Creating Student e-mail List *– from Agresso*

Contents
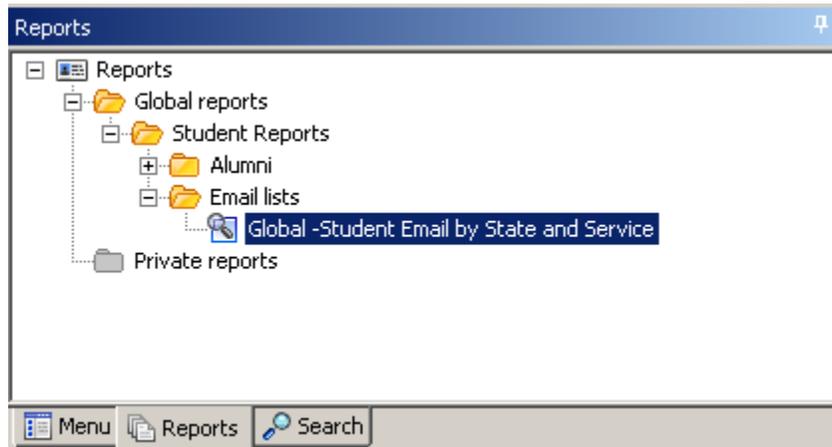
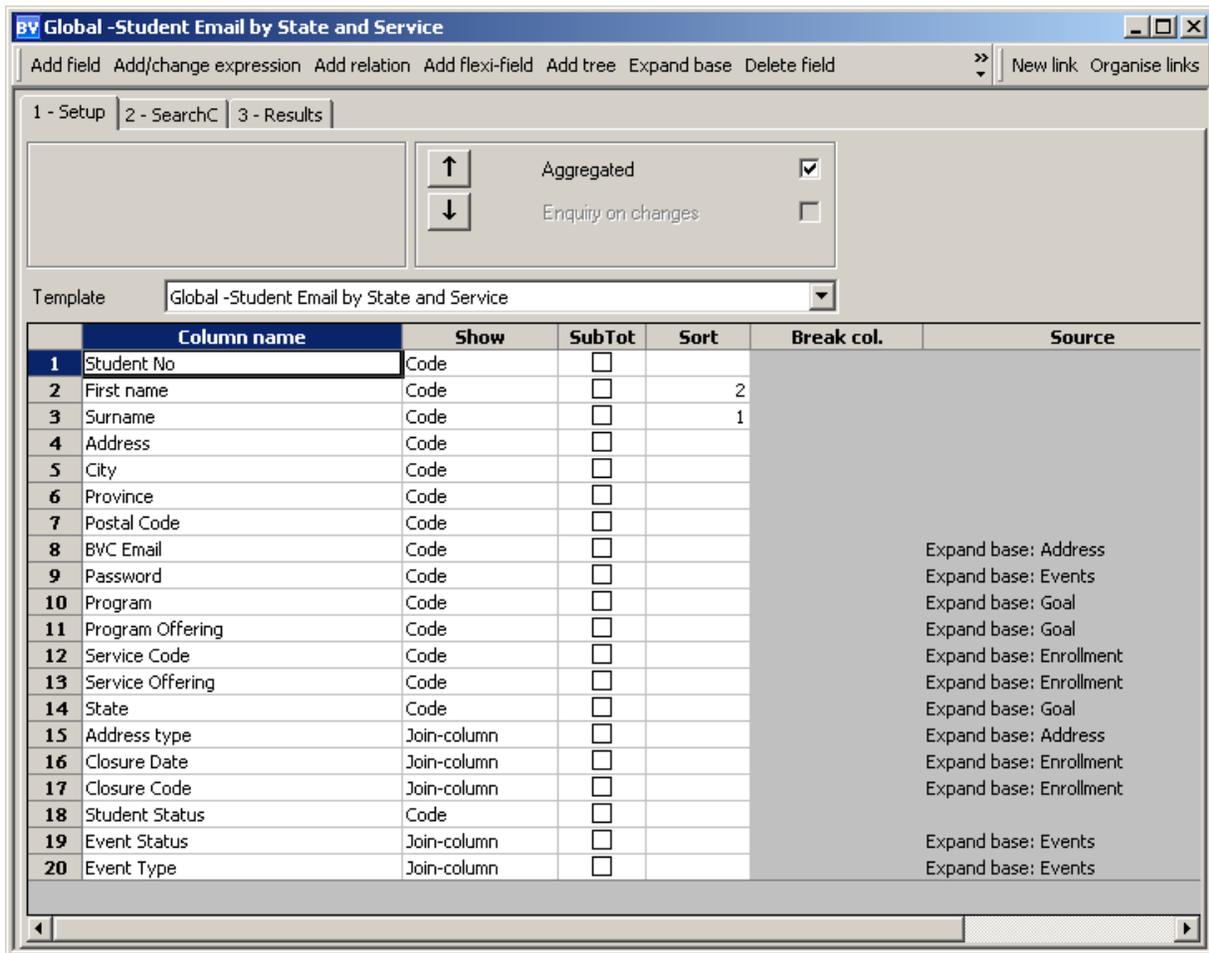## 1. Extracting Class email addresses

