

## A How-to Guide for Faculty and School Operations Liaison Introduction to the PeopleSoft (Evolve) Class Roster

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This document details the steps required to use the PeopleSoft (Evolve) Faculty Centre Class Roster functionality. Further, provides instructions on creating a Microsoft Outline class distribution list using information from the Class Roster.

## Document Information

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## Revision History

Version #	Ver. Date:	Revised by:	Description of change:
1.0	Aug 1, 2013	David Baker	N/A
1.1	Sept. 5, 2013	David Baker	Added: -Table of Contents, Create an Outlook Distribution List instructions
1.2	Aug 8, 2014	David Baker	Yearly revisions -Minor instructional language changes
2.0	Aug 18, 2014	David Baker	Yearly revisions

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# Freedom of Information Statement

## Collection, Use and Disclosure of Personal Information

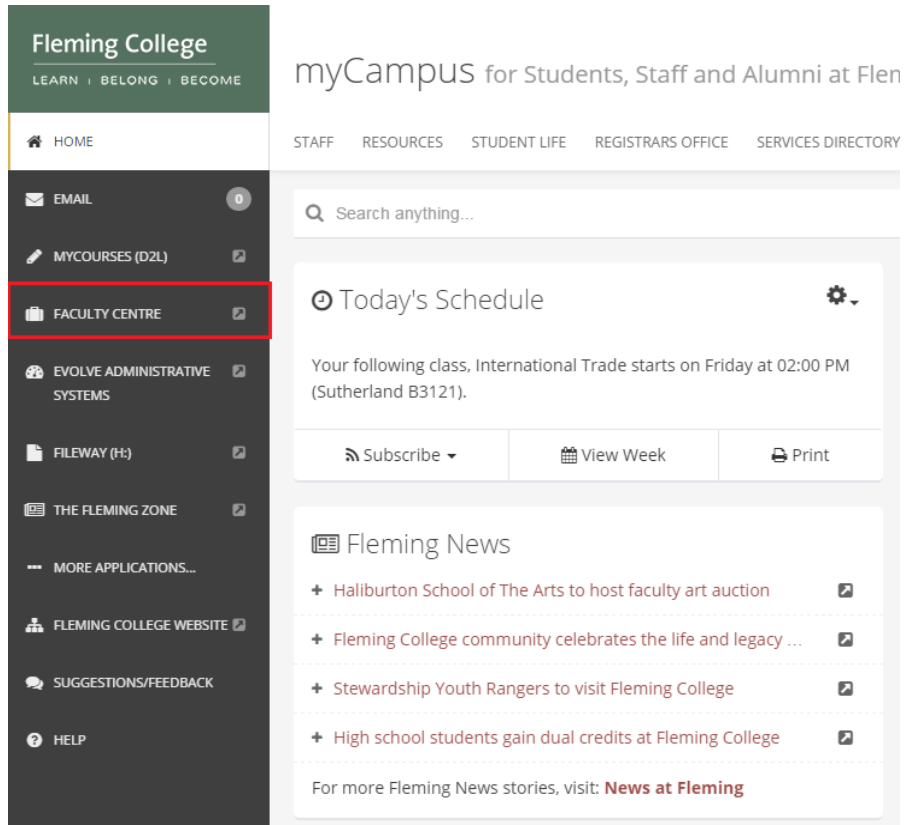
Please take all-necessary precautions in safeguarding student information (unauthorized access and must not be copied or distributed). If you print any document to hard copy, it is **your responsibility** to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

Fleming College's Freedom of Information Statement, as of July 2013:

The collection, use and disclosure of student information is protected by College policies and government legislation. Personal information is primarily used by the College for academic, administrative and statistical purposes. A Student's personal information (even confirming their enrolment at the College) may only be disclosed when a valid consent to release this information is obtained. In addition, there will be instances where the College will disclose personal information to government departments, co-sponsoring organizations and other educational institutions. Occasionally, information may be released, if required or authorized by a court order or other legal document. A student may request access to their personal information and may request corrections, deletions or additions of information that is not accurate, complete or up to date.

