

## ABOUT CLASS LISTS, EMAILING STUDENTS, and GRADE LOGS

### CLASS LISTS ON EXPRESSLANE

Up-to-the-minute lists of registered and wait-listed students in your class sections are available from on or off campus by logging into ExpressLane from the Lane website home page and selecting: Faculty/Advisor Services > Class List. See below for help on logging into ExpressLane and finding your class lists.

### EMAILING STUDENTS OR CLASSES FROM EXPRESSLANE

There are links to the right of the class list that allow you to email any student who has entered an email address in ExpressLane. You can also email the entire class by clicking on the Email Class link at the bottom of the class list. Ask students to enter their email addresses so you can do this. These email links will only work when you are using the Windows version of ExpressLane on campus. If you normally email students from a Mac or from home (via the GroupWise link on the Lane home page), follow the simple steps below to get your class email list into your ExpressLane address book.

### EMAILING STUDENTS OR CLASSES FROM GROUPWISE

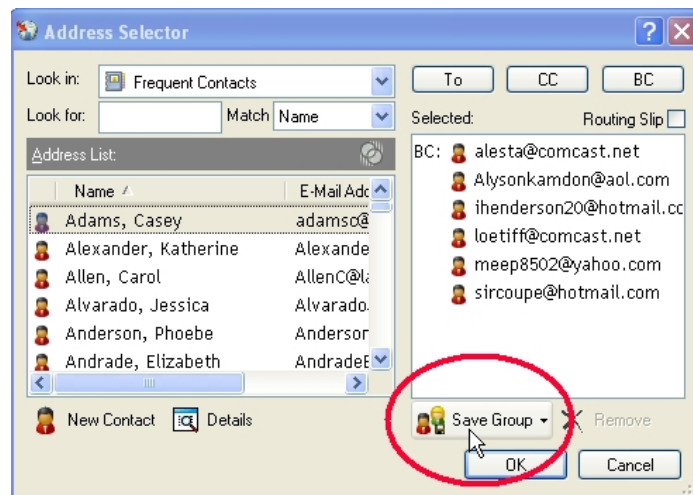
If you save class lists into your GroupWise address book, please keep the following points in mind when using these lists to email students:

1. **Currency** - Class email lists in ExpressLane always reflect the latest class roster, including late registrations and drops. Be sure to update class lists you export to GroupWise to reflect any changes in your class roster.
2. **Confidentiality** - ExpressLane will automatically put class email lists in the Blind Copy field, as required by FERPA. If you email your classes from GroupWise or other email system, such as Yahoo, be sure to put the class list in the Blind Copy field.

### IMPORTING CLASS EMAIL LISTS INTO YOUR GROUPWISE ADDRESS BOOK

There is no need to manually enter student email addresses into GroupWise. You can create a group list for the class in your GroupWise address book by following the simple steps below. (This must be done on a Windows PC on campus, but after you have done it, you can use the group list you have saved with the Mac or Web versions of GroupWise):

- 1) On a Windows PC, log into GroupWise with the WINDOWS client (NOT through the GroupWise link on the Lane home page)
- 2) Open your web browser, log into ExpressLane, and open your class list.
- 3) Click on the Email Class link at the bottom of the class list. This should open an email in Groupwise addressed to the entire class (listed in the Blind Copy (BC) field, as required by FERPA).
- 4) Click on the Address icon at the top of the email composer window to open the Address Selector.



- 5) Click on the Save Group button at the bottom of the Address Selector window.
- 6) Name and save your class email list. You can now use this group list to email the class from any GroupWise environment (PC, Mac, or Web).
- 7) At this point, you can just Cancel the current email, unless you actually want to use it. The class group list will be saved either way.

### PREVENTING STUDENT EMAILS FROM BEING SENT TO JUNK MAIL FOLDER

Importing the class email list into a GroupWise group list, as explained above, will not only allow you to email your class conveniently, but will also prevent student emails from being sent to your Junk Mail folder if you are using the "Enable Junk Mail Using Personal Address Books" option for controlling spam: [junk\\_unknown\\_address.pdf](#).

### EXPRESSLANE HELP SYSTEM

A comprehensive system of contextual help is available in ExpressLane by clicking the HELP link at the top right of any screen in ExpressLane. Select the [ExpressLane Help Menu](#) link at the top of any help screen to see the complete contents of the help system.

### LOGGING INTO EXPRESSLANE

If you are not sure how to log into ExpressLane from on or off campus, follow the directions here:

<https://inb.lanec.edu:4446/genhlp/explintro.htm>

### VIEWING CLASS LISTS AND CLASS PHONE/EMAIL LISTS

There are two formats of class lists:

- The **Faculty Summary Class List** page lists the students in the class and has links for viewing student information and emailing the students.
- The **Class Roster Phone/Email List** page lists the students and shows their contact information. This page is opened by selecting the link at the bottom of the Faculty Summary Class List page.

For more detailed instructions on viewing class lists, see:

[https://inb.lanec.edu:4446/genhlp/class\\_list.htm](https://inb.lanec.edu:4446/genhlp/class_list.htm)

**PRINTING OR DOWNLOADING CLASS LISTS**

The Faculty Summary Class List page is not formatted for printing or copying into another application, such as Excel. Please do not print this class list. Instead, print or copy the Class Phone/Email page. This page is formatted well for printing or for pasting into Excel spreadsheets.

For more detailed instructions on printing and downloading class lists, see:

[https://inb.lanecc.edu:4446/genhlp/class\\_list.htm#phone\\_email](https://inb.lanecc.edu:4446/genhlp/class_list.htm#phone_email)

**AUTOMATED EXCEL ATTENDANCE/GRADE LOG**

An automated Excel attendance/grade log is available for your use. Detailed instructions are included in the first sheet of the workbook. To download a copy, go to:

[http://lanecc.edu/it/hdrefs/grade\\_logs\\_uploadable.xls](http://lanecc.edu/it/hdrefs/grade_logs_uploadable.xls)