



Class Roster Toolkit

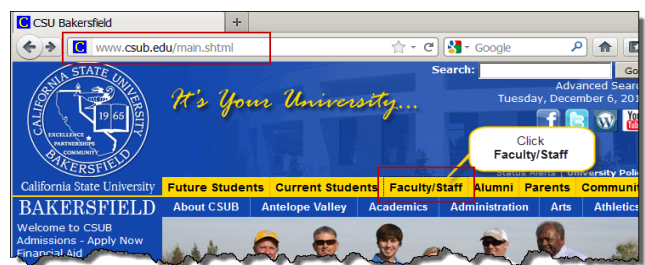
The Class Roster Toolkit is a tool created to supplement myCSUB. It allows you to view, download, and print class rosters with email addresses and Net IDs. The toolkit information is updated every day at 12:00pm and 6:00pm, from myCSUB. These instructions are organized as follows:

- Accessing the Class Roster
- Class Roster with Net ID
- Class Roster Email List
- Email List

Accessing the Class Roster

The Class Roster with Net Ids provides a list of students with their email address, Net Id, and other information. This list is helpful for online courses, which use Net IDs for student authentication.

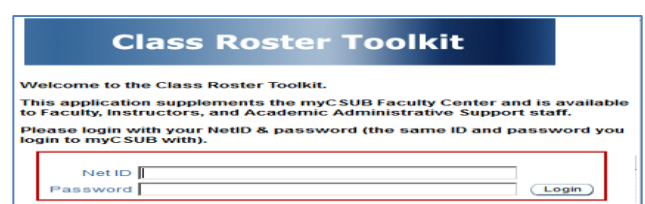
1. Open your web browser and
 - Navigate to the **CSUB** home page, <http://www.csub.edu>.
 - Click the **Faculty/Staff** tab



2. In the Login To: section, click the **Class Roster Toolkit**.



3. When the Class Roster Toolkit opens,
 - In the **Net ID**, enter your Net Id
 - In **Password**, enter your password
 - Click **Login**



4. The Class Roster Toolkit opens showing the Home tab.





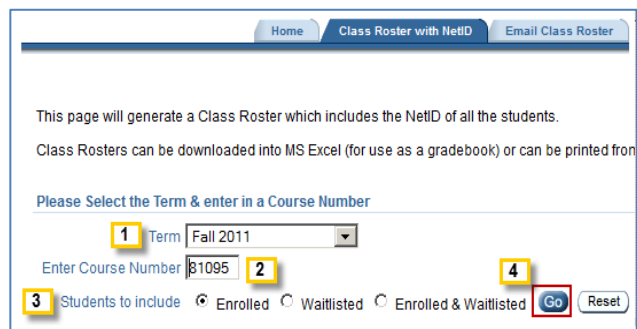
Class Roster with Net Ids

The Class Roster with Net Ids provides a list of students with their email address, Net Id, and other information. This list is helpful for online courses, which use Net IDs for student authentication.

- From the Home tab of the Class Roster Toolkit, click the **Class Roster with NetID** link.



- When the page opens,
 - Select the desired term using the drop down arrow
 - For the Course Number, enter your class number, such as 80596.
 - Click the appropriate button for Students to Include, such as enrolled, waitlisted, etc.
 - Click **Go**



- After clicking **Go**, scroll down to view the Class Roster. To download, click the **Download to Spreadsheet** link.

Class Roster


[Download to Spreadsheet](#)

Acad Career	Class Nbr	Subject	Catalog Nbr	Session	Emplid	Netid	Email	Last Name	First Name
UGRD	81095	ACCT	220	1	0029	wharding29	29thpresident@school.edu	Harding	Warren
UGRD	81095	ACCT	220	1					
UGRD	81095	ACCT	220	1					



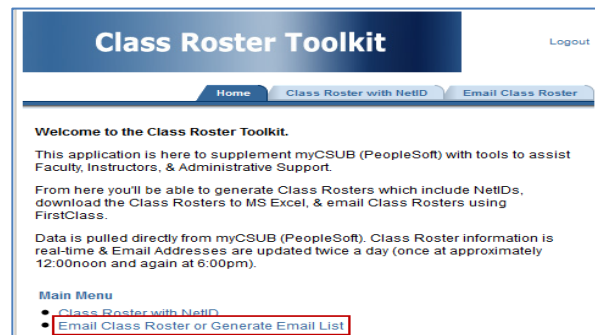
Class Roster Email List

The Class Roster Email List works with First Class by adding the student's email address to the BCC (blind carbon copy) box automatically. It provides a quick and convenient method for sending attachments to your students. Due to limitation with First Class, the Class Roster Email List works with classes that have 100 or less students.

