

## 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.

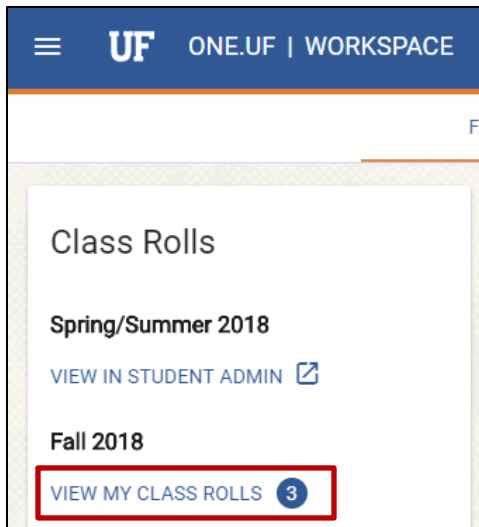
### NAVIGATION

Navigate and log into ONE.UF:

1. Go to the web address [one.uf.edu](https://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.

My Class Rolls Term: Fall 2018

CHM 1020 - Chem for Liberal Arts 1

CHM 2045 - General Chemistry 3

Class Roll	Listserv	Class #	Meeting Info	Enrolled	Cle
CLASS ROLL		11720	M,T,R   Period 9 (4:05 PM - 4:55 PM) F   Period 3 (9:35 AM - 10:25 AM)	21	8/: 12
CLASS ROLL		11721	M,T,R   Period 9 (4:05 PM - 4:55 PM) F   Period 1 (7:25 AM - 8:15 AM)	13	8/: 12
CLASS ROLL		11726	M,T,R   Period 11 (6:15 PM - 7:05 PM) W   Period 7 (1:55 PM - 2:45 PM)	21	8/: 12

VIEW COMBINED

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 envelope 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

To...

**Section 1 Listerv Address**      **Section 2 Listerv Address**

## 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.

The screenshot shows the ONE.UF CLASS ROLLS interface. At the top, there is a navigation bar with the UF logo, 'ONE.UF', and 'CLASS ROLLS'. Below this, there is a breadcrumb link '< Back to My Class Rolls'. The main content area displays 'CHM 2045 - General Chemistry'. A 'Quick Tip' box contains the text: 'Click the EXCEL download link or the CSV download link to download the combined class roll.' Below the course title, there is a section for 'Enrolled Students' with a table. To the right of the table, there are two download links: 'EXCEL' and 'CSV', both with a red box around them and a red arrow pointing to them from the 'Quick Tip' box.

**Quick Tip!**  
Click the **EXCEL** download link or the **CSV** download link to download the combined class roll.

**Enrolled Students**

UFID	Last Name	First Name	E-mail	Grade Basis	Credits	College ⓘ
12345678	Student's Last Name	Student's First Name	student@ufl.edu	Letter Grade	3	Engineering
23456789	Student's Last Name	Student's First Name	student@ufl.edu	Letter Grade	3	Agricultural and Life Sciences
34567891	Student's Last Name	Student's First Name	student@ufl.edu	Letter Grade	3	Health and Human Performance
45678912	Student's Last Name	Student's First Name	student@ufl.edu	Letter Grade	3	Arts
56789123	Student's Last Name	Student's First Name	student@ufl.edu	Letter Grade	3	Liberal Arts and Sciences
						Health and

## FOR ADDITIONAL ASSISTANCE

### Technical Issues

The UF Computing Help Desk

352-392-HELP

[helpdesk.ufl.edu](http://helpdesk.ufl.edu)