Lehman 360 Class Roster: Steps to send email to students

INFORMATION TECHNOLOGY DIVISION

February 20, 2020

LEHMAN 360 CLASS ROSTER: STEPS TO SEND EMAIL TO STUDENTS

PURPOSE

The purpose of this document is to provide a step-by-step guide on how to utilize the Lehman 360 class roster to send email to individual of group of students.

AUDIENCE

Faculty

USER EXPERIENCE

The Lehman 360 Class Roster delivers the flexibility to send email to individual students or all students in a specific class. It can be accessed from desktop computers, tablets, and phones.

Students are required to use their Lehman email account to view the content of the email.

email Composition:

- Sender: the instructor of the selected class
- Recipient: students at their Lehman email address

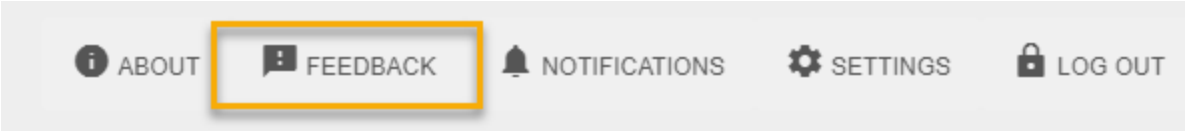
NEED HELP?

If you need immediate technical assistance you can contact the IT Help Desk

- By telephone at 718-960-1111
- By email at help.desk@lehman.cuny.edu

HAVE FEEDBACK?

Use the Lehman 360 Feedback form located on the top navigation menu.



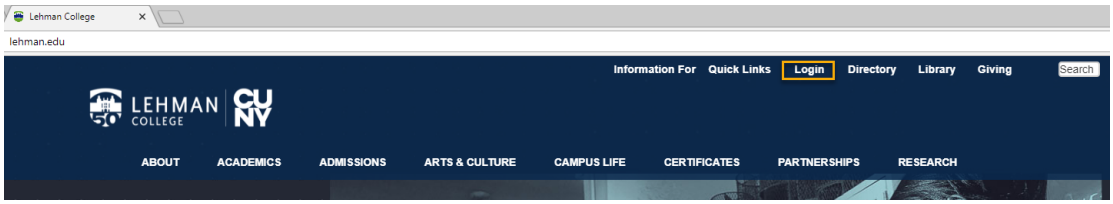
ACCESSING LEHMAN 360

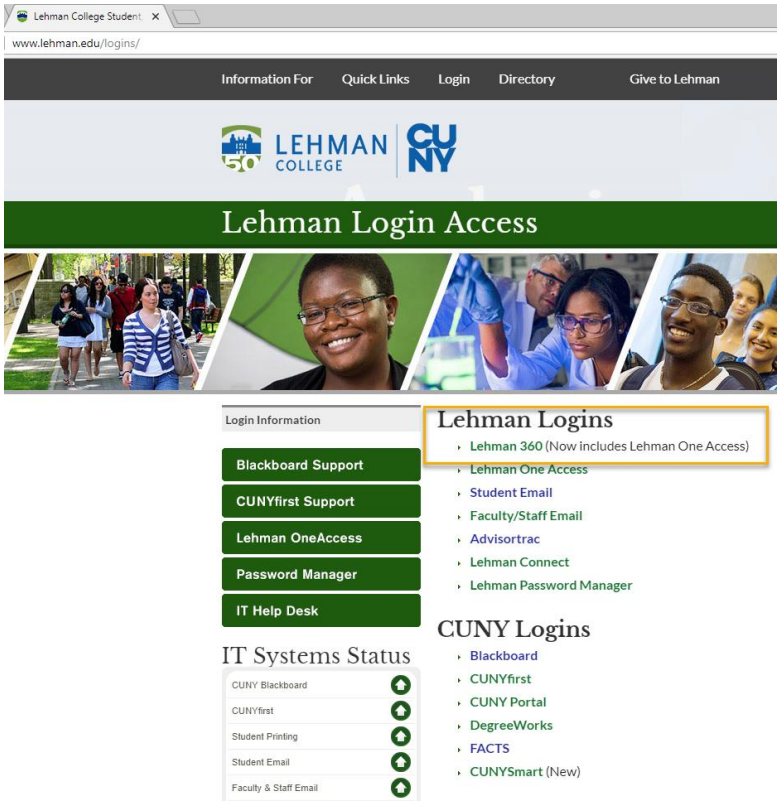
There are two ways to login to Lehman 360:

A. From a Browser

1. By going to the direct link, https://lehman360.lehman.edu Or

2. From the Lehman College website home page:
   a. Click “Login” from the top navigation menu
   b. Click “Lehman 360” link under the **Lehman Logins** section





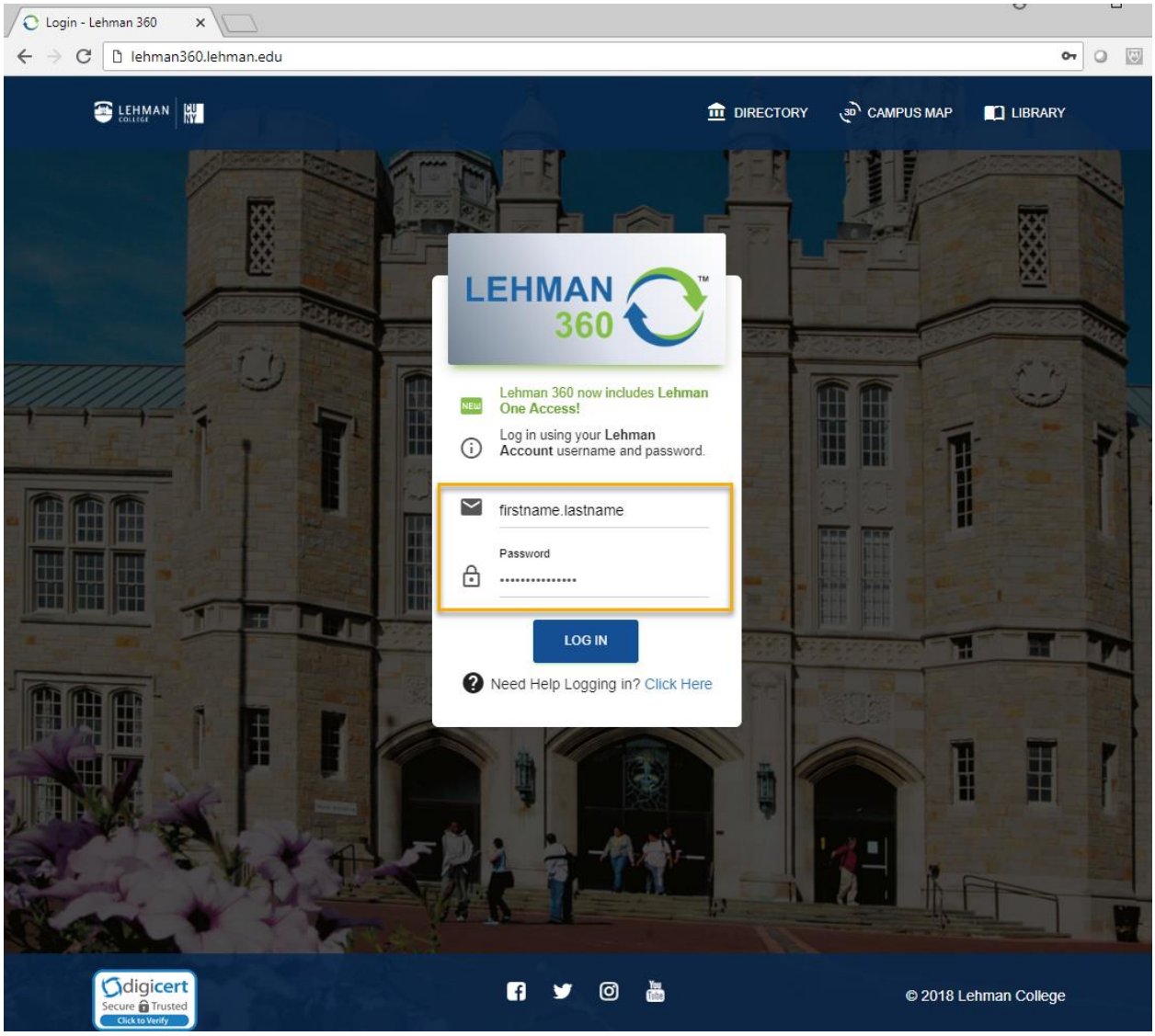
B. From the Lehman Mobile App

Click here to download the app on your mobile device.

STEP-BY-STEP INSTRUCTIONS

Step 1

On the login page, enter your Lehman Account username and password



