

9.2 Notifying Students via Class Roster

Purpose: Use this document as a reference for how to send a notification to students on a class roster in ctcLink

Audience: Curriculum staff

! You must have at least one of these local college managed security roles:

- ZD CM Class Roster
- ZD CM Course and Class Inquiry
- ZZ CM Class Roster
- ZZ CM Local Configuration

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Prior to cancelling a class, students on a class roster can be notified using the steps in this QRG.

Navigation: NavBar > Navigator > Curriculum Management > Class Roster > Class Roster

Notifying Students via Class Roster

1. The **Class Roster** search page displays.
 - a. Enter the applicable **Academic Institution**, **Term**, **Subject Area** and **Catalog Number** or **Class Number**.
 - b. Select **Search**.

Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution

begins with ▼

WA171

Term

begins with ▼

2183

Subject Area

begins with ▼

ART&

Catalog Nbr

begins with ▼

100

Class Nbr

= ▼

2163

Class Section

begins with ▼

Session

= ▼

Course ID

begins with ▼

Course Offering Nbr

= ▼

Search

Clear

Basic Search

Save Search Criteria

2. The **Class Roster** page displays. Select students to notify.
 - a. Check the box next to each student or select **Select All**.
 - b. Select **Notify Selected Students**.

💡 Students whose **Name** is not hyperlinked do not have an email address stored in the system. These students cannot be notified. No checkbox is available for these students.

Class Roster

SPRING 2018 | Regular Academic Session | Spokane CC | Academic Career

ARTS 100 - 02 (2163)
Art Appreciation (CCN) (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online	Kadin Wells	04/02/2018 - 06/15/2018

*Enrollment Status

Enrollment Capacity 25 Enrolled 25

Enrolled Students		Personalize	Find	First	1-25 of 25	Last
Select	ID	Name	Grade Basis	Units	Program and Plan	Level
<input checked="" type="checkbox"/>	201300191	Barnes, River	Graded	5.00	Academic - Pre-Nursing DTAMRP	Sophomore
<input checked="" type="checkbox"/>	201284960	Burns, Charley	Graded	5.00	Academic - Associate in Arts DTABiology DTA	Sophomore
<input checked="" type="checkbox"/>	201288253	Cook, Nico	Graded	5.00	Academic - Associate in Arts DTA	Sophomore
<input checked="" type="checkbox"/>	201039787	Cooper, Mackenzie	Graded	5.00	Academic - Associate in Arts DTA	Sophomore
<input checked="" type="checkbox"/>	201264165	Edwards, Jaden	Graded	5.00	Academic - Associate in Arts DTA	Sophomore
<input checked="" type="checkbox"/>	201317029	Phillips, Hunter	Graded	5.00	Academic - Associate in Arts DTA	Freshman
<input checked="" type="checkbox"/>	201089480	Reyes, Reagan	Graded	5.00	Academic - Associate in Arts DTA	Freshman
<input checked="" type="checkbox"/>	201304967	Robinson, Dylan	Graded	5.00	Academic - Associate in Arts DTA	Freshman
<input checked="" type="checkbox"/>	201077675	Rodriguez, Blair	Graded	5.00	Academic - Associate in Science Track 1/Associate in Arts DTAAssociate in Arts DTA	Freshman
<input checked="" type="checkbox"/>	201000408	Sanchez, Rory	Graded	5.00	Academic - Associate in Arts DTAGeneral Studies AAAssociate in Arts DTA	Freshman
<input checked="" type="checkbox"/>	201281919	Thomas, Ellery	Graded	5.00	Academic - Associate in Arts DTA	Sophomore
<input checked="" type="checkbox"/>	201298531	Wood, Casey	Graded	5.00	Academic - Associate in Arts DTAAssociate in Arts DTA	Sophomore
<input checked="" type="checkbox"/>	201251483	Woods, Skye	Graded	5.00	Academic - Business DTAMRP Associate in Arts DTAAssociate in Arts DTA	Sophomore
<input checked="" type="checkbox"/>	201290379	Woods, Skye	Graded	5.00	Academic - Associate in Science Track 1	Sophomore
<input checked="" type="checkbox"/>	201284062	Wright, Finley	Graded	5.00	Academic - Associate in Arts DTA	Sophomore

3. The **Send Notification** page displays. Fill out the notification fields.
 - a. **From:** Your preferred email address is used as the From email. This cannot be changed.
 - b. **To:** Your preferred email address is automatically populated in this field. This value can be changed or removed.
 - c. **CC:** Add any additional email addresses that should be CC'd on this notification.
 - d. **BCC:** The email addresses of all students selected from the roster will appear in the BCC field. Add any additional email addresses that should be BCC'd on this notification.
 - e. **Subject:** Input the desired subject line.
 - f. **Message Text:** Enter the desired cancellation message.
4. When notification is ready to send, select **Send Notification**.
5. Select **Return to Class Roster**.

Class Roster

Send Notification

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

Notification from William Ramirez

From: noone@nowhere.com

To: noone@nowhere.com

CC:

BCC: 201300191.HOME@test.com, 201284960.HOME@test.com, 201288253.HOME@test.com, 201039787.HOME@test.com, 201264165.HOME@test.com, 201121027.HOME@test.com, 201012365.HOME@test.com, 201287797.HOME@test.com, 201249517.HOME@test.com, 201238077.HOME@test.com, 201142802.HOME@test.com, 201022840.HOME@test.com, 201315637.HOME@test.com, 201288247.HOME@test.com

Subject: Class Cancellation Notice - ART& 100 (#2163)

Message Text: Hello,

Due to low enrollment, ART& 100 section 02 (#2163) has been cancelled. You will automatically be dropped from this class no later than 5:00pm tomorrow, June 23. All tuition and fees paid for this class will be refunded to the original source of payment.

Please note, a decrease in credit load can affect your Financial Aid. You may log in to your Student Center at any time to enroll in an alternate class. For assistance with class selection, contact your academic advisor.

Send Notification

[Return to Class Roster](#)

[Go to top](#)

6. The **Class Roster** page displays. If applicable, notify waitlisted students of the cancellation.
 - a. On the class roster page, use the ***Enrollment Status** drop-down box to select 'Waiting' students.
 - b. Repeat steps 2 - 5 above.

Class Roster

SPRING 2018 | Regular Academic Session | Spokane CC | Academic Career

ART& 100 - 02 (2163)
Art Appreciation (CCN) (Lecture)

Days and Times	Room	Instructor	Dates
TBA	Online	Kadin Wells	04/02/2018 - 06/15/2018

*Enrollment Status:

Enrollment Capacity 25 Waitlisted 3

Waitlisted Students [Personalize](#) [Find](#) [First](#) [1-3 of 3](#) [Last](#)

Select	ID	Name	Program and Plan	Level	Status Note
<input type="checkbox"/>	201307178	Morgan, Fabian	Professional Technical - Nursing (Associate in) DTA/MRP	Freshman	Pos # 1
<input type="checkbox"/>	201321395	White, Toni	Academic - Associate in Arts DTA/Associate in Arts DTA	Freshman	Pos # 2
<input type="checkbox"/>	201261438	Powell, Oakley	Academic - Associate in Arts DTA	Sophomore	Pos # 3

Select All Clear All

Notify Selected Students

[Return to Search](#)

7. To finish cancelling the class, follow the steps listed in [Cancel Classes Using Schedule Class Meetings](#) QRG.
8. Process complete.