UD Google Apps:
Three ways to email your class roster

You have three options available to send an email message to your class:
- using UDmail
- using Porches (or Banner from within Porches)
- using Isidore (if you use Isidore to support your class)

Your preferred email method may vary depending on which tool you are currently working in.

Please note the following:
- class rosters are created 30 days prior to the start of a term, and are deleted 30 days after the end of the term (i.e., the last day of finals)
- registration changes are reflected immediately within Porches/Banner, but will take 1 business day to propagate to roster lists in UDmail, and may take up to 2 business days to propagate to Isidore.

Send email using UDmail

Course rosters are copied to Google Groups and can be accessed from your UD Google Apps account.

Reminder: Registration changes are reflected immediately within Porches/Banner, but will take 1 business day to propagate to roster lists in UDmail.
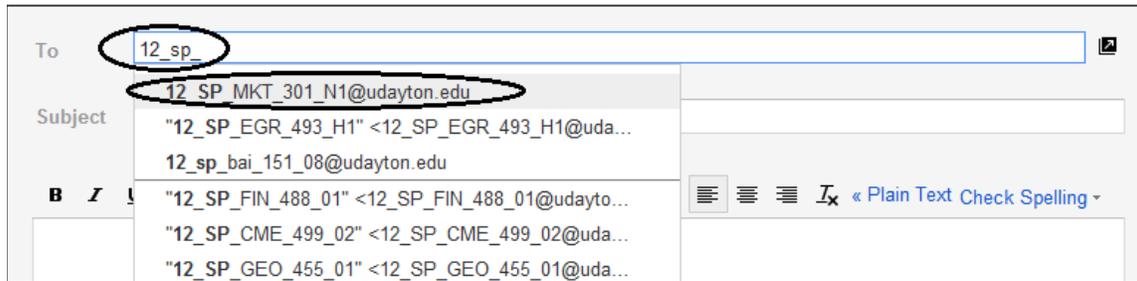
Known course section number

If you know the course section number for your class, type the email address directly in the **To** field of a new message in the format of <course_section>@udayton.edu. Remember that course sections are in the format of yr_term_dept_course#_section (e.g., 12_SP_MKT_301_N1).

You will be able to see other course sections when you use type-ahead in the **To** field. If you address your message to the wrong course section, the message will bounce back to you as undeliverable. (You should still have a copy in your Sent Mail label which you can use to create a new message to send to the correct roster.)
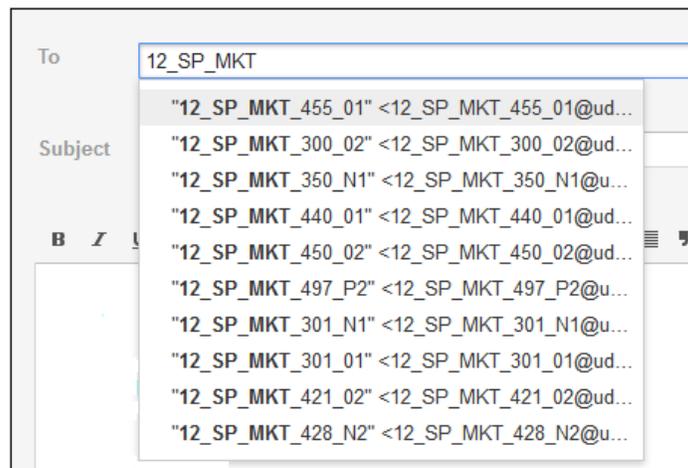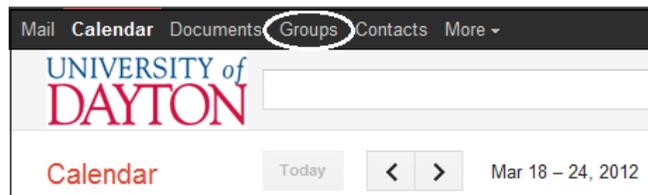