# How to Email Class Roster

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click **Faculty Centre**



4. Click **my schedule** under 'Faculty Center' tab
5. Click on class **roster icon** next to the class



## Notify all Students

- Click the **'Notify all Students'** button

14	<input type="checkbox"/>		100	I	Non-Graded	0.00		Sem 2	
15	<input type="checkbox"/>		100		Non-Graded	0.00		Sem 2	

Select All Clear All [Printer Friendly Version](#)

- Enter text in the **'Message Text'** section. A spellcheck option is available; it is the book with checkmark and it located on the top right side of message text box

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from David Baker**

**From:** david.baker@flamingcollege.ca

**To:** david.baker@flamingcollege.ca

**CC:**

**BCC:** student1@flamingcollege.ca; student2@flamingcollege.ca; student3@flamingcollege.ca

**Subject:** <From the desk of David Baker>

**Message Text:**

**Attached File(s)** | 1 of 1

- If desired, modify the subject line <From the desk of [...]>.
- Click the **'Send Notification'** after message is complete

**Subject:** <From the desk of David Baker>

**Message Text:**

**Attached File(s)** | 1 of 1

## Notify Selected Student

1. Click the **'Check box'** in the **Notify** column of each student that requires a notification
2. Click the **'notify selected students'** button, once all students have been selected

10	<input checked="" type="checkbox"/>		100	N	Non-Graded	0.00		Sem 2	
11	<input type="checkbox"/>		100	P	Non-Graded	0.00		Sem 2	
12	<input checked="" type="checkbox"/>		100	R	Non-Graded	0.00		Sem 2	
13	<input type="checkbox"/>		10	S	Non-Graded	0.00		Sem 2	
14	<input checked="" type="checkbox"/>		100	T	Non-Graded	0.00		Sem 2	
15	<input type="checkbox"/>		100	W	Non-Graded	0.00		Sem 2	

[Select All](#) [Clear All](#)

[Printer Friendly Version](#)

3. Enter text in the **'Message Text'** section. A spellcheck option is available, it is the book with checkmark and it located on the top right side of message text box

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

**Notification from David Baker**

From: david.baker@flemingcollege.ca

To: david.baker@flemingcollege.ca

CC:

BCC: student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca

Subject: <From the desk of David Baker>

Message Text:

Attached File(s) | 1 of 1

Add File

Send Notification

4. If desired, modify the subject line <From the desk of [...]>.
5. Click the **'Send Notification'** after message is complete

BCC: student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca;

Subject: <From the desk of David Baker>

Message Text:

Attached File(s) | 1 of 1

Add File

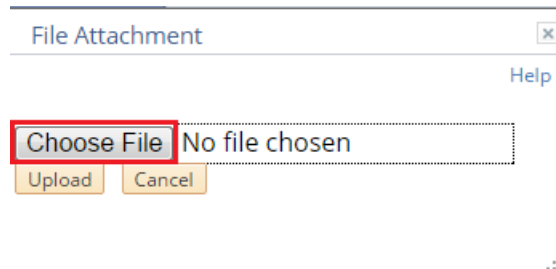
Send Notification

## Attach file

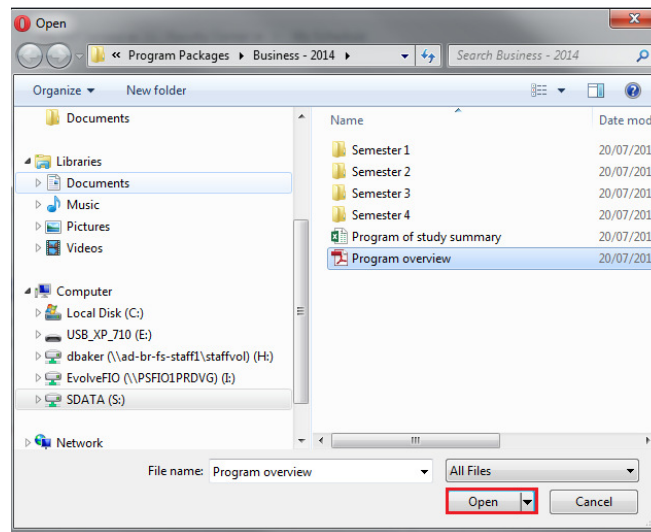
1. Click the **'Attach'** button



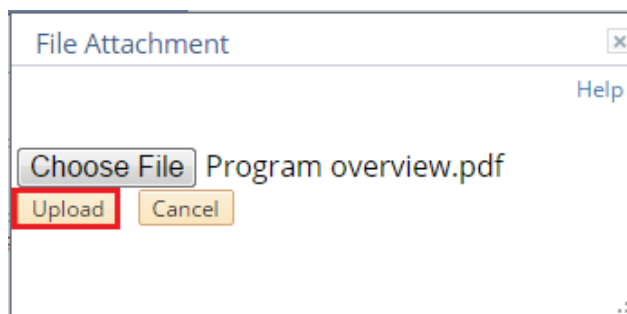
2. Click the **'Browse'** button in the File Attachment window



