

KnightLine

Faculty & Advisor Help

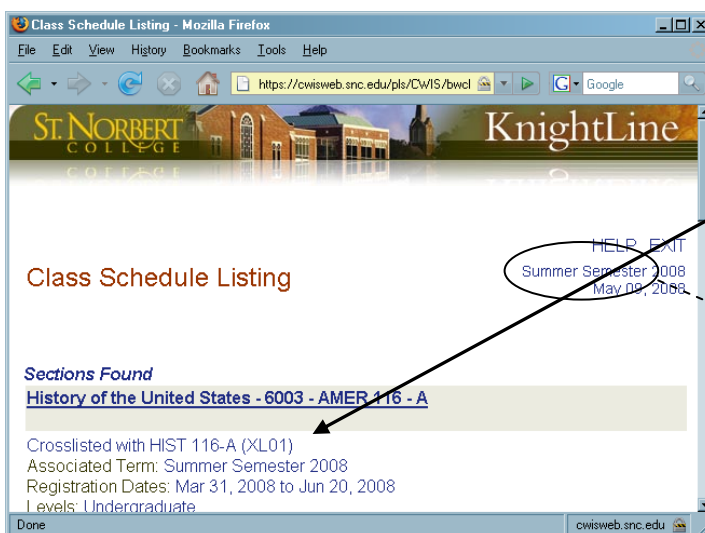
Office of the Registrar
JMS Room 220, ext. 3216

Topic: Class E-Mail Lists

Class E-mail via *KnightLine*: A box labeled "Display Email List" appears on the bottom of your roster in *KnightLine*. If you check this box your summary roster will refresh and on the bottom of your roster a box will appear which contains all the email addresses of your class delimited by commas. You can copy and paste this list into your email system or create a distribution list.

Class E-mail via discussion list: Discussion email lists can be used outside of *KnightLine* and generally are more convenient to use. Simply type in the term identifier (1=Fall, 2=Winter/J-Term, 3=Spring, 4=Summer), course subject, number, and section followed by the @ sign and "lists.snc.edu" to send a message to your class (i.e. 3engl150g@lists.snc.edu). Class e-mail lists are generated nightly for all current courses and all future courses once registration has begun. Note that during periods of frequent class changes discussion email lists are updated nightly whereas *KnightLine* lists are instantly updated.

Cross-listed Courses and discussion lists: Courses that are crosslisted in the *Timetable* require a faculty member to list both sections in the "TO" box of their email system (i.e. 1amer116a@lists.snc.edu, 1hist116a@lists.snc.edu) or use the assigned cross-list number. Cross-list numbers are viewable via *KnightLine* or in the *Timetable* web/pdf versions from the Registrar's Office web site, under the course notes area. A term identifier is required plus "xl", the cross-list number, followed by the @ sign and "lists.snc.edu" (i.e. 4xl04@lists.snc.edu) which will deliver a merged list of students registered in the cross-listed course.



The above example shows the course cross-list number viewable in *KnightLine*.

For more information on the automated class lists see the Computer Services handout at:
<http://www.snc.edu/compserv/handouts/autocourse.htm>