



# CCE FACULTY DASHBOARD – STUDENT CONTACT INFORMATION

BUSINESS PROCESS: CLASS MANAGEMENT

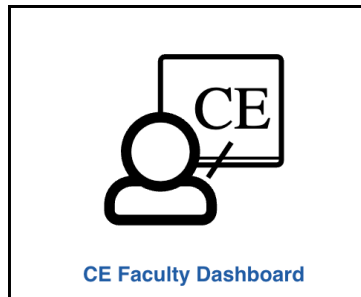
MODULE: COLLEGE OF CONTINUING EDUCATION FACULTY

## INSTRUCTIONS

This guide provides an overview of the Student Contact Information page within the Campus Solutions Faculty Dashboard, including instructions for emailing your students.

### Viewing Student Contact Information:

STEP	Instructions
1)	Log into <a href="#">mySDCCD</a> and click on your <b>CE Faculty Dashboard</b> tile.



STEP	Instructions
2)	On the <b>CE or CEHS Schedule</b> pagelet(s): A. Click on the appropriate <b>Term</b> (if necessary) B. Click on the <b>Class Number</b> to open the menu of options.

**Continuing Education Faculty Schedule**

Fall 2023 **Spring 2024** ← A

55800	ACCT 502-7001 West City - 124 On Campus	Computerized Accounting 01/31/2024 - 03/09/2024	Enrolled: 1 of 1   Wait: 1 MW: 08:00 AM-10:00 AM
55834	ACCT 502-7002 West City- Web Fully Online	Computerized Accounting 01/31/2024 - 06/08/2024	Enrolled: 0 of 999   Wait: 0 TBA
<b>56755</b>	FDNT 664-7001 ECC - 122 On Campus	Chocolate & Sugar Fundamentals 01/31/2024 - 06/08/2024	Enrolled: 3 of 3   Wait: 2 W: 08:00 AM-12:00 PM

Last Updated: 01/25/2024 04:46 PM ↻



STEP	Instructions
3)	Select <b>Follow-Up</b> from the menu of options.

56755 FDNT 664-7001 Chocolate & Sugar Fundamentals Enrolled: 3 of 3 | Wait: 2  
 01/31/2024 - 06/08/2024 W: 08:00 AM-12:00 PM

- Class Roster
- Permission Numbers
- Attendance/Grade Roster
- Follow-Up**
- Class Details

STEP	Instructions
4)	From the Follow-Up tab, click the <b>Contact List</b> button.

Edna Krabappel

Faculty Center Search

My Schedule | Class Roster | Access Codes | **Follow-Up** | CE Attendance/Grade

Follow-Up

Spring 2024 | Regular Academic Session | San Diego Community Coll Dist | Continuing Education

FDNT 664 - 7001 (56755) Change Class  
 Chocolate & Sugar Fundamentals (Lect/Lab)

Days and Times	Room	Instructor	Dates
We 8:00AM-12:00PM	ECC - 122	Edna Krabappel	01/31/2024 - 06/08/2024

Contact List

Enroll Status: Enrolled

Enrollment Capacity 3 Enrolled 3

**Enrolled Students** Personalize Find First 1-3 of 3 Last

ID	Name	Phone	Follow-Up Reason	Comments	Last Update User ID	Last Update Date/Time	Follow Up
1 555	Simpson, Bart		<input type="text"/>				Follow Up <input type="button" value="+"/> <input type="button" value="-"/>
2 000	Simpson, Lisa Marie		<input type="text"/>				Follow Up <input type="button" value="+"/> <input type="button" value="-"/>
3 555	Simpson, Maggie		<input type="text"/>				Follow Up <input type="button" value="+"/> <input type="button" value="-"/>




STEP	Instructions
5)	<p>The <b>Student Contact List</b> will open.</p> <p>The contact list includes students in all enrollment statuses (enrolled, waitlisted, dropped) and displays both the students' personal and SDCCD student email addresses, as well as telephone numbers.</p> <p><b>Important:</b> If a student has not provided their personal email address, the field will appear blank. Please ask your student to update their information.</p> <p><a href="#">You can find a step-by-step guide for students to update their personal information here.</a></p>

