

A HOW-TO GUIDE FOR FACULTY AND ADMINISTRATIVE ASSISTANTS INTRODUCTION TO THE PEOPLESOFT (EVOLVE) CLASS ROSTER

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

DOCUMENT NAME	A How-to Guide for Faculty and School Operations Liaison: Introduction to the PeopleSoft (Evolve) Class Roster
DOCUMENT VERSION NUMBER	3.0
DOCUMENT VERSION DATE	July 30, 2018

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
3.0	July 30, 2018	David Baker	Yearly revisions -Updated screenshots, removed dated material

CONTENTS

FREEDOM OF INFORMATION STATEMENT	4
HOW TO NOTIFY ALL STUDENTS VIA CLASS ROSTER	5
NOTIFY ALL STUDENTS.....	6
NOTIFY SELECTED STUDENT.....	8
ATTACH FILE.....	10
REMOVING UPLOADED FILE.....	11
CREATE AN OUTLOOK DISTRIBUTION LIST	12
PEOPLESOFT (EVOLVE) – PART A.....	12
MICROSOFT OUTLOOK 2016 – PART B.....	14

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 NOTIFY ALL STUDENTS VIA CLASS ROSTER


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

The screenshot displays the myCampus portal interface. On the left is a dark navigation sidebar with the Fleming College logo and tagline 'LEARN | BELONG | BECOME'. The sidebar contains several menu items, with 'FACULTY CENTRE' highlighted by a red box. Other items include HOME, EMAIL (OWA), MYCOURSES (D2L), CO-CURRICULAR RECORD, EVOLVE ADMINISTRATIVE SYSTEMS, FILEWAY (H+), GRADES, THE FLEMING ZONE, MORE APPLICATIONS..., FLEMING COLLEGE WEBSITE, BOOKIT@FLEMING, SUGGESTIONS/FEEDBACK, HELP, and CHANGE PASSWORD. The main content area is titled 'myCampus for Students & Staff at Fleming College' and includes a search bar and navigation links for STAFF, RESOURCES, STUDENT LIFE, REGISTRARS OFFICE, and SERVICES DIRECTORY. Below the search bar, there are two 'Today's Schedule' sections. The first section features a background image of a lecture hall and displays the text: 'Your next class this week, Marketing starts tomorrow at 02:00 PM (Sutherland B3171)'. It includes buttons for 'Subscribe', 'View Week', and 'Print'. The second section features a background image of a group of students and displays the text: 'You have no classes scheduled for the current week.' At the bottom, there is a 'Fleming News' section with a background image of newspaper text and two news items: '+ Fleming College Board of Governors Meeting' and '+ Shorlines Casino Peterborough to host job fair at Fleming ...'.

4. Click the 'Class Roster' icon next to the class

My Teaching Schedule > 20 Fall > Fleming College

Personalize | View All | First 1 of 1 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	COMP 345-L (2407)	Introductory Computing (Lab)	74	Tu 12:00PM - 1:00PM	BR-B2309.3 Computer lab	Sep 8, 20 - Dec 18, 20

[View Weekly Teaching Schedule](#) [Go to top](#)

201 Fall | (1) Regular Academic Session | Fleming College | Credit

COMP 345 - L () [Change Class](#)

Introductory Computing (Lab)







Days and Times	Room	Instructor	Dates
Tu 12:00PM-1:00PM	BR-B2309.3 Cisco Lab		09/08/20 - 12/18/20

*Enrollment Status

Enrollment Capacity 0 Enrolled 74

Select display option
 Link to Photos Include photos in list

Enrolled Students [Find](#)

	Notify	Photo	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input type="checkbox"/>		10	A R	All Grades	45.00		Semester 1
2	<input type="checkbox"/>		1	A	All Grades	45.00	Paralegal - Paralegal	Semester 1
3	<input type="checkbox"/>		10	B	All Grades	45.00		Semester 1
4	<input type="checkbox"/>		1	B L	All Grades	0.00	Paralegal -	Semester 1 Withdrawn
5	<input type="checkbox"/>		10140059	B M	All Grades	45.00		Semester 1
6	<input type="checkbox"/>		101	B J	All Grades	0.00	Developmental Services Worker -	Semester 1 Withdrawn