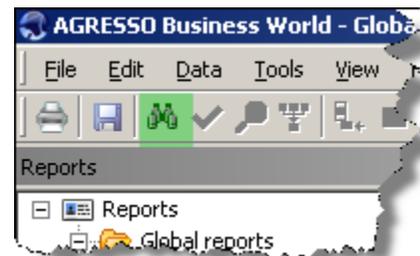1. In Agresso menu pane click on the *Reports* tab as highlighted below:
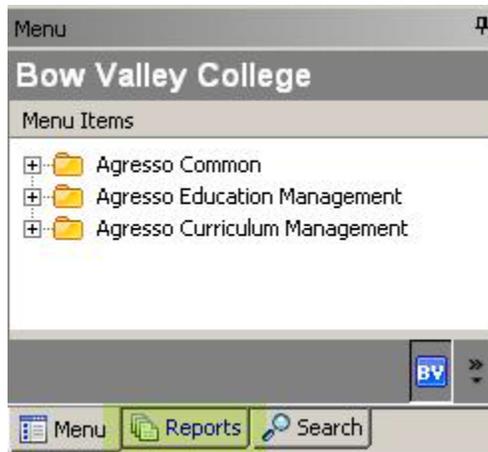
2. In the *Reports* menu pane, navigate to the *Global – Student Email by State and Service* report and open it.

The report will open:

3. To run the browser, click on binocular button on the toolbar or press the F7 key.

The browser parameter entry dialog box opens:

	Column name	Type	From	To		OK
1	State	like	REG*			
2	Service Code	like	ESLF*			Cancel
3	Service Offering	like	07AUGRM*			

Enter parameters

The 3 fields shown in the dialog box will help to narrow down the report to the list of students that you are specifically looking for. The data in the *From* column are some defaults that have been set when this report was created. They may not apply to the report you want to run.

4. Enter the information as follow:

> *Service Code*: Enter the code of the course you are teaching. (e.g. ESL0003)

> *Service Offering*: enter the offering code of the course you are teaching. (e.g. 09AUGRMTR1)

> *State*: leave this as it is or set it to *Registered*. This will limit the list to students who are currently registered. Otherwise it will give you addressed of those who have withdrawn from the course as well.

Enter parameters

	Column name	Type	From	To		OK
1	State	like	REG*			
2	Service Code	like	ESL0003			Cancel
3	Service Offering	like	09AUGRMTR1			

5. Click the *OK* button and the results will be displayed in the *Results* tab:

(note that the personal information of the students are removed from this screen shut for FOIP issues)

Global -Student Email by State a...

