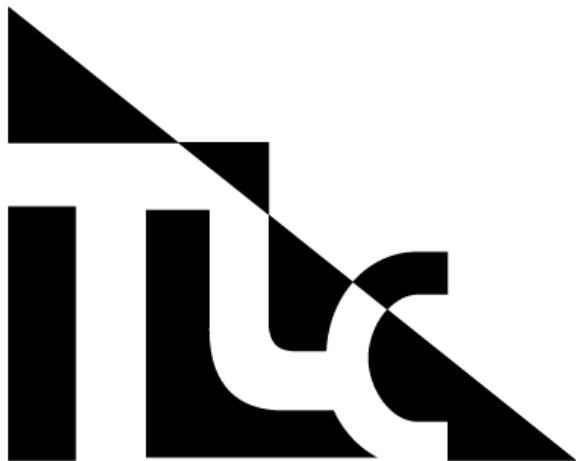

Getting classlists and Sending email to students

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Getting Class Lists from the Web

Use your Web 4 login and PIN number to get up-to-date classlists and student email addresses. ITS no longer prints class lists.



1. Open your Web browser and go to the CCSF site: <http://www.ccsf.edu>.



2. Click **MyCCSF**. The MyCCSF page appears.
3. Look on the upper left of the MyCCSF page under **For Faculty & Staff**. Click **Class Schedule Portal**.
4. Follow the prompts on the Login page.
 - **The PIN** is the same as for Banner/Web4. When you login for the first time you must change your PIN to another 6 digit number.

Class Schedule Portal

Please enter your User Identification (**User ID**) and your Personal Identification Number (**PIN**)

User ID usually starts with W0 or @0. If you do not remember your **User ID** you can click [here](#) and use your Social Security Number to login and get your **User ID**.
Initially, your **PIN** will be your six digit birthdate in MMDDYY format, e.g. 070161
If you have your **PIN** reset, 8am - 10pm, **allow up to one hour** for it to be available here.

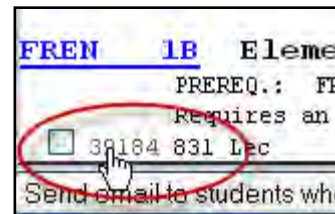
User ID: (NOT SSN)
PIN:

Semester: Fall Spring Summer

Role: Student Faculty Chair Administrator / Staff

- **Forgot your PIN?** Call **Human Resources at (415)241-2246**.

5. Once logged in, click the box beside the CRN of the class for which you wish to see/print the classlist.



Using the Classlist Student Email listing

When you use this method of obtaining your classlist, you'll also see a list of email addresses for those of your students who have provided one. (You may want to complete the list when you meet your class.) You'll also see a bottom button to send email to student in a selected class. You can copy and paste these addresses into a Gmail message. For GroupWise, read on:

This button works in GroupWise **only** when you are working at a networked CCSF Faculty/Staff Windows computer. It will automatically bring up the Windows version of GroupWise (the one that starts when you double-click the Globe icon on your CCSF Windows desktop),

Fall class schedule with enrollment for Professor [Jane Doe](#).
Click on CRNs to see your class lists.

SEND	EMAIL	CRN	SEQ	TYPE	DAYS	TIMES	DATES	BEG-END	ADDRESS	or
		FREN 1A					Elementary French			
							PREREQ.: FOR FREN 1B: FREN 1A OR DEMONSTRATION OF FREN 1A EXIT SKILLS			
<input checked="" type="checkbox"/>		76692	831	Onl		HOURS	ARR			
							FREN 1A-831 online class: students must email instructor after registering by deadline date. For more information, see online section or http://www.ccsf.edu/online . Hybrid course will meet the following dates: 9/11,25, 10/16,30,11/13 11/27,12/11. Mandatory orientation on campus.			

Send email to students who are in the selected classes

1. Click the selection box beside the class you want.
2. Then click the button: **Send email to students who are in the selected classes.**

The next screen shows students' emails with a mailer link that starts a new GroupWise message. The actual emails are also listed under the instructions.

3. Click the link: Your students' email addresses are ready....
4. If you are on a Faculty/Staff computer at CCSF, the GroupWise Windows program will start, with your students' addresses in the BC field.

Note: You can copy and paste the address list below the instructions in this screen into the BC field in some email programs that you may have at home. This works in Gmail, for example—but not in the Web version of GroupWise.

But the **built-in mailer link** works only with the GroupWise Windows program (the Globe icon on your CCSF Windows desktop at school), and only in version 6.5.

Deciding on your next step

What you do next depends on the version of GroupWise that you are working on.

