

Automated Course E-Mail Lists

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 section of each course taught at SNC. These lists consist of the instructor and all students currently registered for the course. The lists are automatically updated nightly using registration data from 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 may send e-mail messages to the list, and if someone replies to a list message, it will go to the entire list. If anyone who is not on a list attempts to send a message to it, the message will be rejected (e.g., a secretary cannot send a message to the list for you).

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@lists.snc.edu*. For example, for ENGL150 section B in Fall, the e-mail address is *1engl150b@lists.snc.edu*.

The term numbers are: 1 = Fall, 2 = January/J-Term, 3 = Spring, 4 = Summer.

Cross-listed Courses

For cross-listed courses, you can either list both sections separately on the To line (i.e. *1amer116a@lists.snc.edu*, *1hist116a@lists.snc.edu*) or use the merged/cross-list course list. Cross-listing numbers can be found in the Timetable of Courses in KnightLine. The names of cross-listed lists are in the format *Term#x1CrossList#@lists.snc.edu*, where *Term#* is replaced by the appropriate digit as described above and *CrossList#* is replaced by the number found in the Timetable, e.g., *4x104@lists.snc.edu*.

Automated course lists vs. Mailman discussion lists

There may be circumstances under which it is necessary to maintain a discussion list for a class, rather than using the automated course list. The following table highlights the differences between automated course lists and discussion lists.

	Automated Course List	Mailman Discussion List
List Creation	Automatically generated by IT	Initially created by IT but set up by list administrator
List Maintenance	Automatically updated nightly	Updated manually by list administrator (instructor)
Available Lists	By default, a separate list for each section of each course; lists combining multiple sections can be created if needed	Any list can be created, including a single list for multiple sections
List Membership	Course instructor and currently registered students only (using SNC e-mail addresses); involuntary – students may not unsubscribe	Anyone (SNC or non-SNC) may be a member; membership may be voluntary or involuntary as determined by list administrator
Sending E-mail to the List	All members (the instructor and all students) can send messages to the list	List administrator controls who may send e-mail to the list

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. The Help Desk is for St. Norbert College students and employees only.