Tip: After you email the class the first time, the full class name should appear in your prioritized type-ahead list (above the horizontal line) when you start typing. Click on the full class name to address the message to the class.
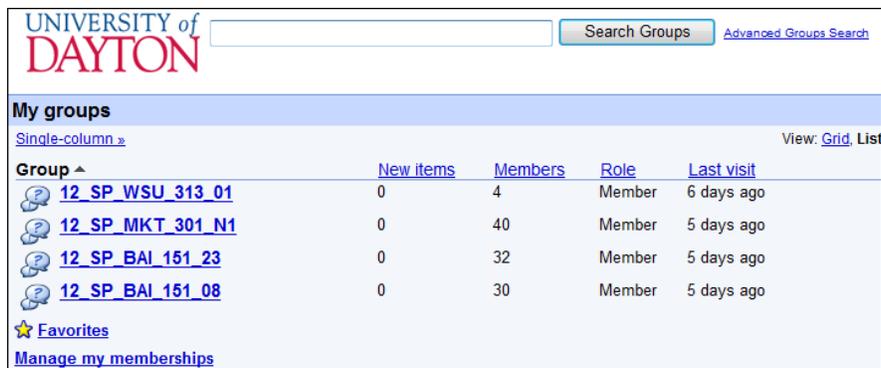
Unknown course section number

If you are not sure of the course section number for your class, find your class roster in your **My groups** list.

1. Within any UD Google Apps service, click **Groups** from the menu bar.

2. From the "My groups" page, click on the name of the class you wish to email.

Note: The Members count includes the instructor(s), students, and the UDit administrative account ("rosterowner"). The "rosterowner" account does NOT receive emails; it is used for administration only as needed.

3. From the Discussions page, click the link to email the class.


Tip: After you email the class the first time, you can bypass these steps and start typing the class name in the **To** field of a new message in UDmail. Click on the full class name that appears in your prioritized type-ahead list (above the horizontal line) to address the message to the class.
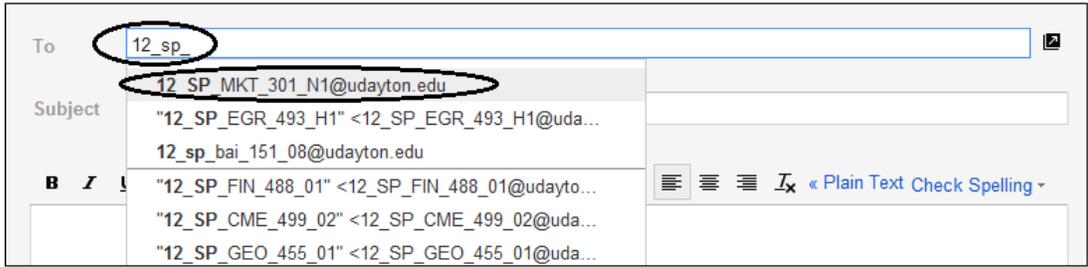
Send email using Porches

These instructions are written assuming that UDmail is set as your default mail program. If you use a 3rd-party client (e.g., Outlook), you may notice some slight differences but the general procedure should remain the same.