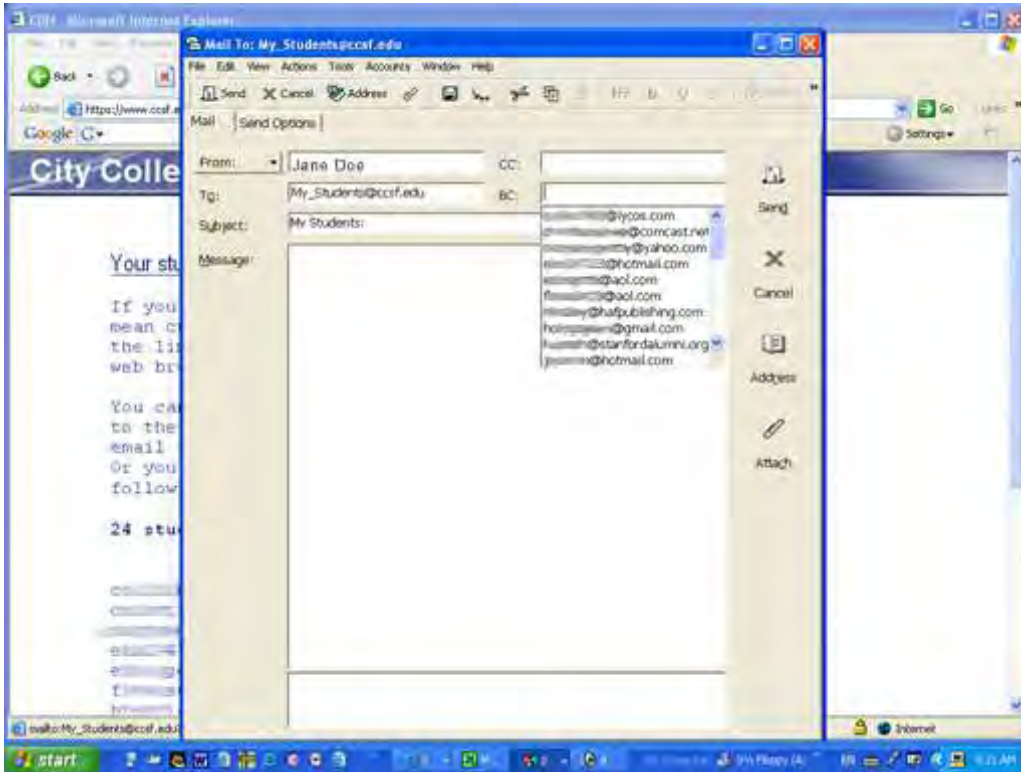
Here's how to find out:

In the Windows version of GroupWise (the one that starts when you double-click the Globe icon on your CCSF Windows desktop), **click the Help menu** at the very top of the window. Choose **About** from the menu.

- If it says GroupWise 6, skip ahead to page 6, **Using the GroupWise 6.0 Windows program**.
- If it says GroupWise 6.5, continue here with GroupWise 6.5 steps.

GroupWise 6.5 steps

When you click the link **Your Student emails are ready: click here to start your mailer**, GroupWise opens to a new message. Student addresses are placed in the BC field to hide them from individual students.



You can now send a message.

Or, you can create a group for future use (see the next page).

Creating a GroupWise group for your class

To create a group to facilitate repeated mailings to this class:

1. Click the **Address** button to the right or at the top of your new message.
The address book appears.



If you have the newest version of GroupWise on your desktop, the address book screen will look like this.

If it doesn't, flip to page 5 to continue.

2. Click the **Save Group** button.



3. Type a name that will identify the group to you and click OK.
The group is saved in the **Frequent Contacts** address book.

Sending Group Messages

To send a message to the group in future, either:

1. Type the name of the group in any address field of a new email—if you remember the first few letters of the name, name completion will fill in the rest in the GroupWise Windows program.

In the Web version of GroupWise (the one that appears when you type www.ccsf.edu into a Web browser), type the group name or use the address book to fill it in.

Or:

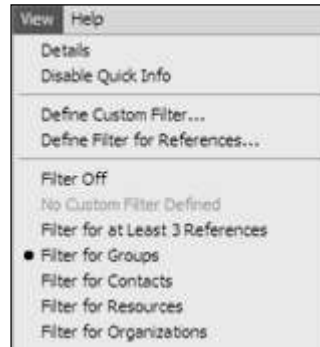
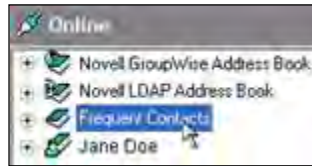
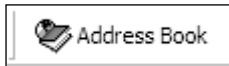
1. Start a new message
2. Click the **Address** button at the right or top of the message
3. Open Frequent Contacts and find your class group.
4. Add it to any address field to send to all addresses.

