ONE.UF: VIEW CLASS ROLLS AND CREATE & ACCESS COURSE LISTSERVS

The following instruction guide will walk you through how to view your class rolls and create & access your listservs in One.UF.
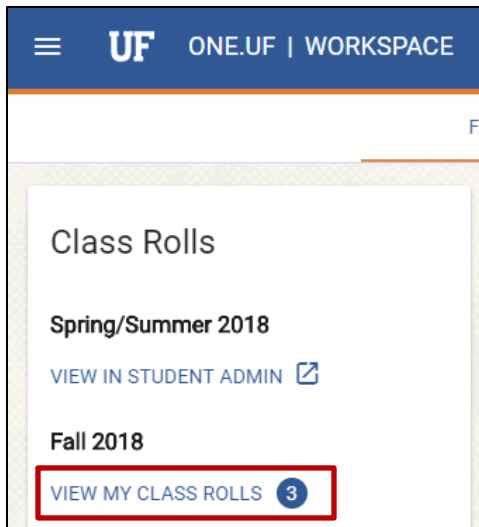
NAVIGATION

Navigate and log into ONE.UF:

1. Go to the web address **one.uf.edu**
2. Click **LOG IN**
3. Click **Log in with GatorLink**
4. Enter **GatorLink Username and Password**
5. Click the **LOG IN** button

PROCESS

Use the following steps to view your class rolls:

1. In the Class Rolls card, click **VIEW MY CLASS ROLLS**.

   Note the blue circle with a number indicates the number of classes you are teaching. If you are teaching multiple sections of a class, the next few steps will show you how to view those.

2. Click the **arrow** to open the class details section. The blue circle with a number indicates how many sections of each course you are teaching.

3. To access your class listerv, click the **envelope icon** next to the class section you would like to email.

4. Your default email program (Ex. Outlook) will open a draft email message with the listserv address in the To... line. The listerv email address will look similar to this: **Fall-2018-CHM2045-11720@lists.ufl.edu**

5. Simply, add a Subject, compose your email, and click the send button to email the entire section.

   If you would like to email all sections of a class, click back into the browser window. Click the envelop icon next to each section. A draft email will appear for each section's listerv. Copy and paste each listerv address into the To... line on the initial email.

   Your combined To... line should look similar to this

VIEW COMBINED CLASS ROLLS

1. With the class details expanded, click the **VIEW COMBINED** link.
2. A listing of all students, across all sections of the course displays.
3. Click the **< Back to My Class Rolls** link to return to the listing of your class rolls.
   OR click **ONE.UF** to return to the homepage.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu