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

![Class Roster Screenshot]

**NOTIFY ALL STUDENTS**

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

![Notify All Students Screenshot]

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.

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**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

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.

From
@flemingcollege.ca

To
david.baker@flemingcollege.ca

CC

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

Subject

Message Text

Attached File(s)

Send Notification
4. When complete click the ‘Send Notification’ button to send the email to all students

NOTIFY SELECTED STUDENT
1. Click the ‘Checkbox’ in the Notify column of each student that requires a notification
2. Once all desired students have been selected click the ‘Notify Selected Students’ button
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.

5. If desired, modify the subject line <From the desk of [...]>
6. When complete click the ‘Send Notification’ button to send an email to selected students

ATTACH FILE

1. Click the ‘Add File’ button

2. Click the ‘Browse’ button in the File Attachment window

Browse... No file selected.

Upload  Cancel
3. Click on desired file and click the ‘Open’ button

![](image1)

4. Click the ‘Upload’ button

![](image2)

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

![](image3)

**REMOVING UPLOADED FILE**

1. Click the ‘Remove’ button

![](image4)
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 the ‘Faculty Centre’ button
4. Click on the ‘Class Roster’ icon next to the class

5. Click the ‘Notify all Students’ button found at the bottom of the class roster
6. Select (highlight) and copy all (Ctrl-C) students in the ‘BBC’ box
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]