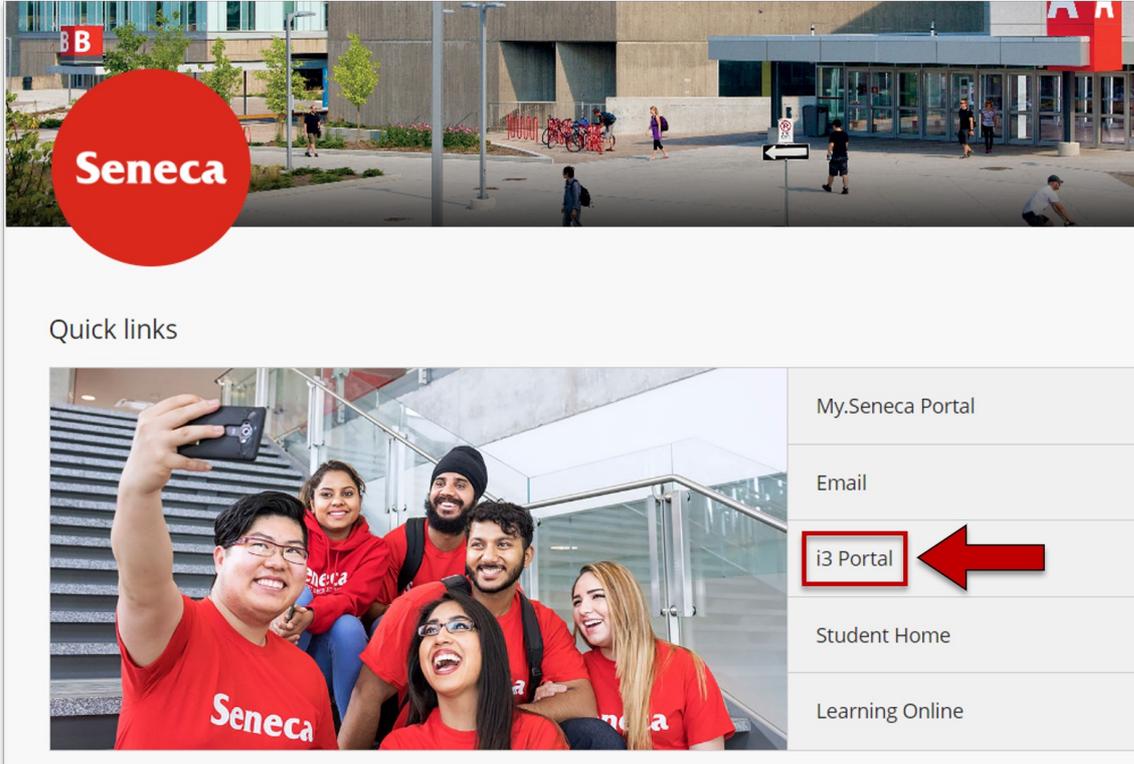


# Retrieving Student's Emails Through i3

Published 5/23/2023 by Dani Bobak

## Finding the List of Student Email Addresses Using i3

1. Login to **Learn@Seneca** and access i3.



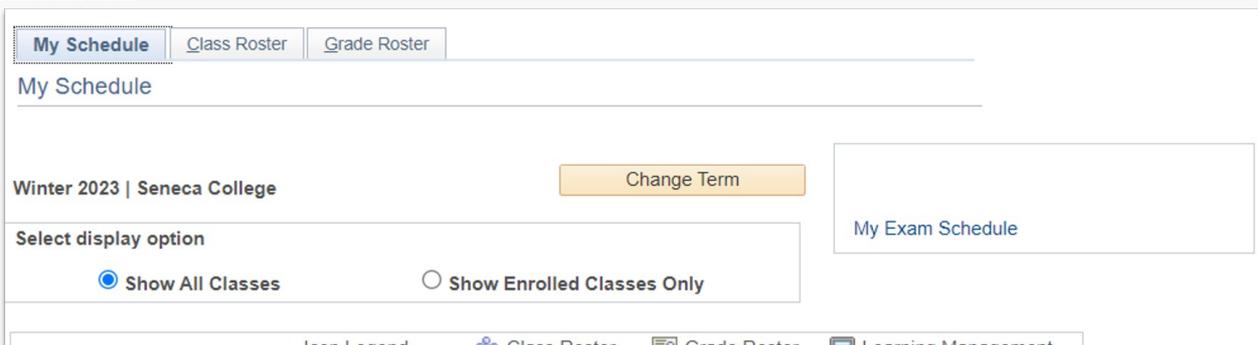
2. Select the **options drop-down arrow** and select "**Academic Home**".



3. Select the "**Faculty Center**" icon.



4. Ensure your term is correct (if not, change the term) and select the "**Class Roster**" icon beside the course you want to extract the student email addresses from.



My Teaching Schedule > Winter 2023 > Seneca College

Personalize | View All | First 1 of 1 Last

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	(Lecture)	33	Tu 10:45AM - 12:30PM	ONLINE	Jan 9, 2023 - Apr 21, 2023

5. Ensure the "Class Roster" tab is highlighted. You can download a CSV file of the student enrollment table by selecting the spreadsheet icon. **Note:** This does not include email addresses, just names, IDs, etc.

My Schedule **Class Roster** Grade Roster

Class Roster

Winter 2023 | Regular Academic Session | Seneca College | Postsecondary Education

Change Class

(Lecture)

Days and Times	Room	Instructor	Dates
Tu 10:45AM-12:30PM	ONLINE		01/09/2023 - 04/21/2023

\*Enrollment Status:

Enrollment Capacity 40      Enrolled 33

Select display option  
 Link to Photos       Include photos in list

Enrolled Students      Personalize | Find |  First 1-33 of 33 Last

Notify	Photo	ID	Name	Grade Basis	Units	Grade Input	Program and Plan	Level
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6. To get student emails, scroll to the bottom of the class roster and select the "Notify All Students" button. An email form will appear. The email addresses of all students will appear in the "BCC" box. This list can be cut and pasted into a file, saved as a TXT file, and opened in Excel. (**Note:** This will show student emails one per column. You can "transpose" the list so the email addresses appear as rows instead of columns. You can then copy and paste the list into the CSV file described above in step 5. This is optional.)

Select All      Clear All

Notify Selected Students      **Notify All Students**

To convert user names to email addresses in Excel

- Open the exported CVS file (of student user names) in Excel
- In another column, type in this formula: =CONCAT([select student user name cell], "@myseneca.ca")
- Pull the column down to replicate the formula for all students
  - Now you have a column of all of the students' email addresses.

tags : blackboard-ultra, class-roster, communicating-in-ultra, contact-students, student-emails, ultra