NOTIFY ALL STUDENTS

1. Click the 'Notify all Students' button found at the bottom of the class roster

38	<input type="checkbox"/>		10		All Grades	45.00	Hospitality - Hospitality	Semester 2
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Select All

Clear All

[Printer Friendly Version](#)

[Notify Selected Students](#)

[Notify All Students](#)

The personal information on this listing must be protected at all times from unauthorized access and must not be copied or distributed. If you print this listing to a paper hard copy, it is your responsibility to dispose of it securely (shred) as soon as it is no longer required for the original purpose.

[Go to top](#)

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

Send Notification

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

Notification from

From @flemingcollege.ca

To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca;
student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) | 1 of 1

Add File +

Send Notification

3. If desired, modify the subject line <From the desk of [...]>

Send Notification

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

Notification from

From @flemingcollege.ca

To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca;
student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) | 1 of 1

Add File +

Send Notification

[Return to Class Roster](#)

- When complete click the **'Send Notification'** button to send the email to all students

Send Notification

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

Notification from

From @flemingcollege.ca

To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) 1 of 1

[Add File](#)

[Send Notification](#)

NOTIFY SELECTED STUDENT

- Click the **'Checkbox'** in the **Notify** column of each student that requires a notification
- Once all desired students have been selected click the **'Notify Selected Students'** button

33	<input checked="" type="checkbox"/>		10		All Grades	45.00	Hospitality - Hospitality	Semester 2
34	<input type="checkbox"/>		10		All Grades	45.00	Business Administration - Business Administration	Semester 2
35	<input checked="" type="checkbox"/>		99		All Grades	45.00	Business - Human Resources - Business - Human Resources	Semester 2
36	<input checked="" type="checkbox"/>		10		All Grades	45.00	Tourism and Global Travel - Tourism and Global Travel	Semester 2
37	<input type="checkbox"/>		10		All Grades	45.00	Business Administration - Business Administration	Semester 2
38	<input type="checkbox"/>		10		All Grades	45.00	Hospitality - Hospitality	Semester 2

Select All Clear All

[Printer Friendly Version](#)

[Notify Selected Students](#)

[Notify All Students](#)

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

Send Notification

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

The screenshot shows a web form titled "Notification from". It contains several input fields: "From" (pre-filled with "@flemingcollege.ca"), "To" (pre-filled with "david.baker@flemingcollege.ca"), "CC" (empty), and "BCC" (pre-filled with "student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;"). Below these is a "Subject" field containing "<From the desk of >". The "Message Text" field is empty and is highlighted with a red rectangular border. To the right of the "Message Text" field is a small icon of a book with a checkmark. Below the "Message Text" field is an "Attached File(s)" section with a table containing an "Add File" button and a "+" icon. At the bottom of the form is a "Send Notification" button.

5. If desired, modify the subject line <From the desk of [...]>

Send Notification

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

This screenshot is identical to the one above, but the "Subject" field, which contains "<From the desk of >", is highlighted with a red rectangular border. The "Message Text" field is no longer highlighted.

[Return to Class Roster](#)

- When complete click the **'Send Notification'** button to send an email to selected students

Send Notification

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

Notification from

From @flemingcollege.ca

To david.baker@flemingcollege.ca

CC

BCC student1@flemingcollege.ca; student2@flemingcollege.ca; student3@flemingcollege.ca; student4@flemingcollege.ca;

Subject <From the desk of >

Message Text

Attached File(s) 1 of 1

Add File

Send Notification

[Return to Class Roster](#)