3. Click on desired file and click the **'Open'** button



4. Click the **'Upload'** button





5. Upload is successful.



## Removing Uploaded File

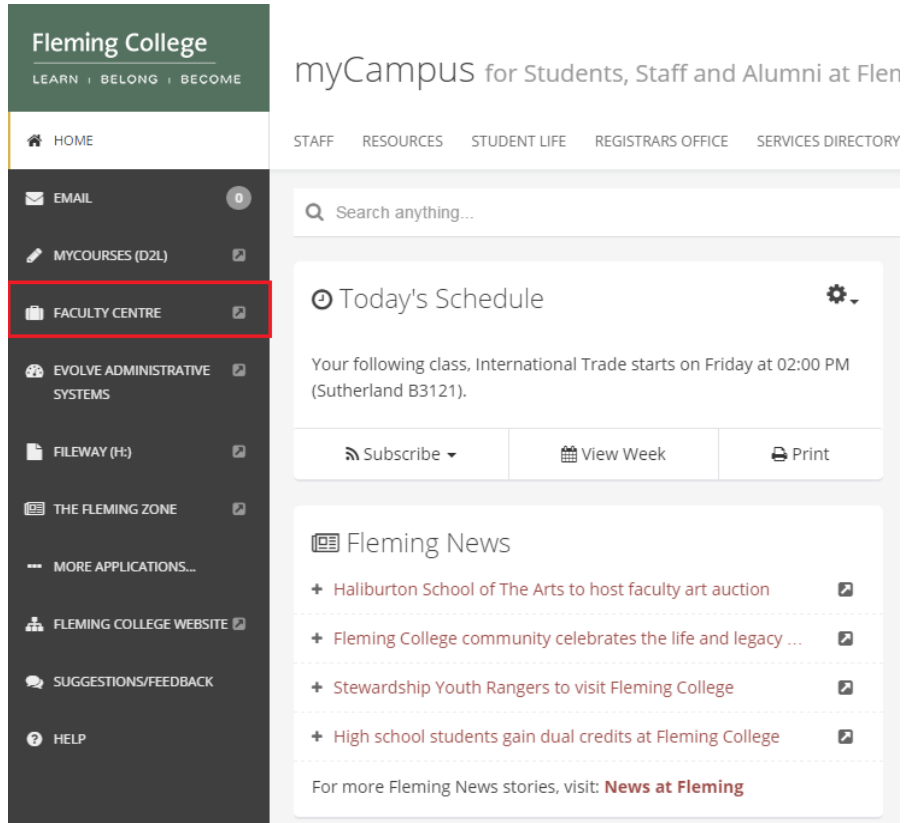
1. Click the '**Remove**' button



# Create an Outlook Distribution List

## PeopleSoft (Evolve) – Part A

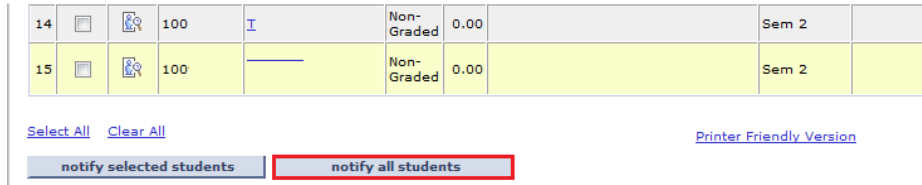
1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click **Faculty Centre**



4. Click **my schedule** under 'Faculty Center' tab
5. Click on class **roster icon** next to the class



6. Click the '**Notify all Students**' button



7. Select (highlight) and copy all (Ctrl-C) students in the 'BBC:' box

**Class Roster**

**Send Notification**

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from

**From:** @flemingc.on.ca

**To:** @flemingc.on.ca

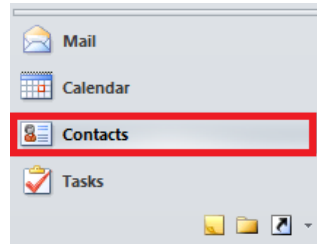
**CC:**

**BCC:**

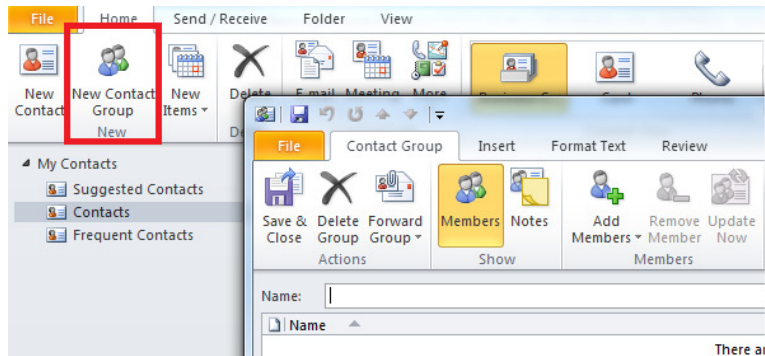
@flemingc.on.ca; @flemingc.on.ca; @flemingc.on.ca;  
@flemingc.on.ca; @flemingc.on.ca; @flemingc.on.ca;  
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@flemingc.on.ca; @flemingc.on.ca; @flemingc.on.ca;

## Microsoft Outlook 2010 – Part B

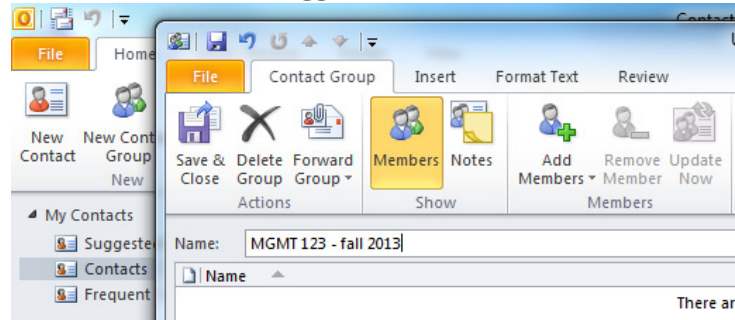
1. Open Microsoft Outlook
2. Click the '**Contacts**' button



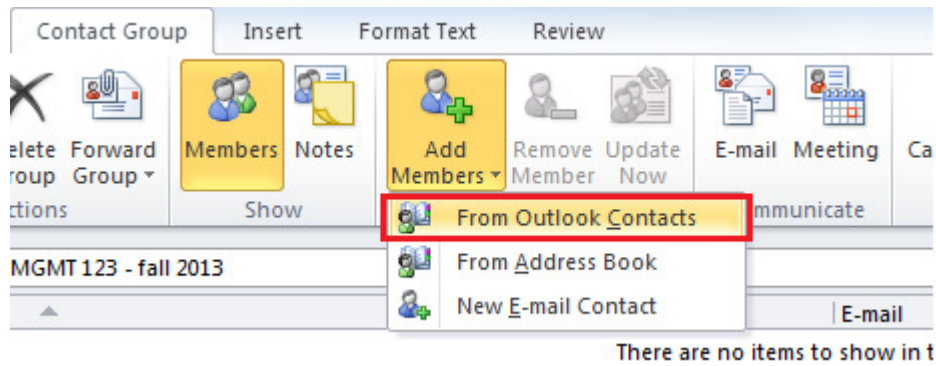
3. Click the '**New Contact Group**' button



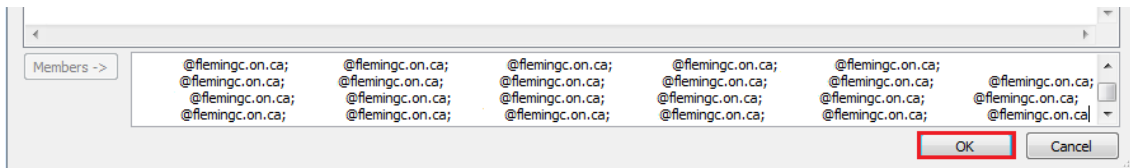
4. Enter name of group in '**Name**' text box. A suggestion is course code/number – academic term.



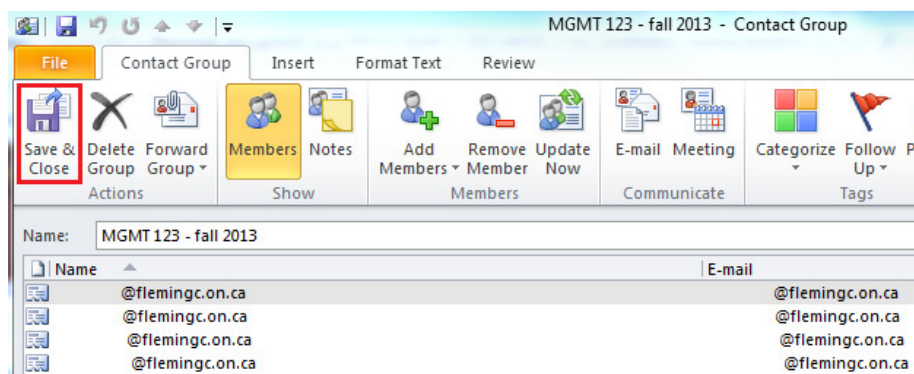
5. Click 'From Outlook Contacts' under the Add Members button in the top ribbon



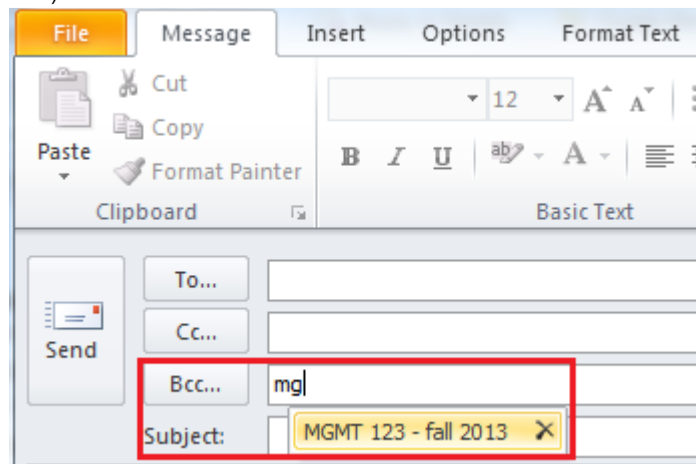
6. Paste (Ctrl-V) the copied email address from step 7 into the 'Members ->' text box  
7. Click the 'OK' button



8. Click the 'Save & Close' button



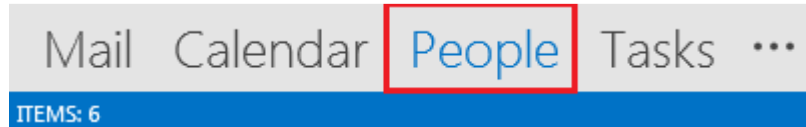
9. In an email message type the first few letters of the newly created group in the 'BCC...' text field and select the group (example: MG..)



