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
One example of a new password is “Flower14” (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 on the Banner Self-Service icon at upper right corner of the screen. Or click on the Faculty Self - Service System link under Faculty and Advisor Self-Service channel.
4. Click on Middlesex Community College.

5. Click on FACULTY/ADVISOR SERVICES.
6. Click on **Term Selection**. Select the term such as “**Summer 2015**” and click on **Submit**.

7. Click on **CRN Selection**, select the CRN of your course and click on **Submit**.

8. Click on **Class Lists and Roster**. You will see two options, **Access Detail Class List** and **View/Print Class Roster**.
8-a. Click on View/Print Class Roster. You will see IDs, Names, and phone numbers.
8 - b. **Detail 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 Detail Class List, click on a student name, you will see the student's phone number and mailing address.

![Cross List: 0 0 0](image)

**Detail Class List**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name:</th>
<th>ID:</th>
<th>Registration Status:</th>
<th>Registration Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>[Name]</strong></td>
<td>@01714309</td>
<td><strong>Registered</strong></td>
<td>38</td>
</tr>
</tbody>
</table>

**Current Program**

*Undeclared*

- **Level:** MxCC Credit
- **Program:** NON DEG/NON MATR
- **Admit Term:** Summer 2015
- **Admit Type:** Transfer
- **Catalog Term:** Summer 2015

9. **Email to a student:**

a. You may email to a student on either **Access Detail Class List** or **View/Print Class Roster** page. If you have an email application (e.g. MS Outlook) on your computer (college computer), click on the Email icon next to the student, a new message window will open with the email address entered in To: box. Type your message and click on **Send**.

b. If you use college email via WebOutlook, log on to your email first ([www.mail.commnet.edu](http://www.mail.commnet.edu)). Right-click on the email icon and select **Copy Email Address**. 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 to the address box. You will then type your message and click on **Send**.
10. **E-mail to All Students**

**E-mail the entire class.**

**Return to Previous**

**a.** At the bottom of the View/Print Class Roster page, click on E-mail the entire class. This opens a new mail message window if you have an email program on your computer (e.g. 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 college email via WebOutlook, log on to your email first (www.mail.commnet.edu). Right-click on Entire Class link and select Copy Email Address. In the new mail message window, right-click on the *BCC box, and select Paste. This copies and pastes the students' addresses to the 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 View/Print Class Roster 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.