

CHAFFEY COLLEGE NEW ONLINE CLASS ROSTERS With E-MAIL CAPABILITIES

The new online rosters allow instructors to send e-mail messages to one, several, or all students on a roster. Some of the new features include: (1) instructors will be able to view their active rosters without having to select a term, (2) waitlisted students will appear on the bottom of the roster in the order they were added to the waitlist, (3) students who are repeating the course are identified, and (4) students with DPS accommodations have a link next to their name, for quick access of the accommodation.

- After logging onto MyChaffeyVIEW, click on the ‘Class Rosters’ option:

Available rosters will display:

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
PSYCH-1.70555 (70555) Intro to Psychology	2013 Spring	01/14/13	05/22/13	01/18/2013-05/17/2013 Lecture/Discussion 1.0 Ld Fx Friday 09:00AM - 11:50AM, Automotive Technology, Room 105	Rancho Campus	89 / 1 / 20
PSYCH-1.70556 (70556) Intro to Psychology	2013 Spring	01/14/13	05/22/13	01/17/2013-05/16/2013 Lecture/Discussion 1.0 Ld Fx Thursday 11:00AM - 01:50PM, Wargin Hall, Room 142	Rancho Campus	43 / 2 / 20
PSYCH-1.70564 (70564) Intro to Psychology	2013 Spring	01/14/13	05/22/13	01/14/2013-05/22/2013 Dist Ed-Delayed/Internet (1.0) Days to be Announced, Times to be Announced/Online Classes, Room M	On-Line Class	39 / 1 / 16
PSYCH-1.70565 (70565) Intro to Psychology	2013 Spring	01/14/13	05/22/13	01/14/2013-05/22/2013 Dist Ed-Delayed/Internet (1.0) Days to be Announced, Times to be Announced/Online Classes, Room M	On-Line Class	38 / 2 / 13
PSYCH-1.70566 (70566) Intro to Psychology	2013 Spring	01/14/13	05/22/13	01/14/2013-05/22/2013 Dist Ed-Delayed/Internet (1.0) Days to be Announced, Times to be Announced/Online Classes, Room M	On-Line Class	40 / 0 / 12
PSYCH-1.70567 (70567) Intro to Psychology	2013 Spring	01/14/13	05/22/13	01/14/2013-05/22/2013 Dist Ed-Delayed/Internet (1.0) Days to be Announced, Times to be Announced/Online Classes, Room M	On-Line Class	40 / 0 / 10

- Click on the “Section Name and Title” link to view the desired class roster:

- A class roster similar to the following will display:

My ChaffeyVIEW ECom Test
Chaffey College

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | LOGIN HELP

FACULTY Welcome

Class Roster

You may use your browser's print feature to print this view.

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
PSYCH-1-70556 (70556) Intro to Psychology		01/17/2013-05/16/2013 Lecture/Discussion 1.0 Ld Fx Thursday 11:00AM - 01:50PM, Wargin Hall, Room 142	43 / 2 / 20

Start Date	End Date	Last Date to Add	Drop Grade Required	Drop Deadline
01/14/13	05/22/13	01/22/13	01/30/13	04/10/13

[←Select a different course section](#) [E-Mail these Students](#)

Student Count
43

E-mail a copy of this roster to me (check box and then submit)

Choose Required Tutoring Referral
 State regulations require an instructor/counselor referral for students who wish to participate in any Success Center activity. If you wish to provide such a referral for all students enrolled in this section, check this box.

Student	ID	E-mail Address	DPS Student	Status	Repeat
1	A			New	
2	A			New	
3	A			New	
4	A			New	
5	C		YES	New	Y
6	C			New	
7	C			New	
8	C			New	
9	C		YES	New	
10	D			New	
11	E			New	
12	E			New	
13	E		YES	New	
14	E			New	Y
35	R			New	
36	S			New	
37	S			New	
38	S		YES	New	
39	S			New	
40	U			New	
41	V			New	
42	V			New	
43	V			New	

Show Dropped/Withdrawn Students

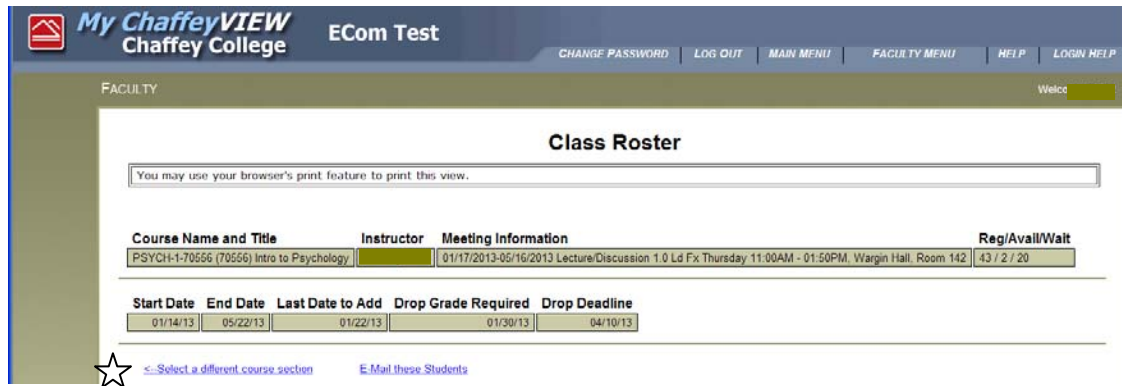
Show Waitlisted Students

SUBMIT

My ChaffeyVIEW
WebAccess 3.17

- The top of the roster displays section information such as the course title, meeting dates/times, start and end dates, last day to add, the drop deadline, and the number of students currently enrolled.
- The box indicating faculty participation in referring students to the Success Center(s) remains.
- The new roster displays a “Yes” hyperlink in the DPS Student column, making it easy to simply click to view a student’s accommodations.
- The status field reveals if a student is enrolled (New, Add), has dropped, or is on the waitlist (if the options to view dropped or waitlisted students is selected).

- If the wrong section was clicked on, or if you wish to view another class roster, click on the “Select a different course section” (*) link to return to the Class Roster Section Select menu.

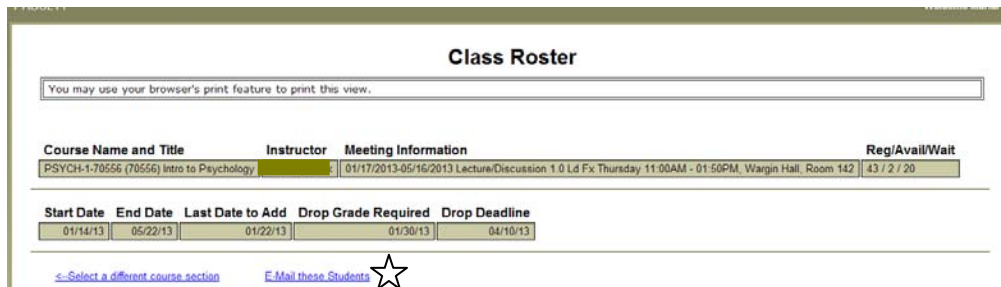


E-MAILING STUDENTS

- To e-mail one (1) student, simply click on the student’s e-mail address on the roster:

Fisher, Derek L.	0697249	derek.fisher@aol.com	Wait	
Bryant, Kobe B.	0697252	kobebeanbryant@earthlink.net	Wait	

- To e-mail two or more students, click on the “E-Mail these Students” link at the top of the roster (*):



- Use the default option, “E-Mail All Students Listed” to e-mail **ALL** students on the roster, **OR** click the “E-Mail Only Selected Students” option, then click in the desired “Select” boxes to e-mail specific students, and then click the **Submit** button at the **bottom** of the roster:

Select Students for E-Mail

Section Name and Title

Choose One E-Mail Options

E-Mail All Students Listed

E-Mail Only Selected Students

Select	Students	Status	E-Mail Address
<input checked="" type="checkbox"/>	[Redacted]	New	[Redacted]@gmail.com
<input type="checkbox"/>	[Redacted] P.	New	[Redacted]@gmail.com
<input checked="" type="checkbox"/>	[Redacted]	New	[Redacted]17@gmail.com
<input type="checkbox"/>	[Redacted] T	New	[Redacted]@gmail.com

The e-mail can also be sent to persons NOT in the class (such as the student’s Counselor) by entering an action (Send to, Copy to, BCC), and the recipients’ valid e-mail address in the appropriate fields:

- The “Subject” and “E-Mail Text” fields are required. When sending an e-mail message to more than one student, the students e-mail addresses are automatically included in the BCC field (*) to protect their privacy. If a student attempts to “Reply All”, the message will ONLY go to the sender (faculty).

Send E-Mail

* = Required

E-mail Recipients: Derek Fisher (derek.fisher@aol.com), Kobe Bryant (kobe.bryant@earthlink.net), Magic Johnson (magic.johnson@gmail.com)

Blind Copy (BCC) all recipients

Additional E-mail Addressees:

E-mail Action	E-mail Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Subject: *

E-mail Text: *

Sender's Name: Sender's E-mail: Copy (CC) yourself

- After an e-mail has been sent (Submit button clicked), the system displays a screen similar to the following:

E-Mail Confirmation

Your E-Mail has been sent to the following addresses: kris.konecny@chaffey.edu, kris.konecny@chaffey.edu

CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | LOGIN HELP

- After clicking **OK**, the screen returns to the roster screen:

Class Roster

You may use your browser's print feature to print this view.

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
PSYCH-170556 (70556) Intro to Psychology	[Redacted]	01/17/2013-05/16/2013 Lecture/Discussion 1.0 Ld Fx Thursday 11:00AM - 01:50PM, Wargin Hall, Room 142	43 / 2 / 20

Start Date	End Date	Last Date to Add	Drop Grade Required	Drop Deadline
01/14/13	05/22/13	01/22/13	01/30/13	04/10/13

[<-Select a different course section](#) [E-Mail these Students](#)

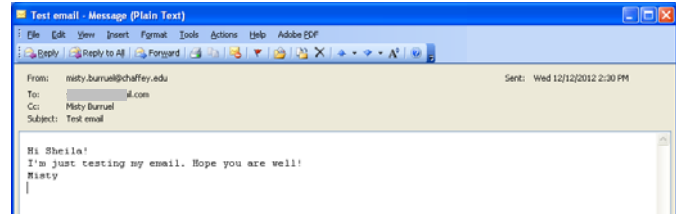
Student Count
43

E-mail a copy of this roster to me (check box and then submit)

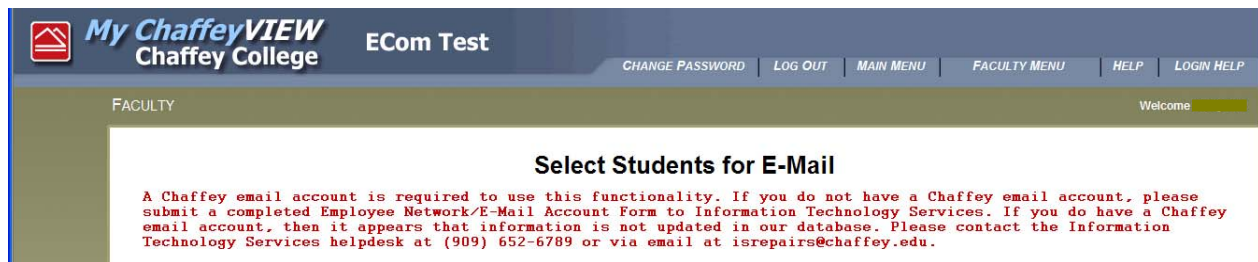
Choose Required Tutoring Referral
 State regulations require an instructor/counselor referral for students who wish to participate in any Success Center activity. If you wish to provide such a referral for all students enrolled in this section, check this box.

Student	ID	E-mail Address	DPS Student	Status	Repeat
1 A [Redacted]	[Redacted]	[Redacted]@mail.com		New	
2 A [Redacted] P.	[Redacted]	[Redacted]@mail.com		New	
3 A [Redacted] L.	[Redacted]	[Redacted]@mail.com		New	

Important!! Signature information from Outlook is NOT included in e-mail messages sent from My ChaffeyVIEW. Make sure you include identifying information in your message or subject:



- To use the e-mail functions, an instructor is **REQUIRED** to have a valid Chaffey College e-mail address. Faculty not having a Chaffey College e-mail address will receive an error message telling them to submit a Network/E-Mail Account Form (available under the “Faculty Forms” menu):



VIEWING DROPPED/WAITLISTED STUDENTS

The new online roster allows you to view dropped or waitlisted students on the same roster as enrolled students. To view these students, simply click on the appropriate link (*) located at the bottom of the screen/roster, and then clicking Submit.

- Waitlisted students appear on the bottom of the roster in the order they were added to the waitlist:

40	V					shoo.com		New	
41	V					.com		New	
42	E							Dropped (01/24/13)	
43	E					oo.com		Dropped (01/24/13)	Y
44	M					oo.com		Wait	
45	V					com		Wait	
46	V					com		Wait	
47	V					l.com		Wait	
48	V					shoo.com		Wait	

Show Dropped/Withdrawn Students ☆

Show Waitlisted Students ☆

SUBMIT

NOTE: Viewing dropped and/or waitlisted students will cause the “Student Count” to change:

Class Roster						
You may use your browser's print feature to print this view.						
Course Name and Title	Instructor	Meeting Information				
PSYCH-1-70556 (70556) Intro to Psychology		01/17/2013-05/16/2013 Lecture/Discussion 1.0 Ld Fx				
Start Date	End Date	Last Date to Add	Drop Grade Required	Drop Deadline		
01/14/13	05/22/13	01/22/13	01/30/13	04/10/13		
-<Select a different course section E-Mail these Students						
Student Count	☆					
43						

Class Roster						
You may use your browser's print feature to print this view.						
Course Name and Title	Instructor	Meeting Information				
PSYCH-1-70556 (70556) Intro to Psychology		01/17/2013-05/16/2013 Lecture/Discussion 1.0 Ld Fx				
Start Date	End Date	Last Date to Add	Drop Grade Required	Drop Deadline		
01/14/13	05/22/13	01/24/13	01/30/13	04/10/13		
-<Select a different course section E-Mail these Students						
Student Count	☆					
61						