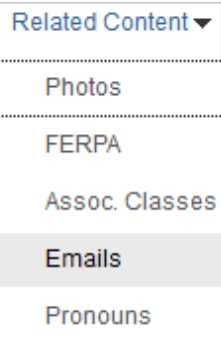
Note: Once a notify button is clicked, an email template will appear.

- Your email address will populate the "to" and "from" fields.
- All selected students emails will appear in the Bcc (which is a best practice for student privacy).
- Enter your subject and message, then send the notification email.
- A copy of the message will be sent to your U of MN email account.

Option 2: Download List / Email

To download the email list, find the **Related Content** menu in the upper-right corner.

1. From the **Related Content** drop-down menu, select **Emails**.



Pronouns will list personal pronoun of student, if indicated. For more information on pronouns, see: z.umn.edu/gender_pronounfactsheet

2. The **Related Content** will appear at the bottom of your screen.

3. To download your list of students, click either **Excel Spreadsheet**, **CSV Text File** or **XML file**.

4. Copy and paste the list of student email addresses from your download into the BBC field of your email (best practice for privacy).