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## Emailing Attachments to Your Class

There are currently three ways you can obtain your class rosters, therefore, there are three ways you can email an attachment to your class. This document outlines those ways.

If you are unsure how to get to your roster each of the three ways, refer to the document entitled [How to Obtain Your Class Roster](#) posted on the Faculty and Staff “How To” Documents page of the [Registrar’s Office](#) public website.


### Emailing an Attachment to Your Class Via Ellucian WebAdvisor:

*(only for instructors of record on the section)*

1. From your One Bellarmine Dashboard page under Ellucian WebAdvisor click Faculty > Faculty Information > Class Roster, then click the Section Name and Title to retrieve the roster you want to email.
2. Once the roster list is displayed, click the E-Mail these Students link (directly above the phone number column), then click the circle next to E-Mail All Students Listed, then scroll down and click Submit.
3. You could send an email to the class at this point, but unfortunately not with an attachment. So, here’s a quick copy and paste solution.
  - a. Highlight the block of names and email addresses that show on the screen as the E-mail Recipients. Then do a Ctrl-C for copy.
  - b. Launch Outlook and compose a new email. In the “To…” line of that email, do Ctrl-V for paste. Attach your document and send.

### Emailing an Attachment to Your Class Via the CRS Section Roster Inquiry Report:

*(for any BU faculty or staff person to obtain any roster)*

1. From your One Bellarmine Dashboard page >  **Menu** (aka the hamburger menu) > Academics > Registrar > Restricted, then choose the Section Roster Inquiry Report to retrieve your roster.
2. Once your roster is displayed, scroll all the way to the bottom of it using the blue right arrow near the top left of the screen.
3. Here you will see a list of just the students’ email addresses.
  - a. Highlight the block of email addresses and do a Ctrl-C for copy.
  - b. Launch Outlook and compose a new email. In the “To…” line of that email, do Ctrl-V for paste. Attach your document and send.

### Emailing an Attachment to Your Class Via Moodle:

1. From your One Bellarmine Dashboard page go to your class in Moodle > click on News Forum at the top of the screen (Note: depending on the class, News Forum may have been renamed to Announcements or something else)
2. Click Add a new topic and fill in the subject and message fields.
3. Drag and drop a file where the blue arrow is pointing. Then Post to Forum.