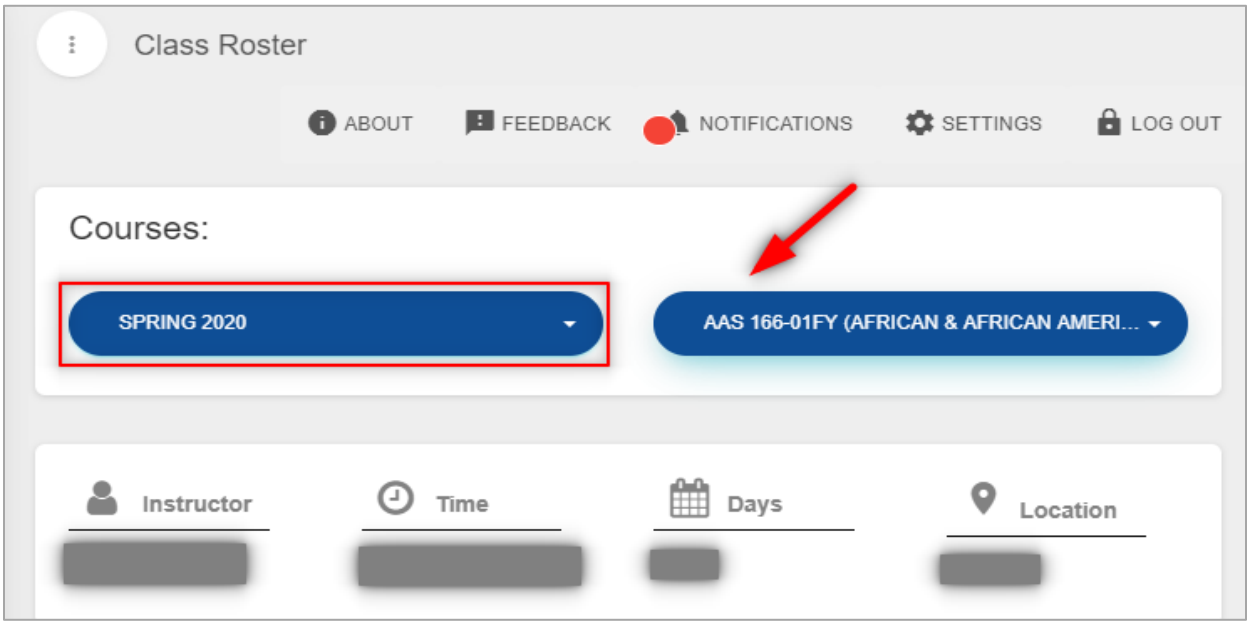
Step 2

a. From the Lehman 360 left navigation menu, select "**Class Roster.**" The Class Roster screen will display to the right of the page.

Step 3

b. The current semester will be selected by default. You may also use the drop-down arrow to select a previous semester.

c. Select the course for which you want to see all enrolled students. If you are teaching multiple courses during the semester, all of your courses will be listed in the drop-down menu.



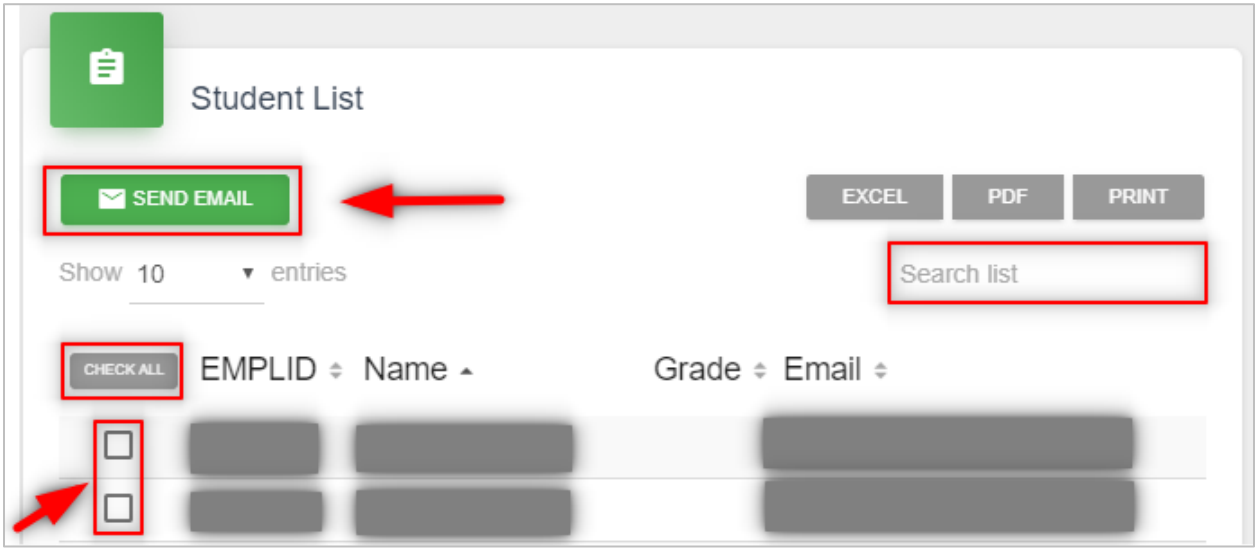
Step 4

a. Select the student or students whom you will email by checking the checkboxes next to their EMPLIDs. If you would like to select all students, click on **"CHECK ALL"** at the top of the checkboxes.

Note: If you are looking for a specific student, you can also use the **"Search List"** bar to type the student's name, last name or EMPLID.

b. After your selection, click on the green box called **"SEND EMAIL".** A pop-up window will appear where the email content can be composed.

Note: If email is sent to more than one student, they will not be able to see who else received it in the **"To"** field when they view the email. Each student will only see their own individual email displayed, as the other email addresses are masked as a Blind Copy (Bcc).



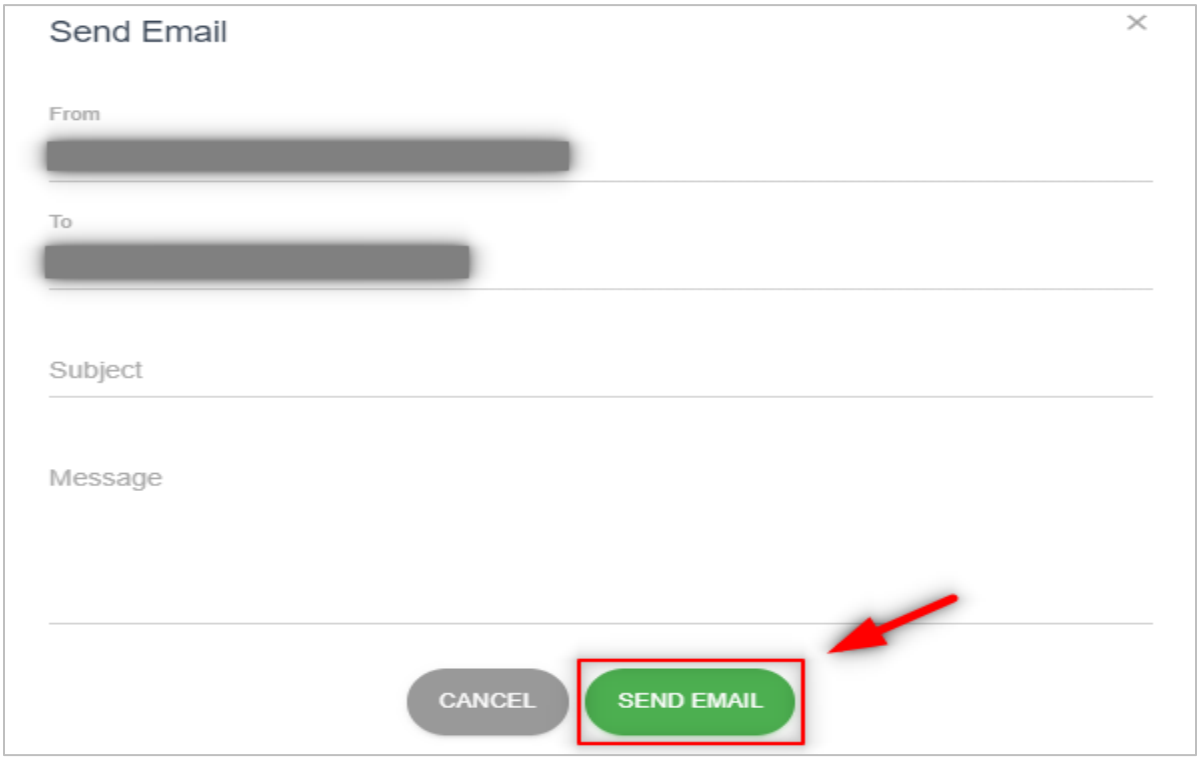
Step 5

a. The instructor's Lehman email address will automatically be displayed in the **"From"** field.

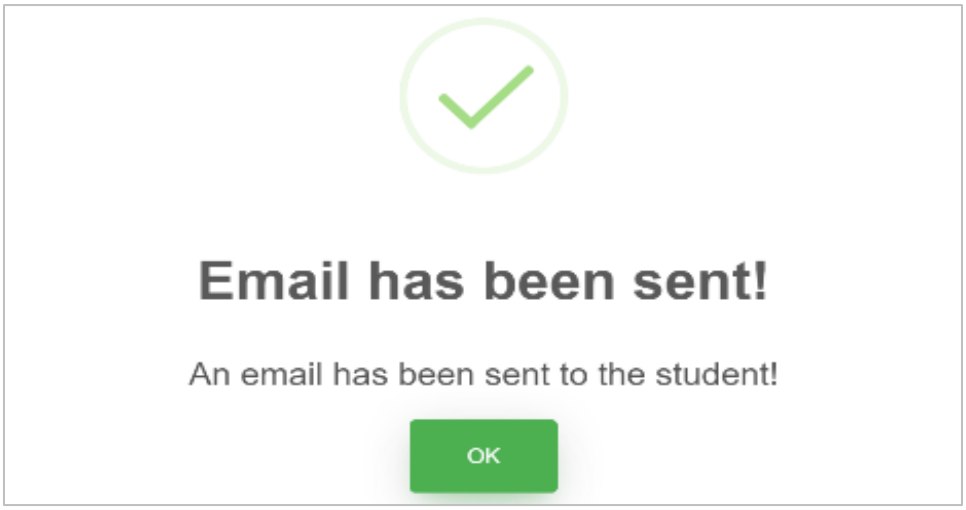
b. Complete the email's **"Subject"** field.

c. Compose your message in the **"Message"** field.