1. (Optional) Ensure that UDmail is designated as your default program. An easy way to check -- click helpdesk@udayton.edu and notice what program is used to send an email. If needed, follow Google's instructions.   You will only need to do this once.
2. Within Porches, click on the Faculty tab.
3. In the Faculty Registration Tools channel, click **Email Class**
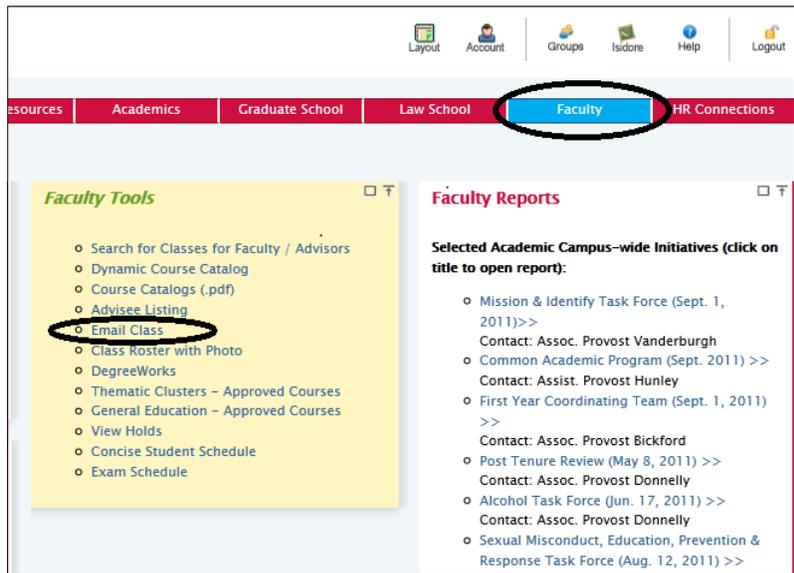
4. On the Faculty Services tab, select the appropriate Term from the dropdown list, then click **Submit**
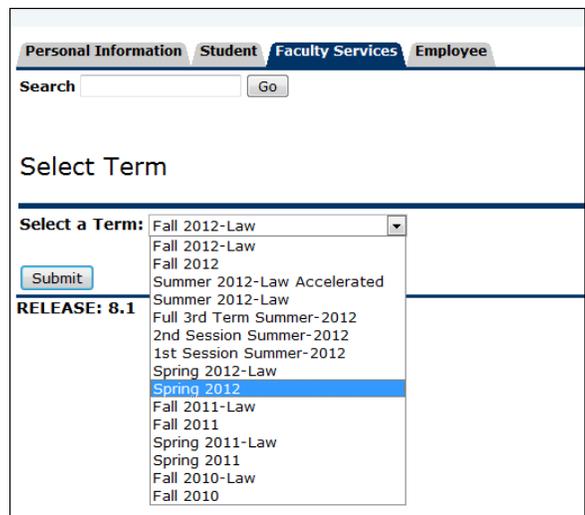
5. From the list of "Faculty and Advisors" options, click **Class List**
6. Under "Select a CRN", use the dropdown box to select the appropriate class, then click **Submit**

7. From this "Summary Class List", scroll to the bottom of the list of students and click **Email Class**. This will launch your designated email program and copy all of the student email addresses into the Bcc field. (See Note below)
8. Compose and send your message.

Note: Some browsers have issues processing class email lists that are over 3000 characters (e.g., a large class size, or a class that happens to have a lot of students with long usernames!). If your class happens to fit this criteria, follow these revised steps:

7. (revised for large class lists) From this "Summary Class List", scroll to the bottom of the list of students and click **Display Email List**.
8. Again, scroll to the bottom of the "Summary Class List." You will see a box called **Class List Email Listing**, which contains all the email addresses for the students in your roster. Placing your cursor anywhere in the box, press **Ctrl-A** to select all the addresses and then press **Ctrl-C** to copy the addresses.
9. Open your email program and start a new message. Place your cursor in the Bcc field, then press **Ctrl-V** to paste the addresses.
10. Compose and send your message.


Send email using Isidore

Reminder: Registration changes are reflected immediately within Porches/Banner, but may take up to 2 business days to propagate to Isidore.