Editing the group

You may want to add students' addresses, delete students who drop out, or change a student email address.

Editing a Group—Step-by-step:

1. Click the Address Book button on the main GroupWise screen.



2. Choose the Address Book where you saved the group (probably **Frequent Contacts**).

Tip: At this point you can tell GroupWise to display only groups. On the menu bar, click **View** and choose **Filter for Groups**.

If you do this, remember to go back and click **Filter Off** so that you'll see all entries again in your Address Books.

3. Double-click the group and choose the **Details** tab to add or remove names.



- **Add** a person who is already in one of your address books: Click the **Add** button. Then choose names from your address books, placing them in whatever address field you wish by clicking the address field button before you double-click the name.
- To add someone who isn't in an address book, click **Add**; then click the **New Contact** button and fill in their information. When you click OK you'll see the new person in your Frequent Contacts Address Book.

Click the address field you want to add that person to and then double-click the name to add to the group.

- To remove, click to highlight a name and then click the **Remove** button.
- Click OK when done.

Using the GroupWise 6.0 Windows program to add your student email group

If you don't see a Checklist or Contacts folder on the left of your main GroupWise screen, and the **About GroupWise** information under the **Help** menu reads GroupWise 6 (not 6.5), you are in the right place. Read on!



1. Copy the list of student addresses before you click the top link: **Your students' email addresses...start your mailer:**

20 students:

```
cc...@lycos.com
c...@comcast.net
c...@yahoo.com
f...@aol.com
h...@...ing.com
hc...@gmail.com
h...@...alumni.org
j...@hotmail.com
l...@yahoo.com
l...@comcast.net
m...@yahoo.com
```

To copy the list:

Drag your cursor from the top left to bottom right of the list until all of the addresses are highlighted.

Then press **Control-C** (or, from the menu bar, click **Edit > Copy**) to copy the information to the clipboard.

2. Click the link **Your Student emails are ready: click here to start your mailer**. GroupWise opens and starts a new blank email message.
3. Copy your students' addresses into the BC field to hide them from other students.

A Note on the BC Address field

When recipients whose addresses are in BC looks at your email, they will only see their own name. Other students' addresses will not appear.

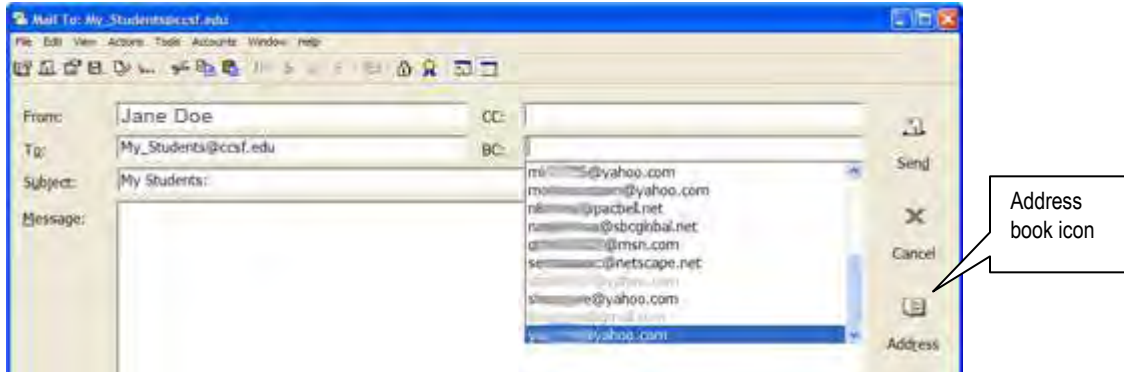
Using the BC field is now the standard for sending to large groups because of privacy and SPAM considerations. It is considered good email etiquette.

To Copy student addresses

Place your cursor in the BC field of the new message screen.

Paste the addresses: press Control-V (or, from the menu bar, click **Edit > Paste**) to copy the information from the clipboard.

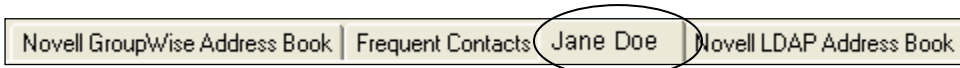
Now you can send a message.



Creating a GroupWise Group

If you want to keep the addresses in a group list so that you can send more emails later, create what GroupWise calls a Group.

