

Notifying Your Students *Outside* Of Blackboard

The archetypal method to send announcements or email to your entire class is through Blackboard. How would you contact your students if Blackboard was down or you are traveling and don't want to use the Blackboard app to inform your class of important information?

I create a distribution list of my student's SPS emails each semester. The following explains the process I use to achieve this:

1. Login to [MyInfo](#) using your CUNYFirst account



CUNYfirst MyInfo

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username	<input type="text" value="@login.cuny.edu"/>
Password	<input type="password"/>
<input type="button" value="Log In"/>	

2. Once you authenticate, click on "My Instructor Schedule"



Welcome Curtis E Izen to CUNYfirst MyInfo

CUNYfirst MyInfo enables you to view selected CUNYfirst information.

Please use the links below to navigate this application.

The Information is as of **March 24, 2022 7:30 PM**.


[My Instructor Schedule](#)

[MyInfo Service Center](#)

[MyInfo Faculty Center](#)

[Academic Calendars](#)

3. Choose the Icon on the left under "Class Roster" for the course you wish to download.

School of Professional Studies						
Class Roster	Class	Class Title	Enrolled	Days & Times	Room	Start Date / End Date
	BUS 325 - 002 (29346)	Principles of MIS	25	-	Online Courses 02	01/28/2022 / 05/24/2022
	BUS 325 - 001 (29345)	Principles of MIS	25	-	Online Courses 02	01/28/2022 / 05/24/2022

4. Choose "Download roster" in the lower right-hand corner

[Back to Instructor Schedule](#)

My Class Roster

2022 Spring Term | School of Professional Studies | BUS325-002(29346)
Class Meeting Days: | Time: - | Room: Online Courses 02
Start Date - End Date: 01/28/2022 - 05/24/2022

[click to e-mail all students in roster](#)

[Download roster](#)

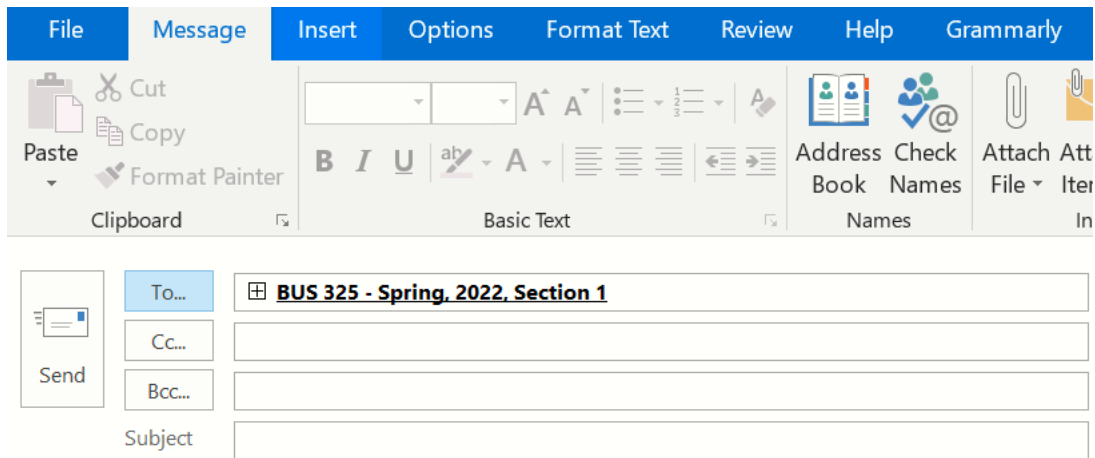
5. An excel spreadsheet will be created, including the students' email addresses. Select the cells containing each student's email address. Once selected, choose Edit, Copy from the Excel menu

FirstName.LastName11@spsmail.cuny.edu
FirstName.LastName45@spsmail.cuny.edu
FirstName.LastName21@spsmail.cuny.edu
FirstName.LastName42@spsmail.cuny.edu
FirstName.LastName10@spsmail.cuny.edu
FirstName.LastName50@spsmail.cuny.edu

6. Create a new Contact Group in your email application and name it appropriately based on your course, term, section, etc. Then, paste the names (below is my example from Outlook 2019)

Name	Email
BUS 325 - Spring, 2022, Section 1	
FirstName.LastName10@spsmail.cuny.edu	FirstName.LastName10@spsmail.cuny.edu
FirstName.LastName11@spsmail.cuny.edu	FirstName.LastName11@spsmail.cuny.edu
FirstName.LastName21@spsmail.cuny.edu	FirstName.LastName21@spsmail.cuny.edu
FirstName.LastName42@spsmail.cuny.edu	FirstName.LastName42@spsmail.cuny.edu
FirstName.LastName45@spsmail.cuny.edu	FirstName.LastName45@spsmail.cuny.edu
FirstName.LastName50@spsmail.cuny.edu	FirstName.LastName50@spsmail.cuny.edu

7. You can now use the group you created for your class when you need to send an email.



8. The +(plus) sign next to your group name will display the email addresses.