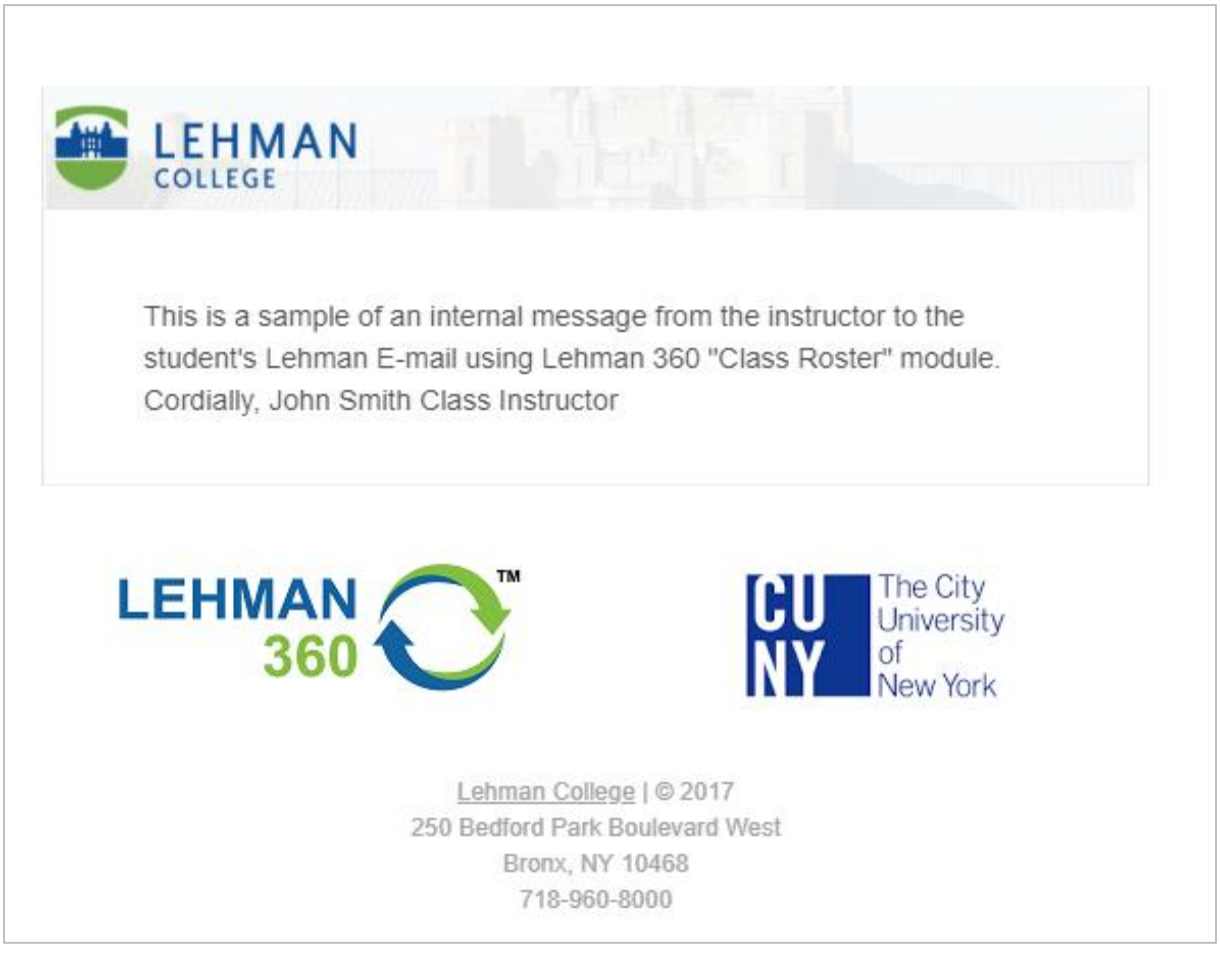
d. Click on **"SEND EMAIL"**.



e. You will then see a message confirming that the email has been sent.



Sample Lehman 360 Email



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