

## Chair and ADA access to Class Email Lists

There is a feature in WINGS that will allow ADAs and Chairs the ability to email a class list (or selected students from a class list) similar to how the faculty can email from the Faculty Center Class Roster.

This is the navigation:

*Curriculum Management*>*Class Roster*>*Class Roster*. Search for your class.....

You will see a column on the left called "Select". At the bottom of the list you will see [Select All](#). You can click that link to check the box for all students. Then click **notify selected students** to create the email. You will see all of the student email addresses appear automatically in the BCC address box. You can use this to notify students for an instructor absence or whatever is necessary from an administrative point of view.

This email access in WINGS does not allow you to add attachments. If you need to do that, you will need to copy/paste the email addresses into the BCC line in Gmail.

**Class Roster**

Summer 2013 | Second Session - Four Weeks | UW-La Crosse | Undergraduate

▼ **PHL 100 - 201 (1238)**  
Introduction to Philosophy (Lecture)

Days and Times	Room	Instructor	Dates
MoTuWeTh 9:00AM-11:30AM	Centennial 2314		06/24/2013 - 07/19/2013

\*Enrollment Status:

Enrollment Capacity: 20    Enrolled: 9

Select	ID	Campus ID	Name	Grade Basis	Units	Program and Plan	Level
<input type="checkbox"/>	1			Graded	3.00	College of Business Admin - Information Systems BS	Sophomore
<input type="checkbox"/>	2			Graded	3.00	College of Liberal Studies - Psychology BA/CLS BA Degree Prog Opt-Lang/Sociology Minor	Junior
<input type="checkbox"/>	3			Graded	3.00	College of Science & Health - Undeclared - SAH/Pre-Physician Assistant 2nd Mj/SAH Program Option (BS)	Junior
<input type="checkbox"/>	4			Graded	3.00	School of Arts & Comm - CST: Org & Prof Com BA/Business Admin Minor/SAC BA Degree Prog Opt-Hum	Junior
<input type="checkbox"/>	5			Graded	3.00	CLS Undergraduate Special - Undergrad Special - Non Degree	Undergraduate Special
<input type="checkbox"/>	6			Graded	3.00	School of Arts & Comm - ART: Art BA/Photography Minor/CST: Org & Prof Com Minor/SAC BA Degree Prog Opt-Hum	Senior
<input type="checkbox"/>	7			Graded	3.00	College of Liberal Studies - Psychology BS/Sociology Minor	Junior
<input type="checkbox"/>	8			Graded	3.00	College of Business Admin - Accountancy 2nd Major/Finance BS	Senior
<input type="checkbox"/>	9			Graded	3.00	College of Business Admin - Accountancy BS/Information Systems 2nd Major	Sophomore

[Select All](#)    [Clear All](#)

**notify selected students**

[Return to Search](#)    [Previous in List](#)    [Next in List](#)

One person in the department (generally the ADA) is also able to access the Class Email in Gmail that is used by the course instructor. The Associate Registrar keeps a crosswalk table updated with the appropriate ADA email address assigned by subject. To use that feature, compose a new email. In the TO box, type the Subject, course number and section. Active class lists for the different terms will appear in the drop down. Choose the class list for the appropriate term. The general format is Subject, Course#, Section#, Term, Year.

To: art1020

Subject: "ART10204Fall2012" <ART10204Fall2012@uwlax.edu>  
"ART10205Fall2012" <ART10205Fall2012@uwlax.edu>  
"ART10202Fall2012" <ART10202Fall2012@uwlax.edu>  
"ART10203Fall2012" <ART10203Fall2012@uwlax.edu>  
"ART10206Fall2012" <ART10206Fall2012@uwlax.edu>  
"ART10207Fall2012" <ART10207Fall2012@uwlax.edu>  
"ART10209Fall2012" <ART10209Fall2012@uwlax.edu>  
"ART10201Spring2013" <ART10201Spring2013@uwlax.edu>  
"ART10207Spring2013" <ART10207Spring2013@uwlax.edu>  
"ART10202Spring2013" <ART10202Spring2013@uwlax.edu>