

How to Email Your Class Members for Your Upcoming Class

Instead of having a list of email addresses for the students in your class, you can send emails through the Instructor Portal. Here is how you do this.

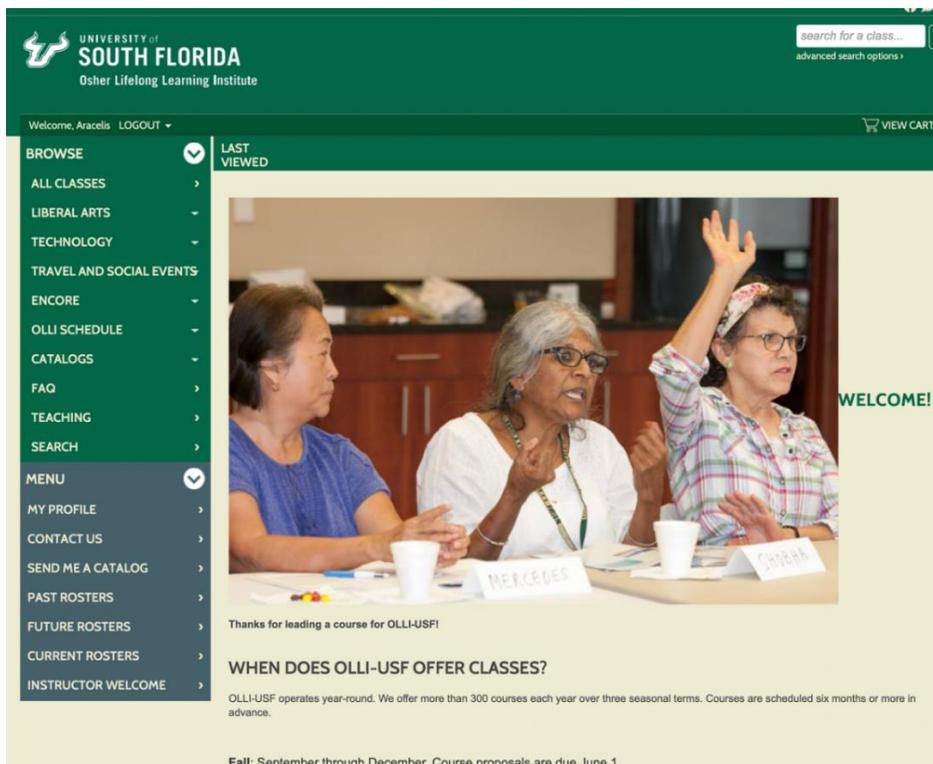
You already have an Instructor profile in our registration system. However, if you have not yet signed in as an Instructor in this system, you will need to create a password. For instructions on how to do this see: How to Log into the Lumens Instructor Portal for the First Time

Once you are set up, sign in as an Instructor:

Navigate to www.usfseniors.org (OLLI's website)

Click **REGISTER FOR CLASSES**  on:
Select **Member sign in** **User Type: Instructor**

Type in your User name and password. The Instructor portal will open:



The gray area of the menu contains the links for instructors.

Click on **Future Rosters** and it opens to this:

LAST VIEWED

Upcoming Classes

Show 10 entries Search:

Select	Class Name (Class ID)	Start Date
Action	Women and Risk: Three Plays (90)	11/04/2021

Showing 1 to 1 of 1 entries Previous 1 Next

Click on the green **Action** box to the left

Show 10 entries Search:

Select	Class Name (Class ID)	Start Date
Action	Women and Risk: Three Plays (90)	11/04/2021

E-mail student(s)
Print Roster
Sign In Sheet
View Roster

Showing 1 to 1 of 1 entries Previous 1 Next

Select **E-mail students**

This will bring up a list of names of the members registered for your class.

To the left of each name there is a check box. You can **choose to email the whole group** or you can **select one name** or select a **small group of names**.

Underneath the list of names, you will see:

