



HOW TO SEND AN EMAIL TO A CLASS OR CREATE A ROSTER FOR INSTRUCTORS

1. Notify info@ilralbertus.org if you want access to the ProClass administrative site. You will be given a User Name and Password.
2. Log into <https://ars118.imperisoft.com/Login.aspx?ReturnUrl=%2f> and enter the log in credentials provided to you.
3. To create a simple Roster, Select “Reports” from the top line of icons
3. Click on the arrow next to “Classes” and a list of reports will appear. Select the report “Instructor Course Student List”
4. Use the dropdown to select the Semester Fall 2019 and Course for which you want the student listing
5. Once you have selected the semester and class, click on View Report
6. The report will run and a list of registered students and their contact information will appear
7. To Print this report, Select the Save icon and use the dropdown to print to PDF or Excel.
8. To **email students** in a class, go to Find” and select Currently Registered Students
9. In the Saved Searches, load the saved search “Contact Class by Email” (file folder with green arrow icon). In the filters, Select Program Title **Field**, select an appropriate operator (Contains, =, starts with, etc.) as the **Operator** and the name or part of the course name as a **Value**. Click Search and the list of students and their contact information will appear. Use the dropdown list to show up to 100 names on a single page.
10. Once the list appears, you can select email this group.
11. The next screen asks you to select the contacts. Check the Student box then hit continue.
12. A Send E-mail screen will appear. In the Load Template field select “Email to Students in a Class” from the drop-down menu. Your information as the sender will appear in the From field. Complete the Subject field and enter your own text for the information you wish to



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convey. If you wish to add a link select “Insert Link”, the first icon above Insert Merge Field. If you wish to attach a file, select “Insert File”, the third icon above Insert Merge Field. If you wish to insert a graphic, select “Insert Image”, the last icon above Insert Merge Field,.; If you want to personalize the email use the Drop Down in Insert Merge Field and you can select a field.

13. Once your email is complete, select the send icon in the upper left corner (Yellow envelope with green arrow).

To add a file to your email, follow these instructions. To add a link or a graphic, follow the prompts from the icon.

Use the File Library to create a link to a file to in e-mail message sent from within the ProClass system.

To create link to a file

1. In the Send E-mail(s) page, type the message in the **Body** section.
2. Highlight the word or phrase you want to link to the file, and then click the **Insert Link to File** button.

The File Library window opens.
3. Do one of the following:
 - If the file you want to link to exists in the File Library, skip to step 4.
 - If the file you want to link to does not exist in the File Library, follow the steps to **upload the file**.
 - Click **Browse** and locate the file you want to add to the library.
 - In the **Open File** window, select the file, and then click **Open**.
 - In the **Select a type** box, select the file type you are adding to the library.
 - In the **Enter a Description** box, type a description of the file.
 - Click **Upload**.
4. In the **Existing Files** box, click **Create Link** next to the file.

The word or phrase highlighted in step 2 will display in blue. When the recipient receives the e-mail, they can click on the link to download the file.