1. Within your Isidore course site, click on the **Messages** tool in the left menu bar, then click **Compose Message**
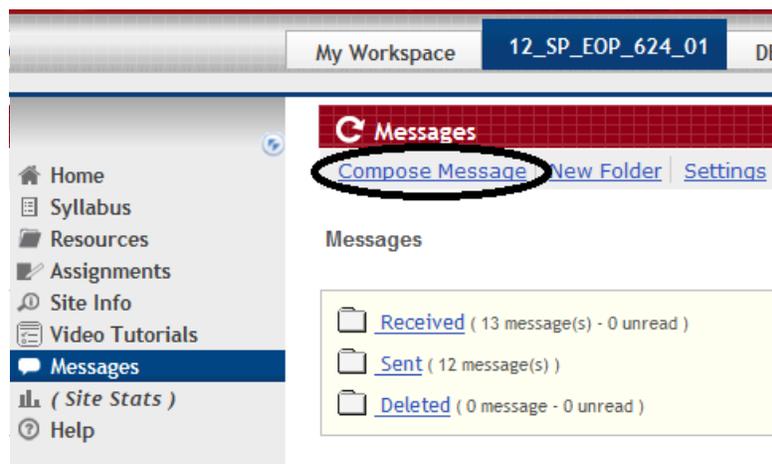
2. In the "To" box, select your roster group (e.g., 12_SP_EOP_624_01 Group). Check the box next to "Also send a copy to recipients' University E-mail address(es)" to send the message to all students' UD email accounts that are listed on your roster. If you don't check the box, then the message will remain in Isidore and students will need to log into Isidore to check their messages.

   Enter a subject line and the message text (like you would in a normal email).
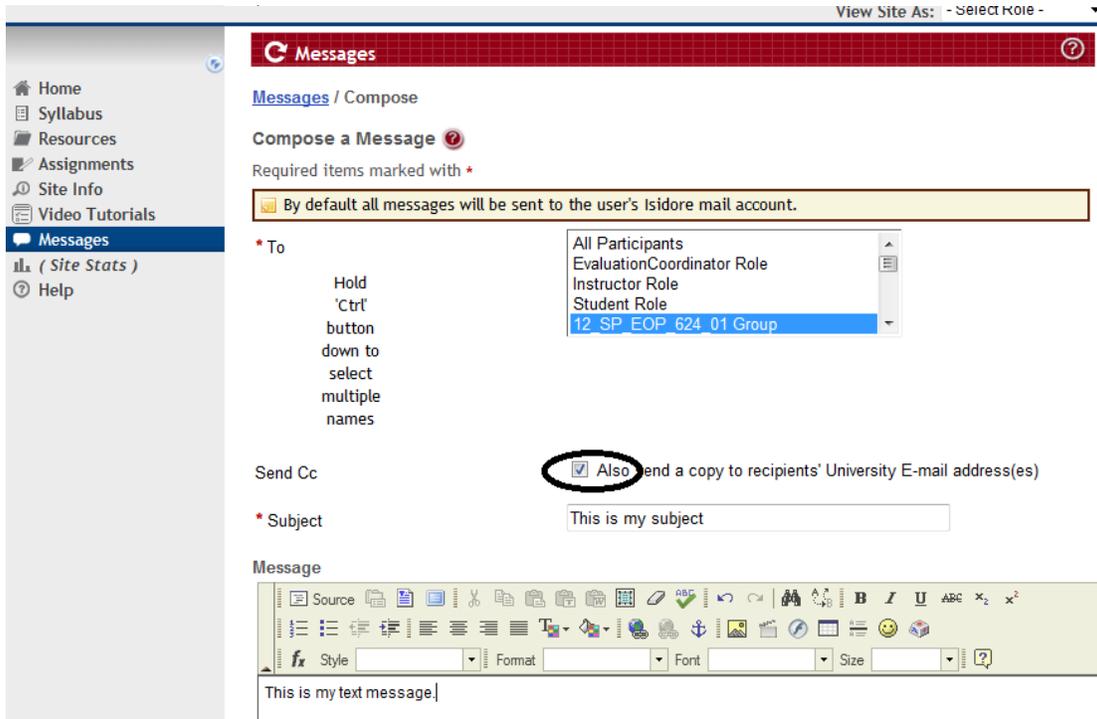
3. (optional) Click **Add attachments** to include an attachment
4. Click **Send**