Add field Add/change expression Add relation Add flexi-field Add tree Expand base Delete field Delete all fields Search conditions Column format ▾ » New link

1 - Setup | 2 - SearchC | 3 - Results

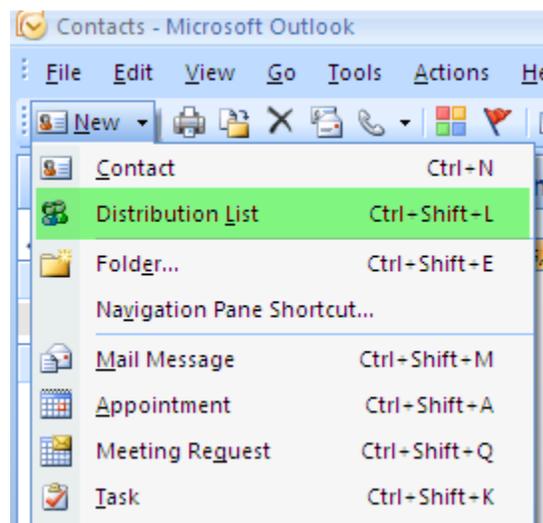|	Student No	First name	Surname	Address	City	Province	Postal Code	BVC Email	Password	Progr
1					Calgary	AB				IA
2					Calgary	AB				IA
3					Calgary	AB				IA
4					Calgary	AB				IA
5					Calgary	AB				IA
6					Calgary	AB				IA
7					Calgary	AB				IA
8					Calgary	AB				IA
9				Street SW	Calgary	AB				IA
10					Calgary	AB				IA
11					Calgary	AB				IA
12					Calgary	AB				IA
13					Calgary	AB				IA
14					Liberec 16					IA
15					Calgary	AB				IA

The column you need is *BVC Email*. You can copy this column and paste it to any other application that you need, such as MS word or Excel. The next section explains entering this information into MS Outlook.
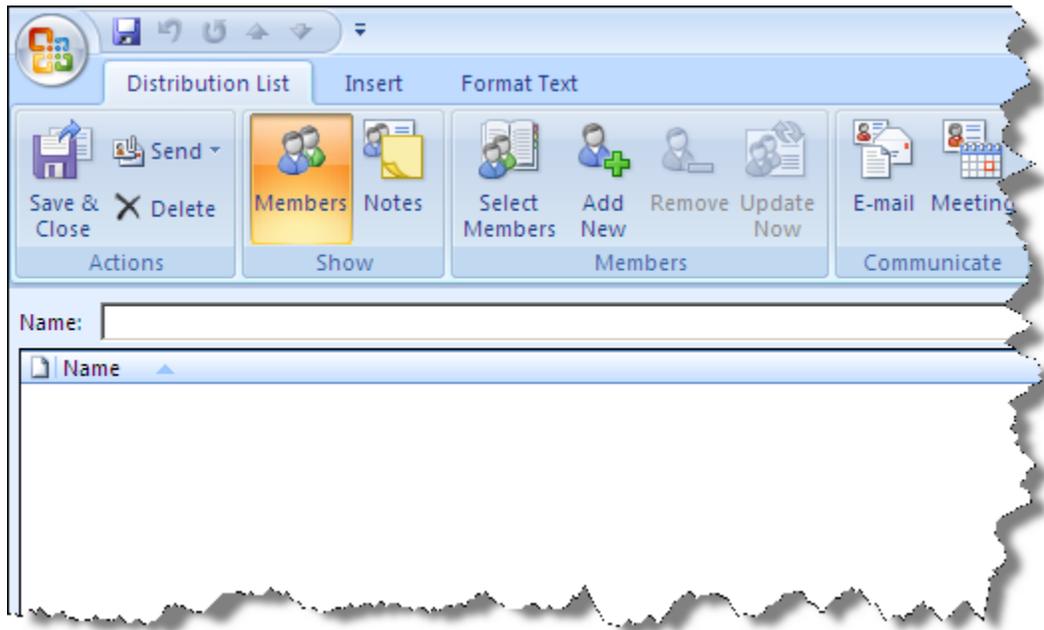
2. Distribution list

To create a distribution list in MS Outlook environment, you need to be in the *Contacts* section.