ATTACH FILE

- Click the **'Add File'** button

Message Text

Attached File(s) 1 of 1

Add File

Send Notification

- Click the **'Browse'** button in the File Attachment window

File Attachment

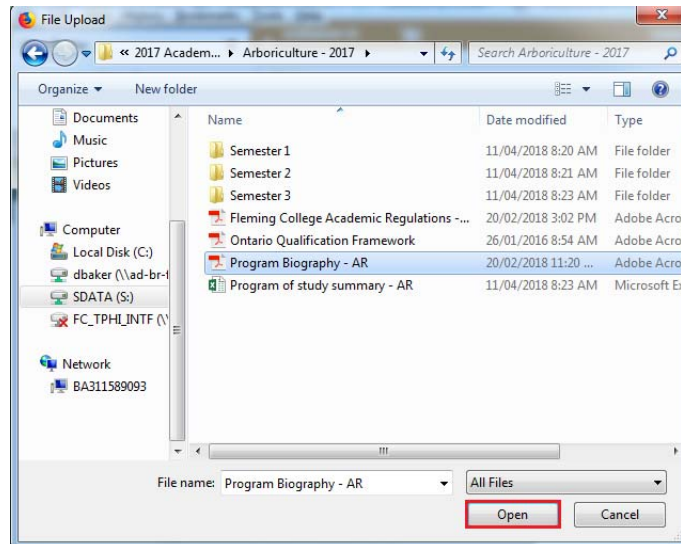
[Help](#)

Browse... No file selected.

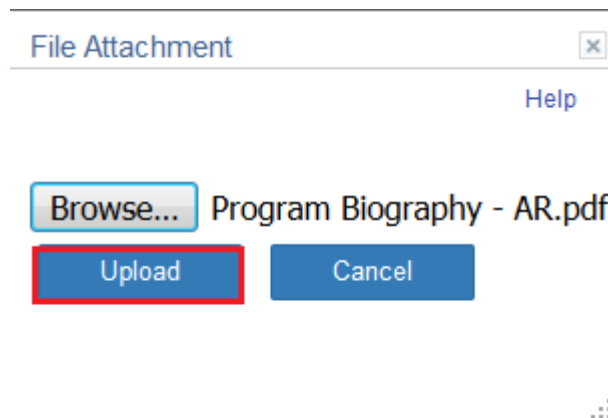
Upload

Cancel

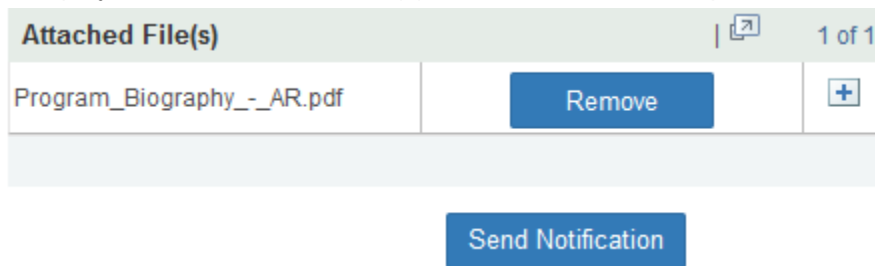
3. Click on desired file and click the 'Open' button



4. Click the 'Upload' button

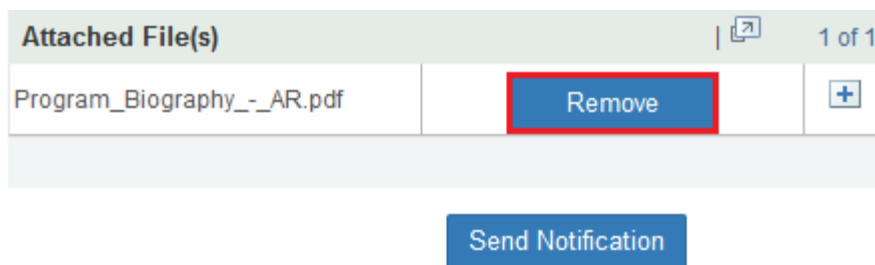


5. When the file is displayed in the 'Attached File(s)' column it means the upload is successful



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/>)
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Fleming College
LEARN | BELONG | BECOME

