

Retrieve email addresses from the Class Roster in Banner:

Class Roster - Summary Norma I. Scagnoli
Sum 2009-
Aug 20, 2009 12:09 pm

The following is a class roster with summary information about the student.

This page no longer displays grades after the grading deadline. You can still view the final grades for this section by clicking on the "Printable Class Roster - Summary" Link at the bottom of the page.

If the word **Confidential** appears next to a student's name, his/her personal information is to be kept confidential. For more information on student confidentiality, please contact your Office of Instructor Services.

You may click on the student's name to view his/her address and phone information.

Note: By clicking the 'Display Email List' button at the bottom of the page, a text box will appear with a comma delimited list of your class's email addresses. To email your class, copy this list and paste it into the To: line of your email message.

Course Information
Management of Online Programs - HRE 490 C
CRN: 10011
Duration: May 06, 2009 - Jun 30, 2009
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	20	18	2
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Grade Detail
1						
2						
3						
4						
5						
15						
16						
17						
18						

[Return to Previous](#)

[[Select a Term & CRN](#) | [Select a CRN](#) | [Class Roster - Detail](#) | [Final Grade Entry](#) | [Printable Class Roster - Summary](#)]

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- 1) Go to [Banner](#) or the Enterprise Application where you find class rosters and gradebook
- 2) Select your faculty schedule
- 3) Display the Class Roster Summary
- 4) When you see the roster like the page on the left, go to the bottom of the page (see image) and select "Display email list"
- 5) A box with students' emails will be displayed at the bottom. Copy the contents of that box and paste them in the TO, CC or BCC fields of the email message you want to send to your students.
- 6) You can also use the list of emails to create a group or distribution list in your email software. (Look for tutorial on how to create distribution list)