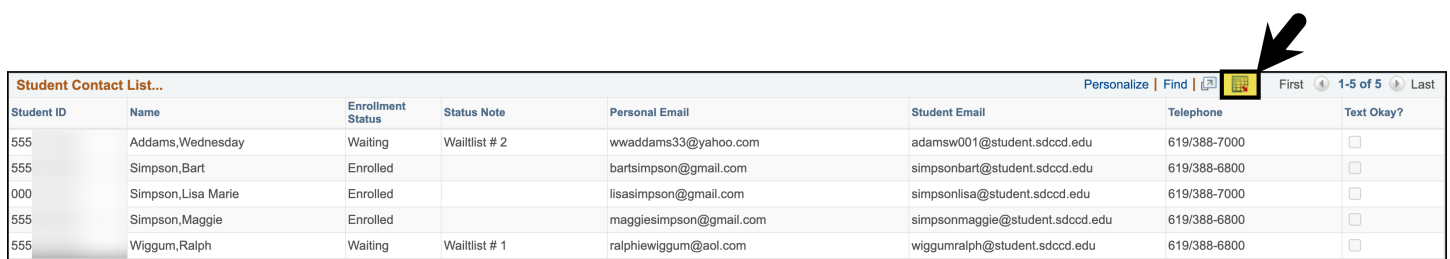
Student Contact List...							Personalize	Find	First	1-5 of 5	Last
Student ID	Name	Enrollment Status	Status Note	Personal Email	Student Email	Telephone	Text Okay?				
555	Addams,Wednesday	Waiting	Waitlist # 2	wwaddams33@yahoo.com	adamsw001@student.sdccd.edu	619/388-7000	<input type="checkbox"/>				
555	Simpson,Bart	Enrolled		bartsimpson@gmail.com	simpsonbart@student.sdccd.edu	619/388-6800	<input type="checkbox"/>				
000	Simpson,Lisa Marie	Enrolled		lisasimpson@gmail.com	simpsonlisa@student.sdccd.edu	619/388-7000	<input type="checkbox"/>				
555	Simpson,Maggie	Enrolled		maggiesimpson@gmail.com	simpsonmaggie@student.sdccd.edu	619/388-6800	<input type="checkbox"/>				
555	Wiggum,Ralph	Waiting	Waitlist # 1	ralphiewiggum@aol.com	wiggumralph@student.sdccd.edu	619/388-6800	<input type="checkbox"/>				

STEP	Instructions
6)	End of Process.



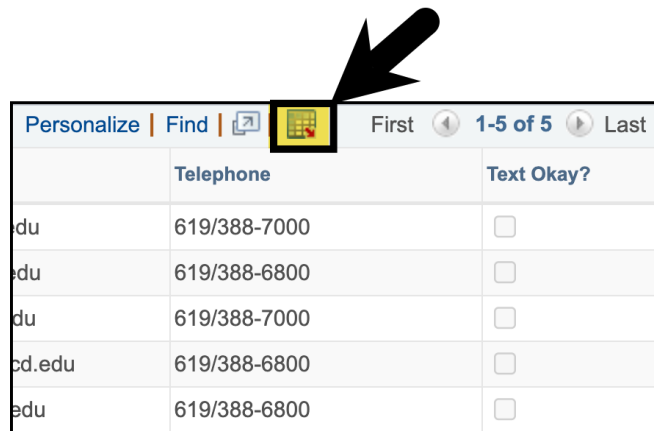
Emailing Your Students:

STEP	Instructions
1)	<p>Download the student contact list to MS Excel and copy/paste the email addresses into your email client to email your students.</p> <p>Click on the Download to Excel icon  to download the table to a file.</p> <p><b>Reminder:</b> Student personal information is confidential. This information should only be used for this class for the current semester. Do not save this information for use after the class has ended.</p>