myCampus for Students & Staff at Fleming College

HOME | STAFF | RESOURCES | STUDENT LIFE | REGISTRARS OFFICE | SERVICES DIRECTORY

EMAIL (OWA) 0
EMAIL 0
MYCOURSES (D2L)
FACULTY CENTRE
CO-CURRICULAR RECORD
EVOLVE ADMINISTRATIVE SYSTEMS
FILEWAY (H-)
GRADES
THE FLEMING ZONE
MORE APPLICATIONS...
FLEMING COLLEGE WEBSITE
BOOKIT@FLEMING
SUGGESTIONS/FEEDBACK
HELP
CHANGE PASSWORD

Search anything...

Today's Schedule
Your next class this week, Marketing starts tomorrow at 02:00 PM (Sutherland B3171).
Subscribe | View Week | Print


Today's Schedule
You have no classes scheduled for the current week.

Fleming News
+ Fleming College Board of Governors Meeting
+ Shorlines Casino Peterborough to host job fair at Fleming ...

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COMP 345 - L () [Change Class](#)

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2	<input type="checkbox"/>		1	A	All Grades	45.00	Paralegal - Paralegal	Semester 1	
3	<input type="checkbox"/>		10	B	All Grades	45.00		Semester 1	
4	<input type="checkbox"/>		1	B L	All Grades	0.00	Paralegal -	Semester 1	Withdrawn
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38	<input type="checkbox"/>		10		All Grades	45.00	Hospitality - Hospitality	Semester 2
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Clear All

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[Notify Selected Students](#)

[Notify All Students](#)

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[Go to top](#)

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

Class Roster

Send Notification

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Notification from

From @flamingcollege.ca

To @flamingcollege.ca

CC

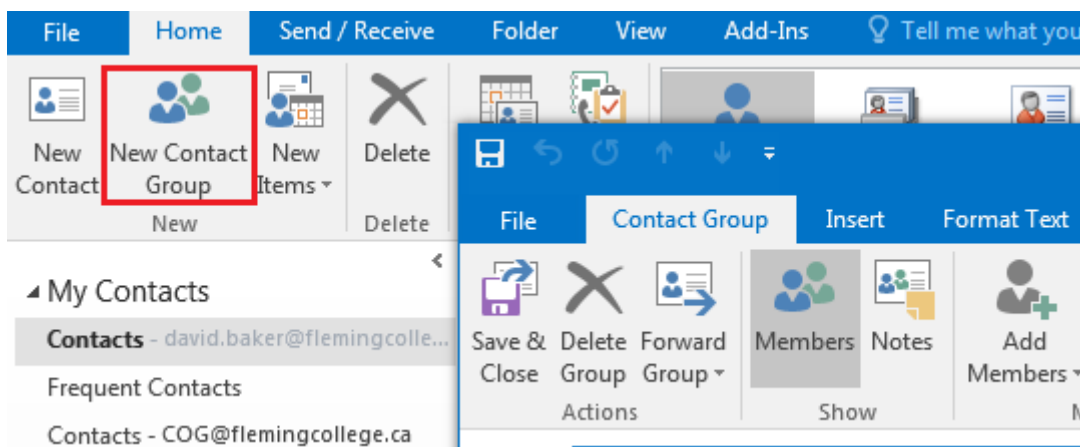
BCC @flamingcollege.ca;
@flamingcollege.ca;
@flamingcollege.ca;
@flamingcollege.ca;
@flamingcollege.ca; @flamingcollege.ca;

MICROSOFT OUTLOOK 2016 – PART B

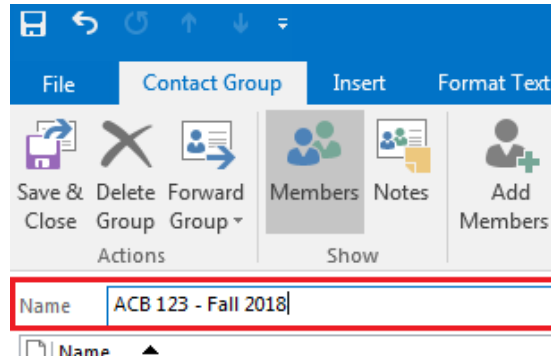
1. Open Microsoft Outlook
2. Click the 'Contacts' button



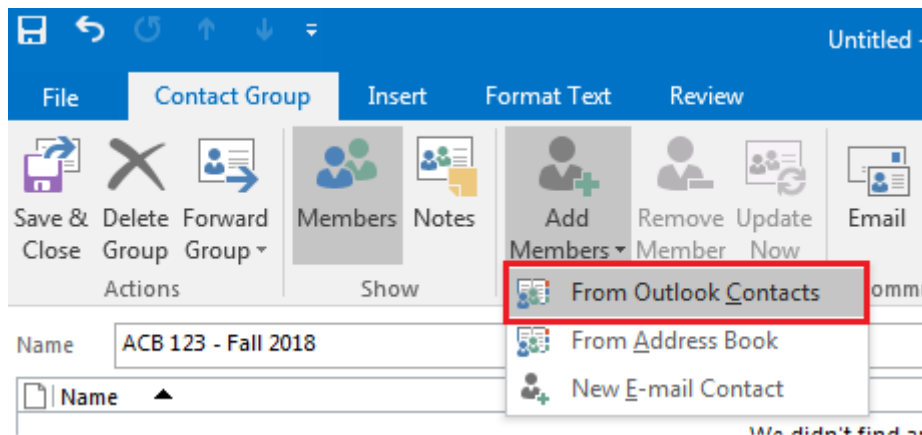
3. Click the 'New Contact Group' button



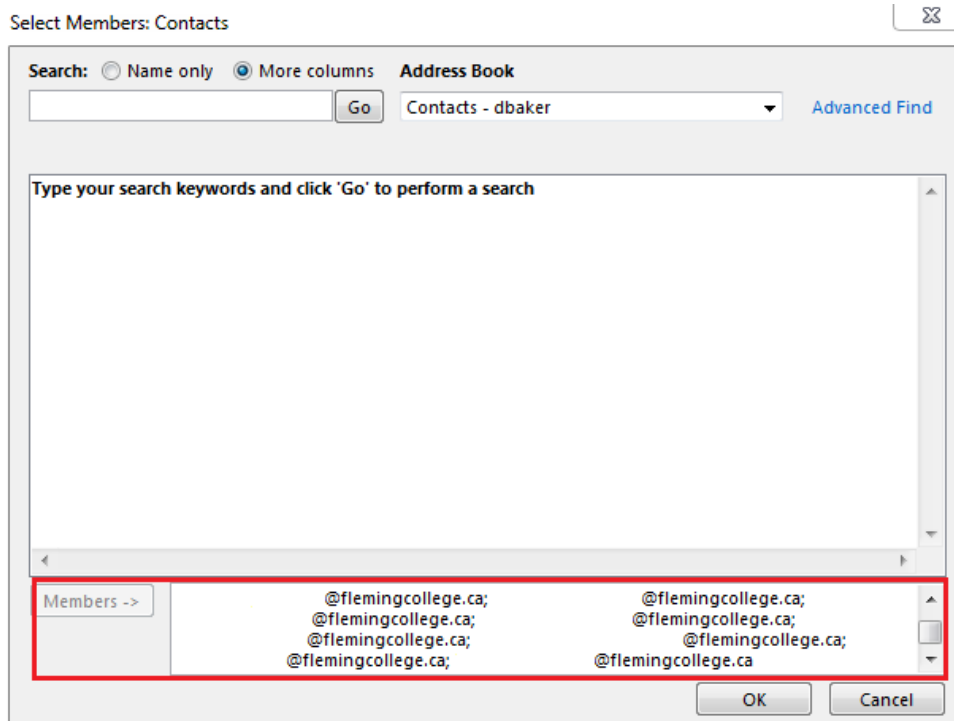
4. Enter name of group in 'Name' text box. A suggestion is course code/number – academic term.



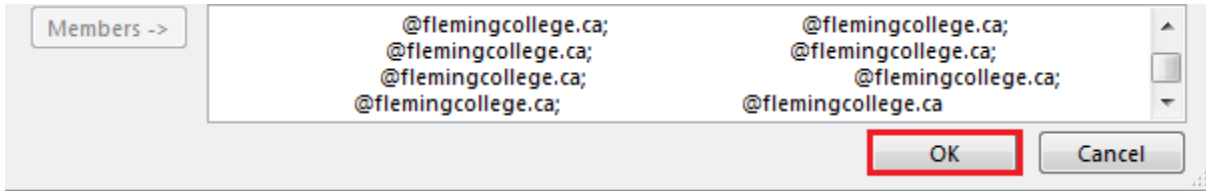
5. Click 'From Outlook Contacts' link under the Add Members button in the top ribbon



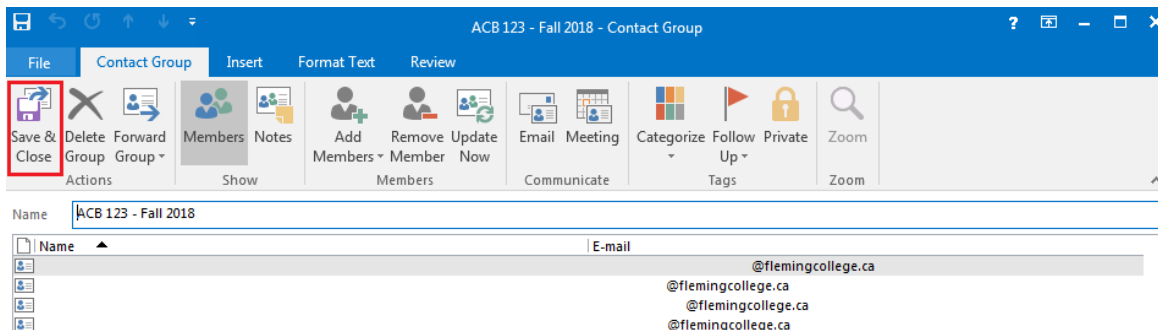
6. Paste (Ctrl-V) the copied email address from step 7 into the 'Members ->' text box



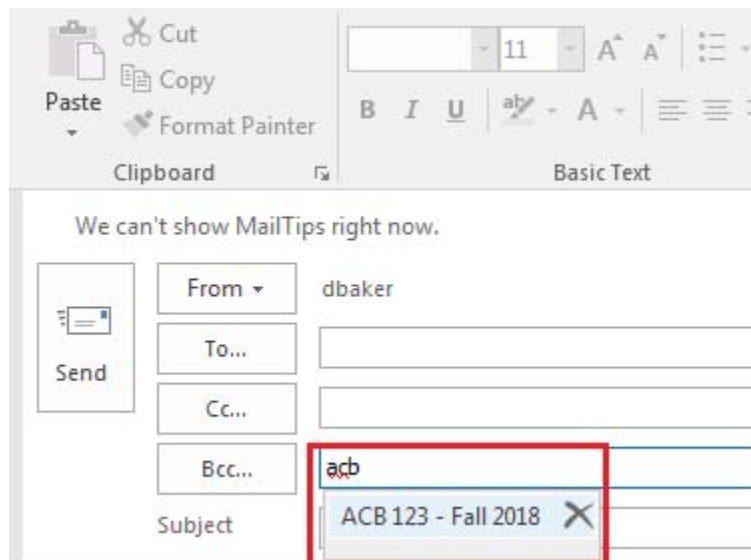
7. Click the 'OK' button



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.

[END OF DOCUMENT]