Mail

Calendar

Contacts

Tasks
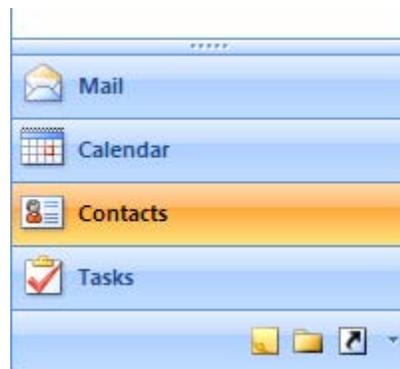
1. From the <u>New</u> option list in the toolbar, select the *Distribution <u>List</u>* option.

Contacts - Microsoft Outlook

File   Edit   View   Go   Tools   Actions   He

New ▾

Contact   Ctrl+N
Distribution List   Ctrl+Shift+L
Folder...   Ctrl+Shift+E
Navigation Pane Shortcut...
Mail Message   Ctrl+Shift+M
Appointment   Ctrl+Shift+A
Meeting Request   Ctrl+Shift+Q
Task   Ctrl+Shift+K
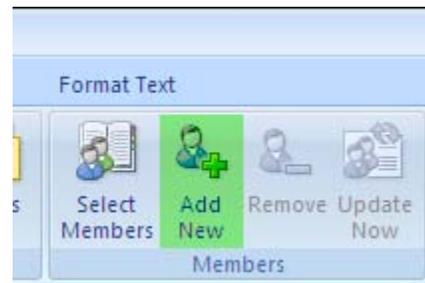
An untitled distribution list will open:

2. Give it a meaningful name. (e.g. ESL0003 Email list)

There are two ways of building your list.

a. **Add the students one by one to the list.**

3.a. Click on the *Add New* button in the toolbar.

The *Add New Member* dialog box opens.

** NOTE: If you check the *Add to Contacts* checkbox, the system will create an individual contact record for this member of the group. You can use the individual address to send an e-mail to this student only, and not to the whole group. **

4.a. Enter the student name and his/her email address in the given fields.

5.a. Click *OK* button.

You should repeat these two steps for each student in the class. However, once this is set up at the beginning of the term, it will stay in your contact list until you wish to delete it.

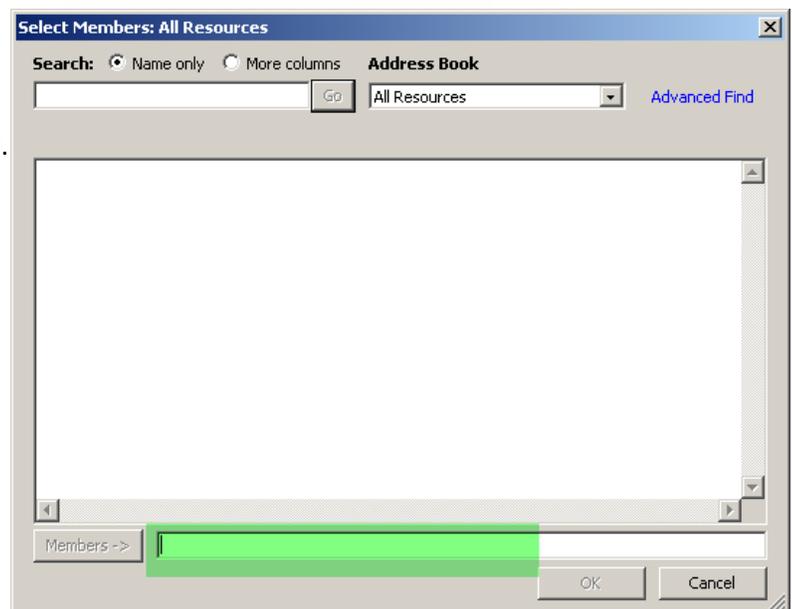**b.   Add all students to the list at once.**