Student ID	Name	Enrollment Status	Status Note	Personal Email	Student Email	Telephone	Text Okay?
555	Addams,Wednesday	Waiting	Waitlist # 2	wwaddams33@yahoo.com	adamsw001@student.sdccd.edu	619/388-7000	<input type="checkbox"/>
555	Simpson,Bart	Enrolled		bartsimpson@gmail.com	simpsonbart@student.sdccd.edu	619/388-6800	<input type="checkbox"/>
000	Simpson,Lisa Marie	Enrolled		lisasimpson@gmail.com	simpsonlisa@student.sdccd.edu	619/388-7000	<input type="checkbox"/>
555	Simpson,Maggie	Enrolled		maggiesimpson@gmail.com	simpsonmaggie@student.sdccd.edu	619/388-6800	<input type="checkbox"/>
555	Wiggum,Ralph	Waiting	Waitlist # 1	ralphiewiggum@aol.com	wiggumralph@student.sdccd.edu	619/388-6800	<input type="checkbox"/>

Close up of Download to Excel icon:

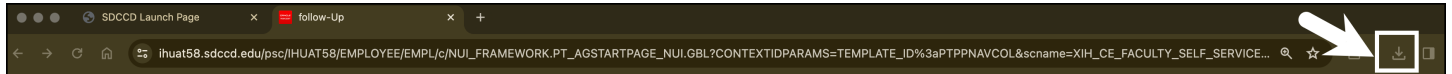


Telephone	Text Okay?
619/388-7000	<input type="checkbox"/>
619/388-6800	<input type="checkbox"/>
619/388-7000	<input type="checkbox"/>
619/388-6800	<input type="checkbox"/>
619/388-6800	<input type="checkbox"/>

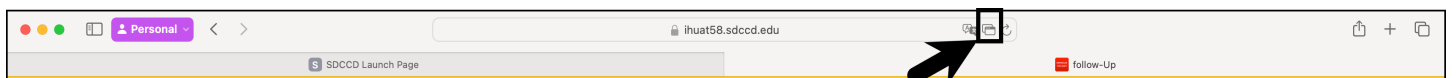


STEP	Instructions
2)	<p>Depending on your device and web browser settings, the downloaded file may appear in different places. Below are examples of commonly used web browsers.</p> <ul style="list-style-type: none"> <li>• At the top or bottom of your web browser</li> <li>• In your device's downloads folder</li> </ul>

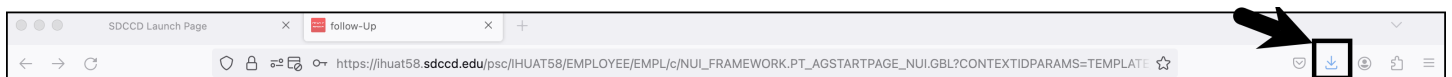
**Google Chrome (top of browser):**



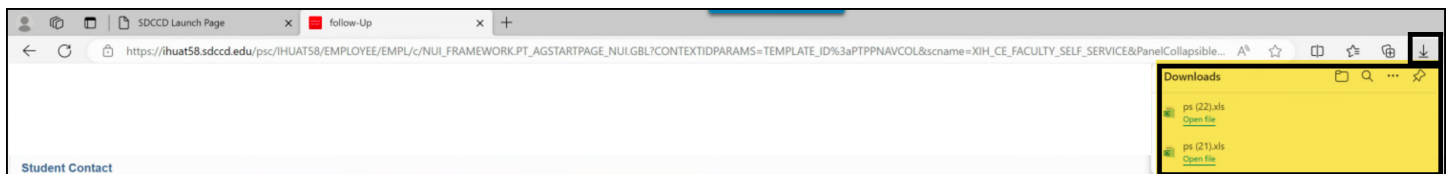
**Safari (top of browser):**



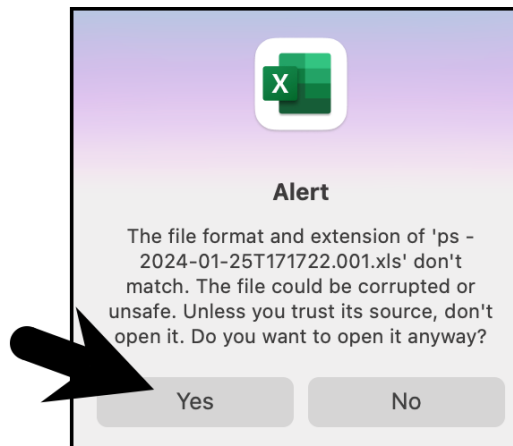
**Mozilla Firefox (top of browser):**



**Microsoft Edge (top of browser):**



STEP	Instructions
3)	<p>Microsoft Excel may ask you to confirm that you trust the file source. Click the <b>Yes</b> button.</p>





STEP	Instructions
4)	The MS Excel file will open on your device.

	A	B	C	D	E	F	G	H
1	Student ID	Name	Enrollment Status	Status Note	Personal Email	Student Email	Telephone	Text Okay?
2	555	Addams,Wednesday	Waiting	Waitlist # 2	wwaddams33@yahoo.com	adamsw001@student.sdccd.edu	619/388-7000	N
3	555	Simpson,Bart	Enrolled		bartsimpson@gmail.com	simpsonbart@student.sdccd.edu	619/388-6800	N
4	000	Simpson,Lisa Marie	Enrolled		lisasimpson@gmail.com	simpsonlisa@student.sdccd.edu	619/388-7000	N
5	555	Simpson,Maggie	Enrolled		maggiesimpson@gmail.com	simpsonmaggie@student.sdccd.edu	619/388-6800	N
6	555	Wiggum,Ralph	Waiting	Waitlist # 1	ralphiewiggum@aol.com	wiggumralph@student.sdccd.edu	619/388-6800	N
7								
8								

STEP	Instructions
5)	In MS Excel: A. Highlight the cells containing the students' personal and/or SDCCD student email addresses. B. <b>Right-click your mouse</b> and <b>click the Copy option</b> or use your device hot keys to copy the information.

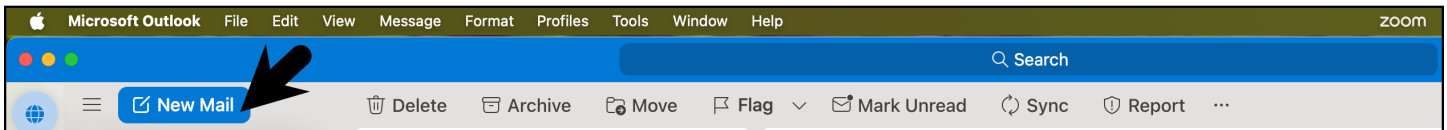
	A	B	C	D	E	F	G	H
1	Student ID	Name	Enrollment Status	Status Note	Personal Email	Student Email	Telephone	Text Okay?
2	555	Addams,Wednesday	Waiting	Waitlist # 2	wwaddams33@yahoo.com	adamsw001@student.sdccd.edu	619/388-7000	N
3	555	Simpson,Bart	Enrolled		bartsimpson@gmail.com	simpsonbart@student.sdccd.edu	619/388-6800	N
4	000	Simpson,Lisa Marie	Enrolled		lisasimpson@gmail.com	simpsonlisa@student.sdccd.edu	619/388-7000	N
5	555	Simpson,Maggie	Enrolled		maggiesimpson@gmail.com	simpsonmaggie@student.sdccd.edu	619/388-6800	N
6	555	Wiggum,Ralph	Waiting	Waitlist # 1	ralphiewiggum@aol.com	wiggumralph@student.sdccd.edu	619/388-6800	N