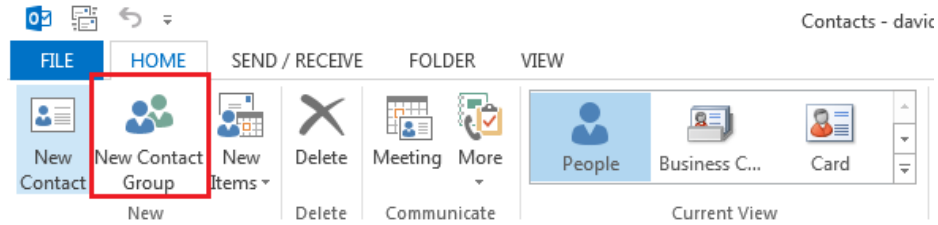
**NOTE:** Ensure you use the **BCC** section when using a class distribution list. This will avoid any **Freedom of Information (FOI)** related issues regarding a student's name and/or email address attached to a specific email distribution list.

## Microsoft Outlook 2013 – Part B

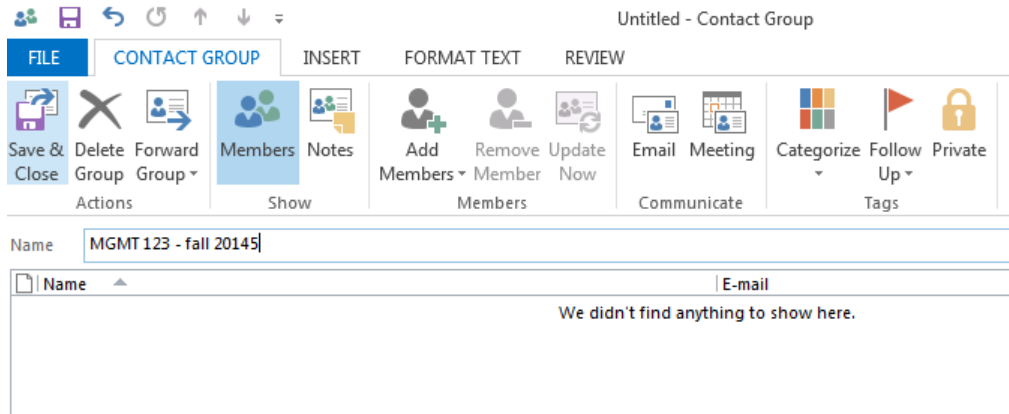
1. Open Microsoft Outlook
2. Click the **'People'** button