1. On the message screen, click the Address book icon: you'll see the student email addresses on the right. If you have additions or deletions, this is a good time to make them.
2. You have to save a group in one of your personal Address books: click the tab of the book you want (I suggest the one with your name on it).



3. Click the **Save Group** Button at the right-bottom of the window.
4. Give the group a name: something that will remind you of its contents (like the class number) and that is short enough that you can type it in if necessary.



5. Click OK to save the group.

Sending another message to the class group

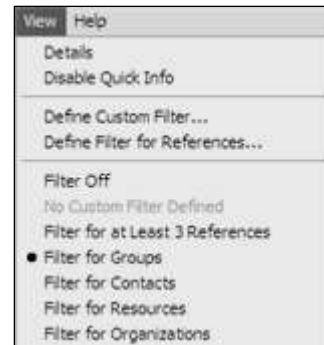
After creating the group, you can send a message either of two methods:

Type the group name in any address field of a new message (the students' address will go into the BC field as set in the group definition, regardless of where you type the group name).

Or: Open the Address Book where you saved the group. Then find the group by searching for it in the name field and add it to any address field.

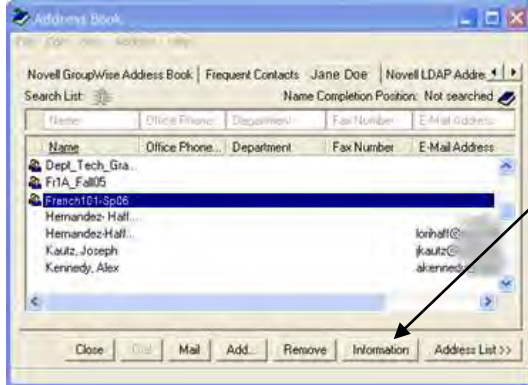
Tip: Once in your address book, you can tell GroupWise to display only groups. On the menu bar, click **View** and choose **Filter for Groups**.

If you do this, remember to go back and click **Filter Off** before you close GroupWise so that you'll see all entries again in your Address Books.



Editing group addresses

Open the Address Book where you saved the group. Then find the group by searching for it in the name field (Note the Tip above to help you find the group).



When you see the group:

→ **Don't double-click it**

→ Instead: Click the group icon once to highlight the group and then click the bottom **Information** button.



→ In the Information window, click **Edit Group**.

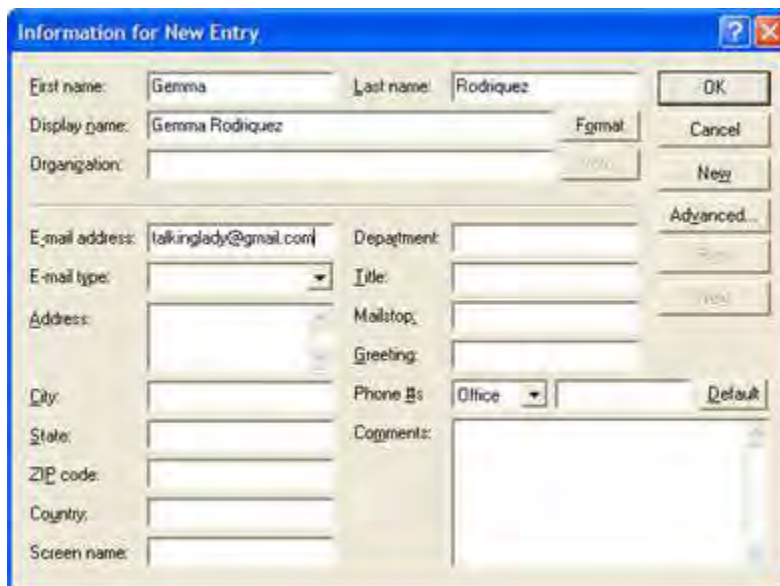
The group members appear in the right-hand window.

- **Add** people already in another address book by clicking that book's tab, finding the person, highlighting the name and clicking the button of the address field to which you want to add them.
- **Delete** people from the group by double-clicking their entry on the right.
- **Change the address field** of an entry by dragging to the correct field.
- **Click Save Group** when done.

Adding a person not already in your address books

In either the Group Information/Edit window or the regular address book, click the bottom **Add** button.

The New Entry window appears: click **Person** and then **OK**.



As you enter First and Last names, the Display name automatically appears. You must enter an email address: type it carefully!

Enter the information and click **OK**.

The automatic place to save the new entry is your Frequent Contacts Address Book. Add it to groups or individual message from Frequent Contacts.