	A	B	C	D	E	F	G	H
1	Student ID	Name	Enrollment Status	Status Note	Personal Email	Student Email	Telephone	Text Okay?
2	555	Addams,Wednesday	Waiting	Waitlist # 2	wwaddams33@yahoo.com	adamsw001@student.sdccd.edu	619/388-7000	N
3	555	Simpson,Bart	Enrolled		bartsimpson@gmail.com	simpsonbart@student.sdccd.edu	619/388-6800	N
4	000	Simpson,Lisa Marie	Enrolled		lisasimpson@gmail.com	simpsonlisa@student.sdccd.edu		
5	555	Simpson,Maggie	Enrolled		maggiesimpson@gmail.com	simpsonmaggie@student.sdccd.edu		
6	555	Wiggum,Ralph	Waiting	Waitlist # 1	ralphiewiggum@aol.com	wiggumralph@student.sdccd.edu		

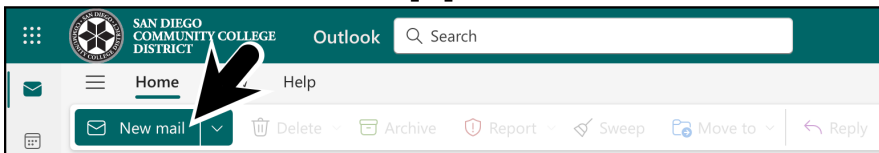


STEP	Instructions
6)	In your preferred email client, click New Mail or Compose Email to create a new email.