3.b. Click on *Select Members* button:
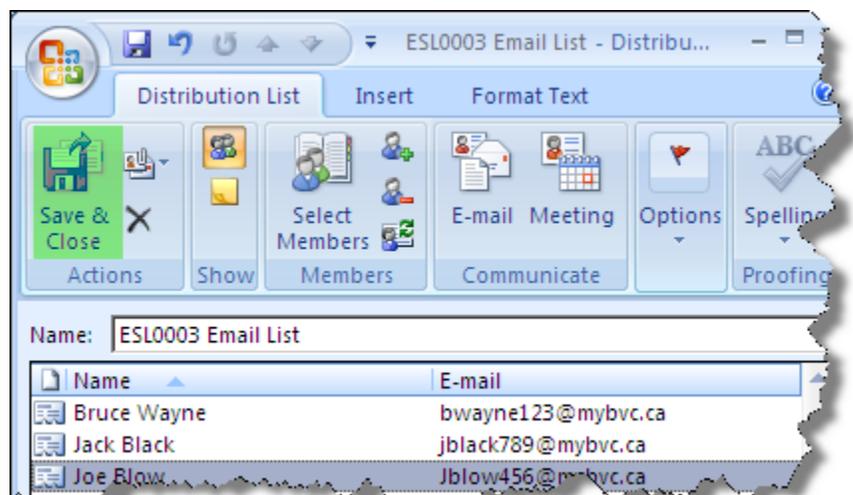

The *Select Members* dialog box opens.

4.b. Place the cursor in the *Members ->* field, and paste the list of your students in this field.

5.b. Click the *OK* button.

6. Once all students are entered in the list, click the *Save & Close* button:

The distribution list will appear in the contact list of your MS Outlook account.

3. Sending mass e-mail to students

When sending an e-mail to a group of recipients, it is recommended that you enter the addresses into Blind Copy (*Bcc...*) field. This will protect the information of your recipients. This document will look at sending mass e-mails to your students using MS Outlook.

1. If *Bcc...* field is not automatically displayed in your outlook message window, you can add it by clicking on the *Show BCC* button in the *Options* toolbar group as shown below:
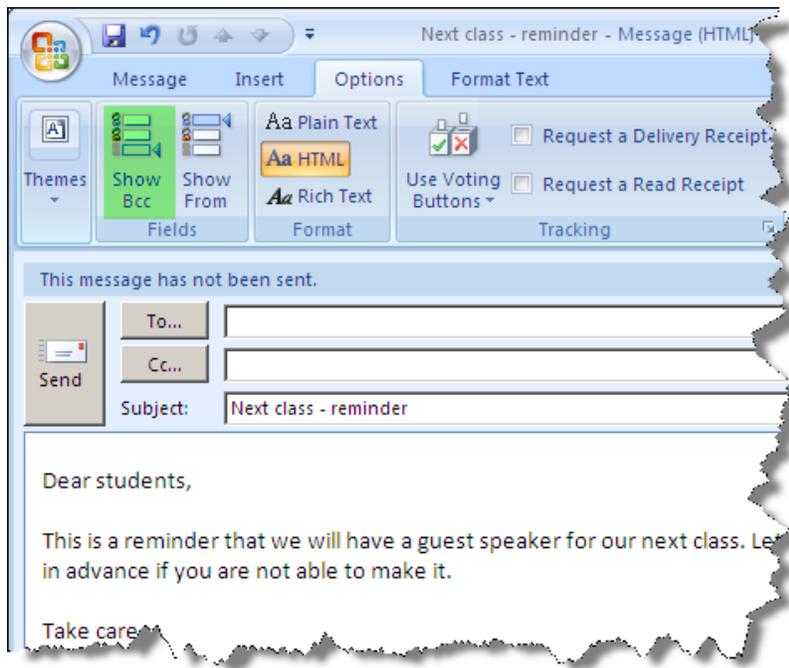

Bcc... field appears between the *Cc...* and *Subject:* fields.
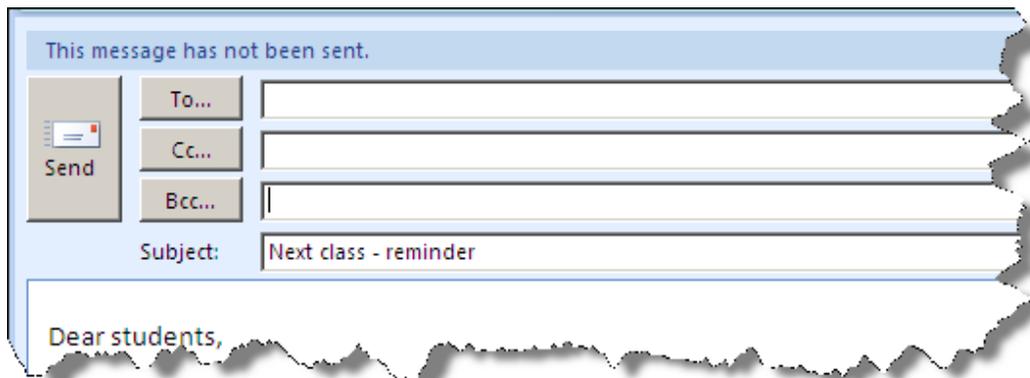
2. Once Bcc field is added to the message, place your cursor in the Bcc field and do one of the following:

    a.   If you have already created a distribution list with all your students included in it, just type the name of the list in the Bcc field and the system will recognize the address.
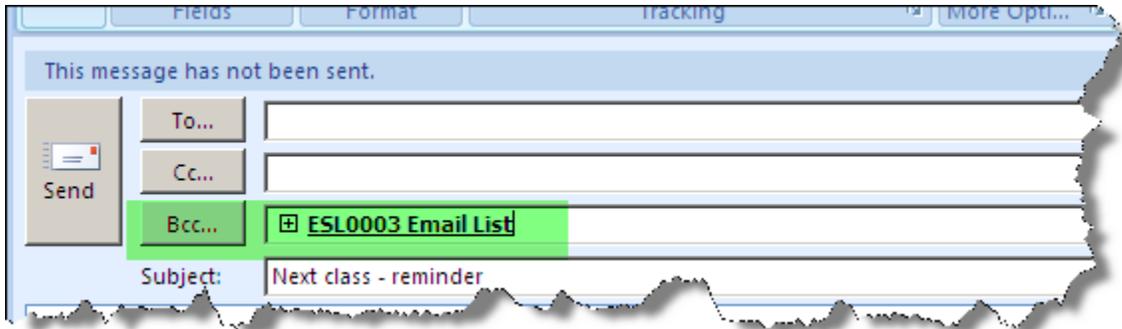
    b.   If you have extracted the list of e-mail addresses of your students and copied them from the agresso report, paste them directly into the Bcc field.
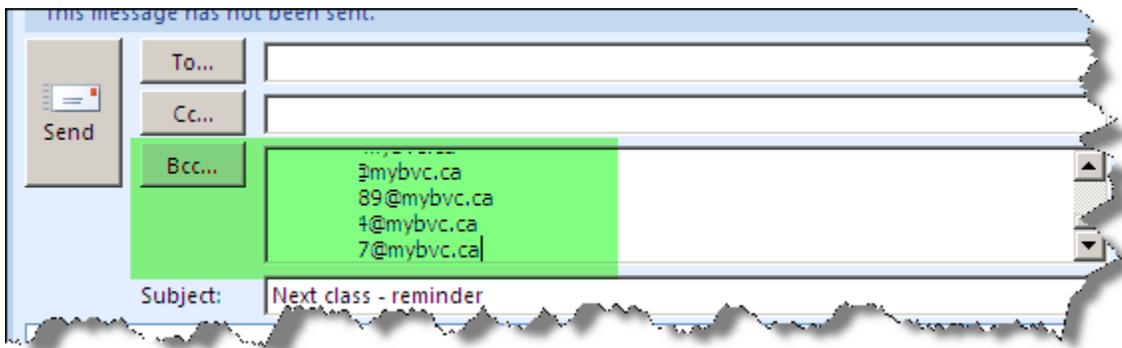
3. Like sending any other e-mail, once you have the addresses, subject and body of the message ready, click on the *Send* button.