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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 Self-Service:

(only for instructors of record on the section)

1. From your Bellarmine Experience Dashboard page, click the Self-Service button. Then click “Faculty” to see a list of available sections. Click on the class you wish to email.
2. Once the roster list is displayed, click the “E-Mail All” icon in the upper right-hand corner of the roster.
3. An email should now appear. 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. If you have not done so already, pin the Registrar Resources card to your Bellarmine Experience dashboard by clicking on the **≡ Menu** (aka the hamburger menu) in the upper lefthand corner of the screen and selecting “Discover”. In the search bar, type Registrar Resources to find the aforementioned card. Click on the flag in the upper righthand corner of the card. This will save it to your dashboard.
2. From the Registrar Resources card in Experience Bellarmine Dashboard page, select Registrar Reports, followed by Section Roster Inquiry Report to retrieve your roster.
3. 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.
4. 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 Bellarmine Experience Dashboard page go to your class in Moodle > click on Announcements.
2. Click Add discussion topic.
3. Click Advanced (located next to the Post to Forum and Cancel buttons).
4. Fill in the subject and message fields.
5. Drag and drop a file where the blue arrow is pointing. Then Post to Forum.