## Outlook Desktop App

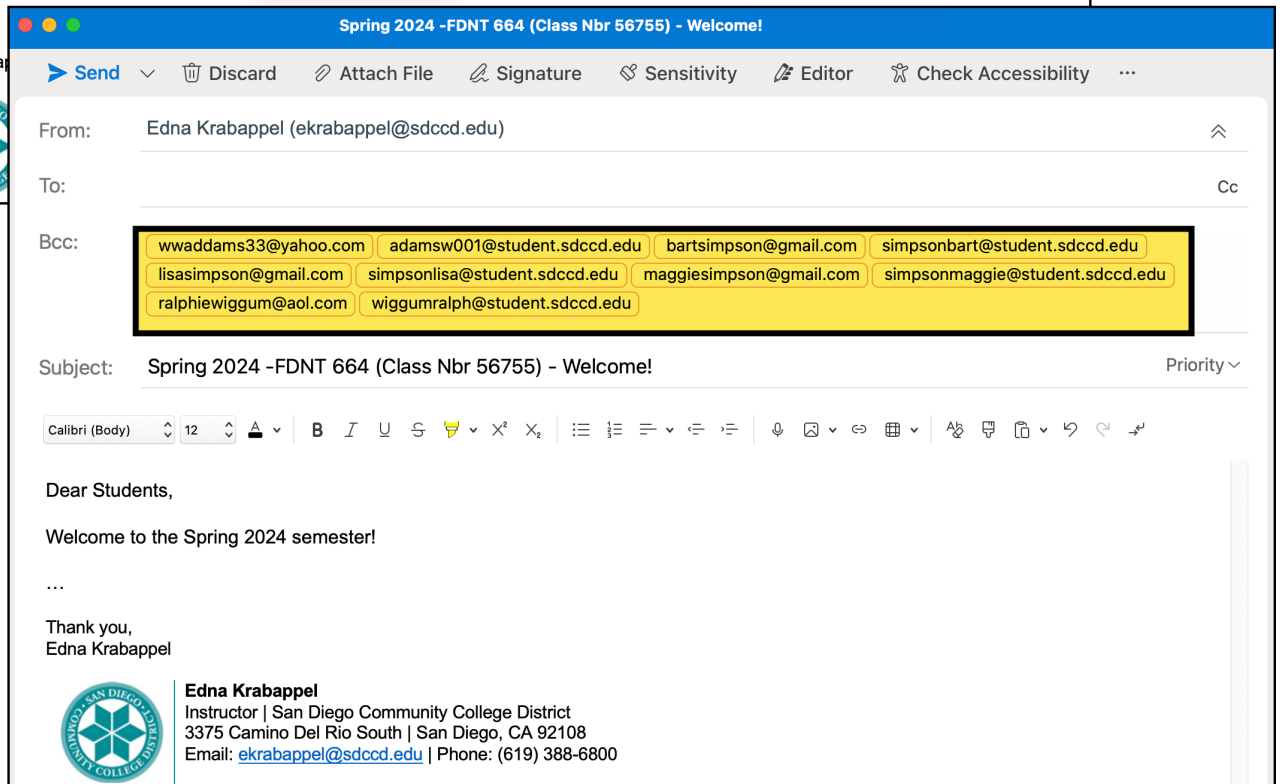
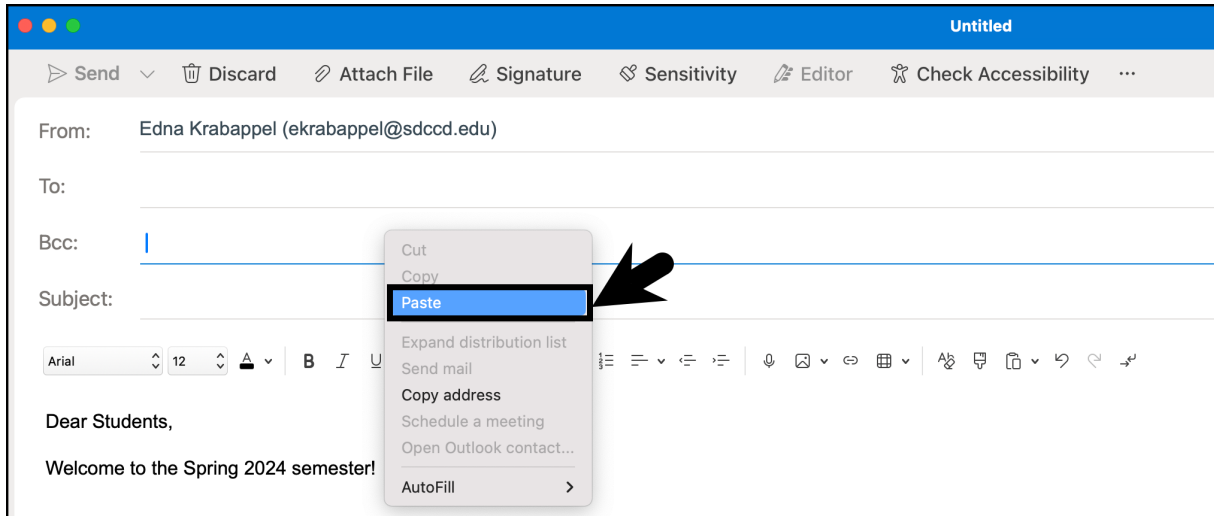


