View Class Roster & Email to Students

1. Logon to my.commnet.edu.

2. Login using your NetID.

NetID: Faculty/staff: BannerID@mxcc.commnet.edu
Example: 00689764@mxcc.commnet.edu

Password: The same password to log on to a campus computer at any of 12 community colleges.

Never logged on? Use the initial password!

First 3 letters of birth month (capitalize the first letter), &, and last four digits of your social security number.

For example, if you are born in April and the last four digits of your social security number are 4575, then your initial password is Apr&4575 (case sensitive).
After using the initial password, you must create new password. The new password MUST have 8 or more characters and satisfy 3 of the 4 rules as follows:

- Upper case
- Lower case
- Numbers
- Special characters

One example of a new password is Flower07 (case sensitive). Remember; do not use your name or birthday in the new password.

Click here for more information about NetID and password.

3. Click the Banner Self-Service icon at upper right corner of the page.
4. Click on Middlesex Community College.

5. Click on Faculty Services.
6. Click on either: **Summary Class List** or **Detail Class List**.

7. Select a desired term from the drop-down box and click **Submit**.
Select a desired course (CRN) from the drop-down box and click **Submit**

**CRN:** PSY F111 30: General Psychology I, 3298 (27) **Submit**
9. **Summary Class List** provides you with a list of students with name, ID, and an Email icon. The email you see are the students’ college email. In the summary class list, click on a student name, you will see the student's phone number and mailing address.

**Email to a student:**

a. If you have an email application (e.g., MS Outlook) on your computer (college computer), clicking on the Email icon next to a student opens a new message window with the email address entered in To: box. Type your message and click on **Send**.

b. If you use an Internet email such as Yahoo, Gmail, or Hotmail, right-click on the email icon and select **Copy Image URL**. Log on to your Internet email. In the new message window, right-click on the box where you enter the email addresses and select **Paste**. This copies and pastes the student's email address to your Internet email new message address box. You will then type your message and click on **Send**.

10. **E-mail to All Students**

a. At the bottom of the summary class list, you may click **E-mail the entire class**. This opens a new mail message window if you have an email program on your computer (college computer). The students’ email addresses are entered in BCC: box. You will type a message and click on Send to send the message to students with email addresses entered in the system.
b. If you use an Internet email such as Yahoo, Gmail, or Hotmail, right-click on **Entire Class** link and select **Copy Email Address**. Log on to your Internet email. In the new mail message window, right-click on the *BCC box, and select **Paste**. This copies and pastes the students' addresses to your Internet email new message BCC: box. You will then type your message and click on **Send**. It is important to paste all students’ addresses in BCC address box. This way, a student will not see the email addresses from other students in the class.

11. **Save a Class Roster**

At the bottom of **Faculty Services** page, click on **Printable Class Roster** link.
You will see a list of students with name, ID, phone#, email icon.

At the bottom of the page, click on the Spreadsheet button. E-mail the entire class.

Faculty Member’s Signature: __________________________

Date: __________________________

A .csv file will be downloaded. Depending on the browser you use, a dialog box may ask you either to open or save the file. Select Save File and click on OK. Locate a folder where you will save the roster file and click on Save.

The class roster will be saved as .csv format, which can be opened by MS Excel. The roster file provides student name, ID, phone number, mailing address, and email address.

12. Detail Class List will provide you with a list of students with name, ID, an Email icon, major, program enrolled, credit earned, etc.

Click on the student name, you will see the student's phone number, mailing address, and email icon.

You may use the same way indicated above in Summary Class List to email to a student or email to all students.

At the bottom of Detail Class List, there are links to Summary Class List, Faculty Detail Schedule, etc.
Class: Freshman (0-29.999 credits earned)
Credits: 3.000

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<thead>
<tr>
<th>Record Number</th>
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<th>ID</th>
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Current Program
Associate in Science
Level: MxCC Credit
Program: HUMAN SERVICES
Admit Term: Fall 2013
Admit Type: New Admit 1st Time
Catalog Term: Fall 2014
College: Middlesex CC (7706)
Campus: Main Student Body (CR & NonCR)
Major: HUMAN SERVICES

Class: Sophomore (30+ credits earned)
Credits: 3.000

E-mail the entire class.

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