

# Automated Course Lists: Instructor's Guide

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An automated course list is an involuntary e-mail list generated by the IT department. Automated course lists are a convenient way to communicate with a class, without the need to maintain a discussion list for that class.

An automated course list is generated for each course taught on campus. For each course that you teach, there is an automated course list consisting of you, the instructor, and all students currently registered for the course. The lists are automatically updated nightly (using data from Banner/Knightline), so that students dropping the course will be removed from the list, and students adding the course will be added to the list. Anyone not enrolled in the course is not eligible to be a member of that course list, and no one may unsubscribe from an automated course list of which they are a member. All members of an automated course list (i.e., the course instructor and all enrolled students) may send e-mail messages to the list.

## Automated course lists vs. Lyris discussion lists

The following table highlights the differences between *automated course lists* and *discussion lists*.

	Automated Course List	Lyris Discussion List
<b>List Creation</b>	Automatically generated by IT	Initially created by IT but set up by list administrator
<b>List Maintenance</b>	Automatically updated nightly	Updated manually by list administrator
<b>Available Lists</b>	A separate list for each section of each course currently being taught	Any list can be created, limited only to appropriate College groups and business
<b>List Members</b>	Course instructor and all currently registered students (using SNC e-mail addresses only); Involuntary (students may not unsubscribe)	Anyone anywhere in the world can be a member; Membership may be voluntary or involuntary as determined by list administrator
<b>Sending E-mail to the List</b>	All members of the list (the instructor and all students) can send messages to the list; <i>Term#CourseID@snc.edu</i>	List administrator controls who may send e-mail to the list (may be all members or administrator only); <i>courseID@lists.snc.edu</i>

## Sending e-mail to an automated course list

To send a message to all of the students in your class, send it to *Term#CourseID@snc.edu*. For example, for ENGL150 section B in Fall, the e-mail address is *1engl150b@snc.edu*. The term numbers are: 1 for Fall, 2 for January, 3 for Spring, and 4 for Summer. If you wish, you may use these lists just to send announcements to your students (do not give the students the list address), or you may use them as discussion lists, allowing your students to send e-mail to them as well (give the students the list address). If anyone who is not on a given list attempts to send a message to it, the message will be rejected.

You should have no problems sending to your class lists from WebMail. If you are unable to send messages your course list through another e-mail program, you may need to change the settings in your e-mail program. Your students may also need to do this, if you're using the list as a discussion list. In Thunderbird, go to Tools – Account Settings and make sure that the “Email address” box contains your e-mail address in the format *firstname.lastname@snc.edu* (e.g., *donald.duck@snc.edu*).

## Other automated lists

Other automated e-mail lists are generated for various College groups (e.g., freshmen, sophomores, faculty, staff, female students, etc.). For information about the other automated e-mail lists on campus, see the handout *Automated E-Mail Lists*, available at <http://www.snc.edu/techsupport>.

## Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or [helpdesk@snc.edu](mailto:helpdesk@snc.edu). The Help Desk is for St. Norbert College students and employees only.