## Outlook Web App





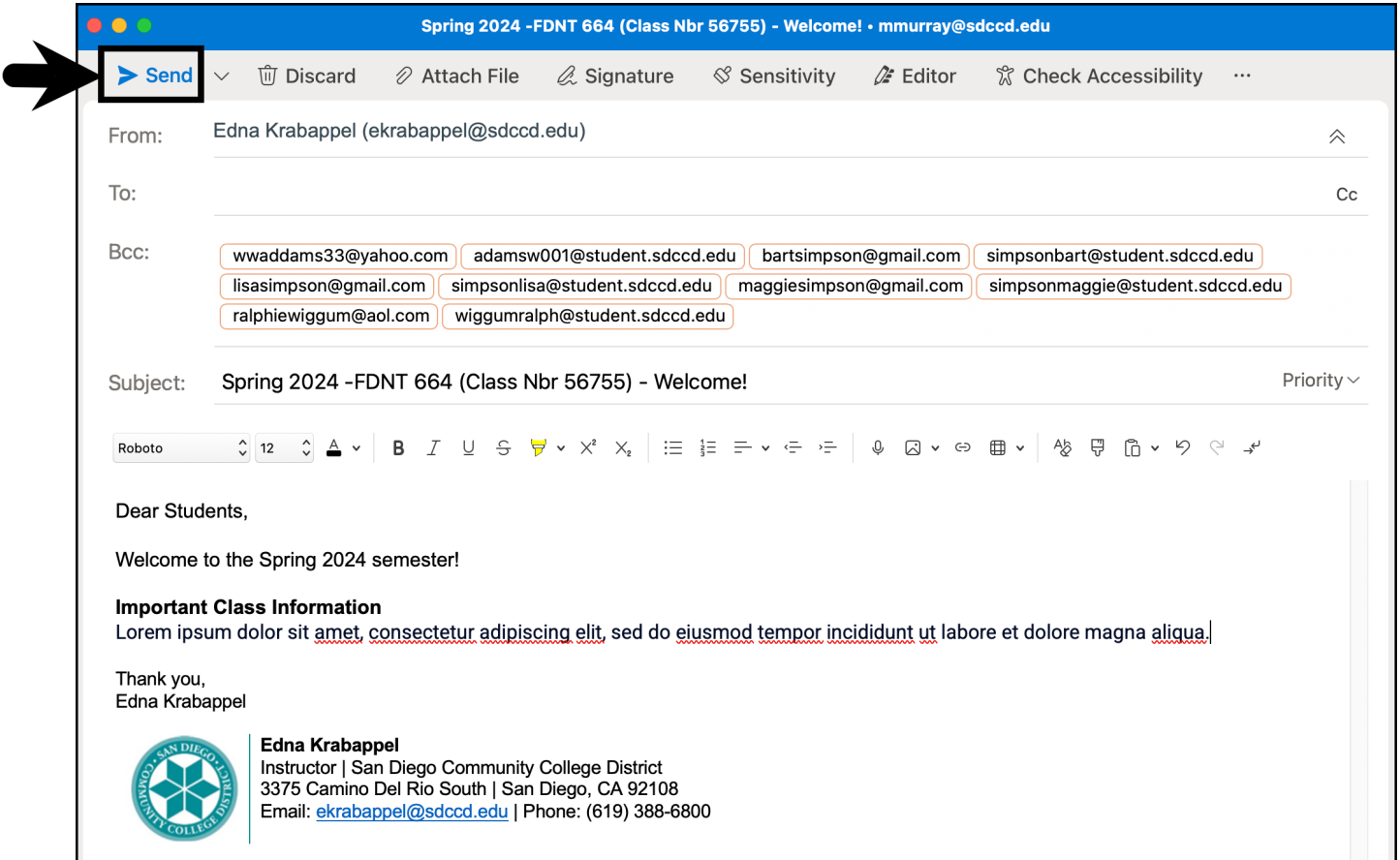
STEP	Instructions
7)	<p><b>Right-click your mouse and click the Paste option</b> or use your device hot keys to paste the information. The students' emails will populate the field.</p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>• If emailing one student, paste the email(s) into the To line.</li> <li>• If emailing multiple students, paste the emails into the BCC line.</li> </ul>







STEP	Instructions
8)	Continue writing your email. When complete, <b>click the Send button.</b>



Spring 2024 -FDNT 664 (Class Nbr 56755) - Welcome! - mmurray@sdccd.edu

Send Discard Attach File Signature Sensitivity Editor Check Accessibility

From: Edna Krabappel (ekrabappel@sdccd.edu)

To:

Bcc: wwaddams33@yahoo.com adamsw001@student.sdccd.edu bartsimpson@gmail.com simpsonbart@student.sdccd.edu  
 lisasimpson@gmail.com simpsonlisa@student.sdccd.edu maggiesimpson@gmail.com simpsonmaggie@student.sdccd.edu  
 ralphiewiggum@aol.com wiggumralph@student.sdccd.edu

Subject: Spring 2024 -FDNT 664 (Class Nbr 56755) - Welcome! Priority


Roboto 12 B I U S X<sup>2</sup> X<sub>2</sub> [Rich Text Editor Icons]

Dear Students,

Welcome to the Spring 2024 semester!

