



How to Create a Class List for Liaisons

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.

CREATE A CLASS LIST

3. 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 “Student and Primary Contact Listing by Course
4. Use the dropdown to select 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.

EMAIL STUDENTS

8. To email students in a class, go to Find” and select Currently Registered Students
9. In the filters, use Program Title as the Field, Contains as the Operator and the name of or part of the class name in Value. Then click Search and the list of students and their contact information will appear. Use the dropdown list for show to display 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 convey. Once your email is complete, select the send icon in the upper left corner (Yellow envelope with green arrow).