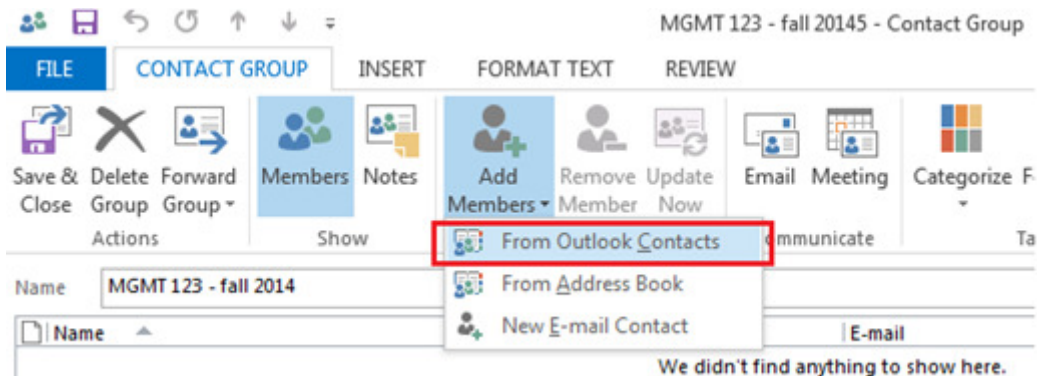
3. Click **'New Contact Group'** button



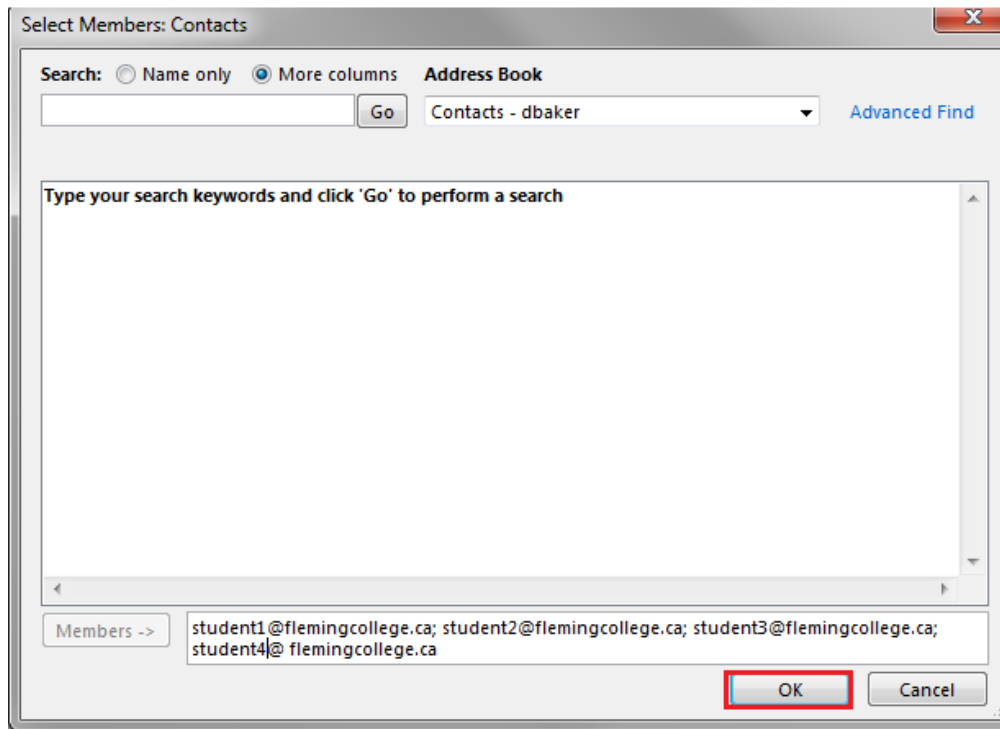
4. Enter name of group in **'Name'** text box. A suggestion is course code/number – academic term.