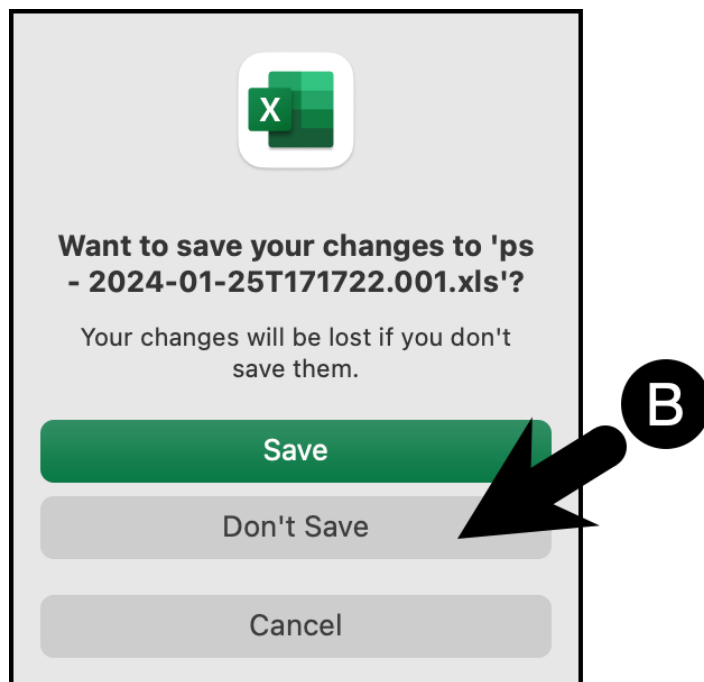
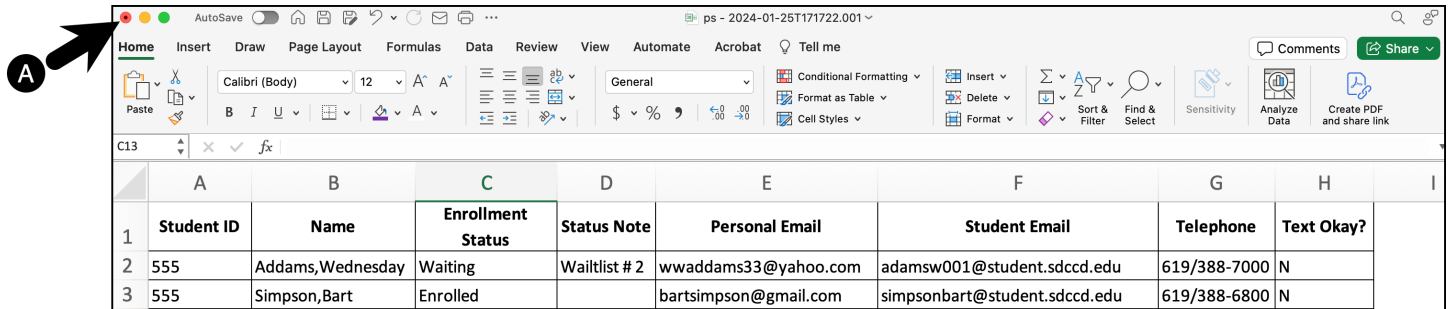
**Important Class Information**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Thank you,  
 Edna Krabappel

 **Edna Krabappel**  
 Instructor | San Diego Community College District  
 3375 Camino Del Rio South | San Diego, CA 92108  
 Email: [ekrabappel@sdccd.edu](mailto:ekrabappel@sdccd.edu) | Phone: (619) 388-6800



STEP	Instructions
9)	If necessary, delete or close the MS Excel file containing the student contact information.



STEP	Instructions
10)	End of Process.