Course Mailing Lists (Class Listserv)

List Creation
Each semester office managers in the academic departments are provided with an on-line list of sections for their department along with the instructor e-mail address for those sections. The instructor e-mail is based on the WCBA directory. During the setup period office managers may add additional e-mail addresses such as TAs, office staff, or alternate faculty e-mail addresses. This information is forwarded to UF Computing and Networking Services (CNS) to create the mailing lists.

Please do not use the request a class list from my.ufl.edu as this will prevent us from automatically creating a list for you which is essential if we are to provide support for your list. Lists are generally NOT available until the first day of class. Any changes/additions should be done via the CBAHelp system.

List Use
Students do not need to subscribe to class mailing lists. They will automatically be added. Please keep in mind that the students on your mailing lists are updated daily. If you use the list before drop/add is complete, you should not assume that all students in your class will receive the email.

Mailing lists have been established for faculty & TA use for every section of every course offered by the college.

Mailing List Addresses

(semester)-(section number)-L@lists.ufl.edu: Non-Electronic Platform courses

(semester)-(course)-L@lists.ufl.edu: Electronic Platform Courses

For example, if you teach section 5000 and it is Spring semester, the address to mail information to your students would be:

Spring-5000-L@lists.ufl.edu

If you teach an Electronic Platform course the section number would be replaced with the course name:

Spring-ECO2013-L@lists.ufl.edu, which would send a message to all sections of this course.

Mailing List Instructions
The default e-mail address for all students will be their GatorLink e-mail address. PLEASE TELL YOUR STUDENTS TO CHECK THEIR GATORLINK ACCOUNTS DAILY. If students prefer to use a different
email account, they must modify their forwarding address on the GatorLink home page. If students indicate they are not getting mailings it is almost always because their GatorLink is not configured properly or their mail is improperly forwarded. You can submit a CBAHelp request for us to check why a student isn’t receiving course mail.

Instructors and class coordinators can email all sections of their class. TA’s can email their assigned sections only.

Classes with more than one section will have a separate e-mail address for each section. You can create a local distribution list in your e-mail client that has the multiple sections in it.

When you send an e-mail to the assigned e-mail address, it goes to every student enrolled in your class.

To send an e-mail to all students in your class, send it to the following email address (use a separate email address for each section):

    fall-XXXX-L@lists.ufl.edu (replace the XXXX with your section number)

EXAMPLE: You teach 3 sections of ACG 1234. The section numbers are 0015, 2045, and 0002. To email your entire class, you need to send an email to:

    fall-0015-L@lists.ufl.edu, fall-2045-L@lists.ufl.edu, fall-0002-L@lists.ufl.edu

Any message that anyone else tries to post or reply to will come back to you, not to the entire list. You can then forward it to the entire list if you deem appropriate.

After you send a message you may receive a series of Error Reports which indicate a bad address that the students have provided to GatorLink. You may want to alert them that they will need to correct these bad addresses with GatorLink. These error reports may continue for a number of days as GatorLink continues to try to deliver the mail to the bad address.