1. From your computer desktop, open FirstClass,  , and log in.

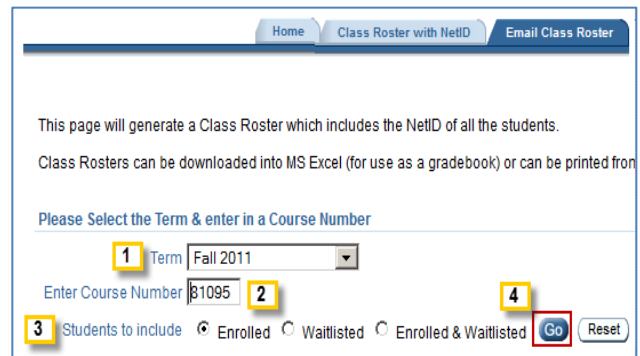


2. From the **Class Roster Toolkit** main menu, click the **Email Class Roster or Generate Email List** link.

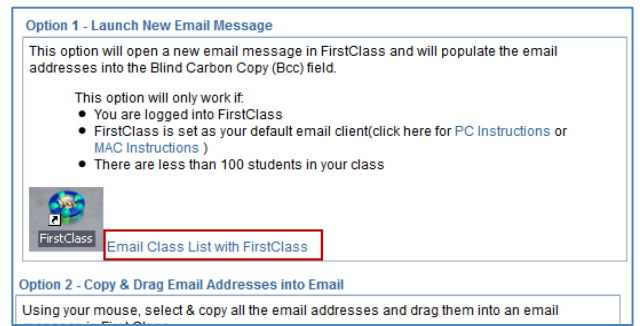


3. When the page opens,

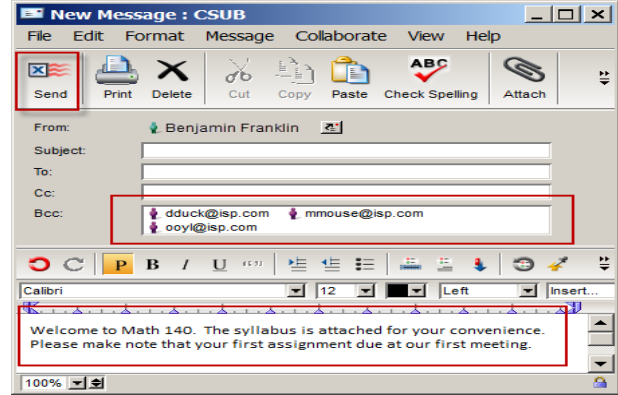
- Select the desired term using the drop down arrow
- For the Course Number, enter your class number, such as 80596.
- Click the appropriate button for Students to Include, such as enrolled, waitlisted, etc.
- Click **Go**



4. In the Option 1 – Launch New Email Message section, click the **Email Class List with FirstClass** link.



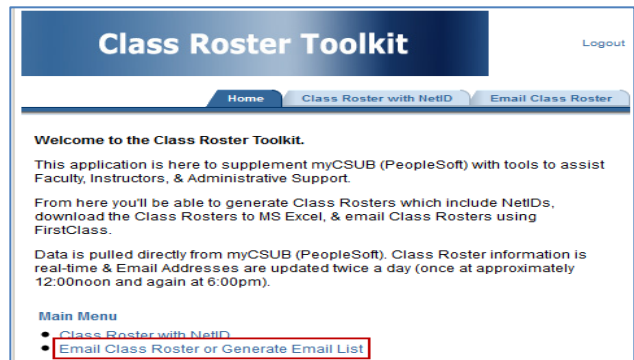
5. A new FirstClass message opens with the student's email addresses in the BCC: box. At this point, you can add your email message, attach a document (if desired), and click Send.



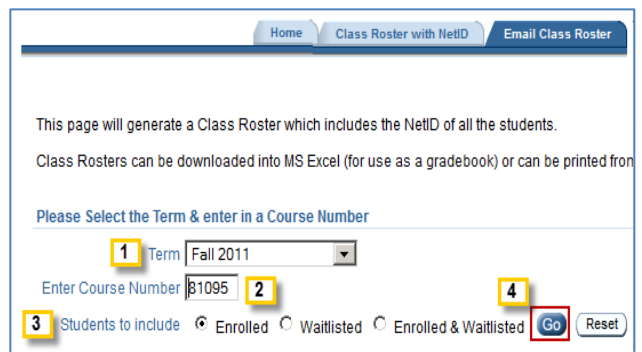
Email List

The Email List provides a list of email addresses that you can drag and drop into the To, CC, or BCC fields of your email client, such as First Class. The Email List works with classes of any size.

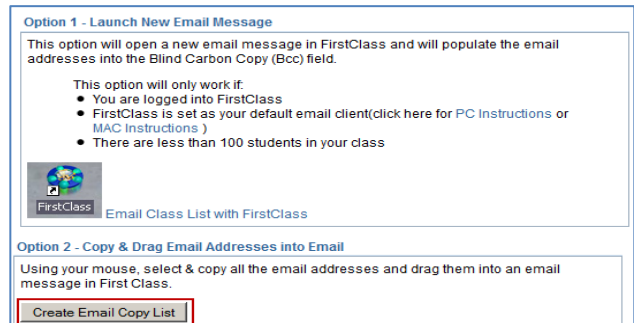
1. From the **Class Roster Toolkit** main menu, click the **Email Class Roster or Generate Email List** link.



2. When the page opens,
- Select the desired term using the drop down arrow
 - For the Course Number, enter your class number, such as 80596.
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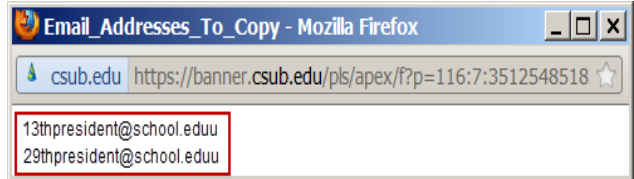


3. In the **Option 2 – Copy & Drag Email Addresses into Email** section, click the **Create Email Copy List** button.

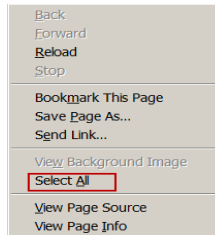




4. The student's email addresses appear in a new window, so make sure your pop-up blockers are turned off.



5. To select all the email addresses, right-click in the window and click **Select All**



6. To drag the email addresses to your email:

- Open a new email message from your email client
- Return to the Email_Addresses_To_Copy window in your web browser
- Drag the selected email addresses to the BCC box of your new email message.