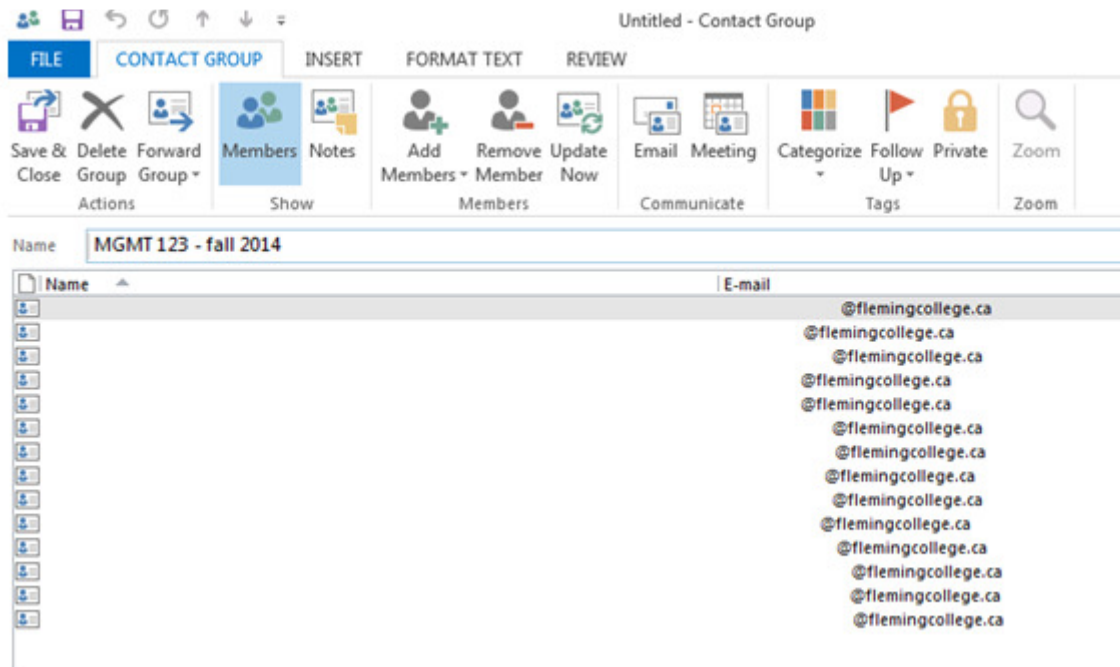
5. Click **'From Outlook Contacts'** under the Add Members button in the top ribbon



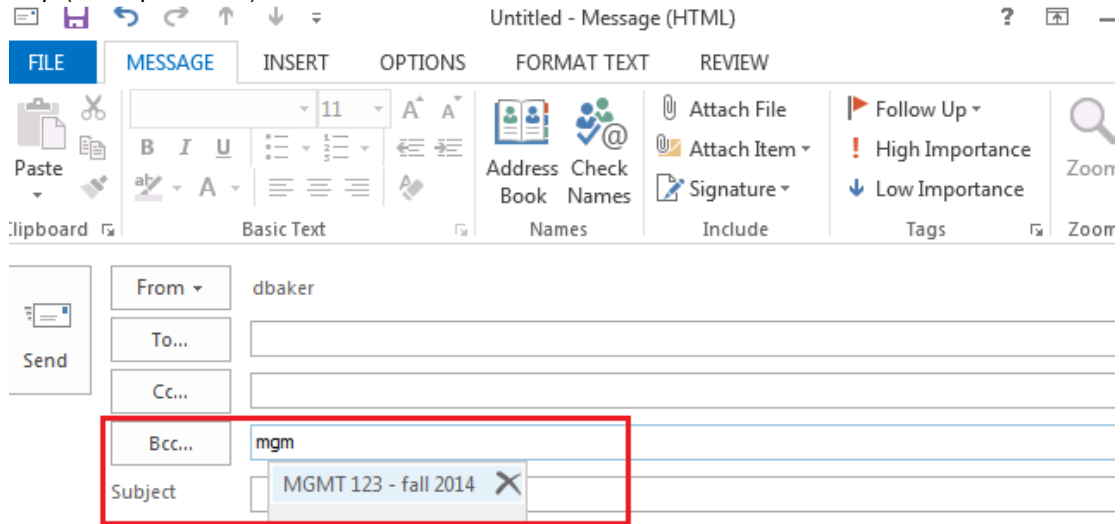
6. Paste (Ctrl-V) the copied email address from step 7 into the 'Members ->' text box
7. Click the 'OK' button



8. Click the 'Save & Close' button



9. In an email message type the first few letters of the newly created group in the 'BCC...' text field and select the group (example: MG..)



**NOTE:** Ensure you use the **BCC section** when using a class distribution list. This will avoid any **Freedom of Information (FOI)** related issues regarding a student's name and/or email address attached to a specific email distribution list.

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