

In the iSeries

1. Type **go assdd** on the command line then tap **Enter** to take you to the *Registration Selection* screen.

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ID-Z07850 SCZ07850H          MARYWOOD UNIVERSITY          Mei
Management Information System Main Menu
Date and Time:  Monday      September 13, 2004  10:46:06 AM

Select one of the following:                                Menu
1 Academic Affairs Information                             A
2 Business Affairs Information                             B
3 Development Affairs Information                          D
4 M.I.S.                                                    Z
5 Presidential Affairs Information                         P
6 Student Life Information                                 S

Selection:          Opt/Menu Help _____ Mode Normal    User |
===> go assdd

```

2. Type an **X** on the line in front of the desired semester (use the **Tab** key to move around) then tap **Enter**.
3. This brings you to the *Student Information Inquiry* screen (ASSDD). Type option **4** (Class Lists Without Grades) on the command line. Tap **Enter**.

```

Select one of the following:
1 Inquiry -Catalog Master.
2 Inquiry -Category/Goal/Program/Emphasis Master.
3 Inquiry -Class Lists With Grades.
4 Inquiry -Class Lists Without Grades.
5 Inquiry -Classification of Instructional Programs.
6 Inquiry -College Master.
7 Inquiry -Goal Group Reference File.
8 Inquiry -Grades and Academic Standing Reference File.
9 Inquiry -Master Schedule.
10 Inquiry -Student.

Selection:          Opt/Menu Help _____ Mode Normal
===> 4

```

4. You will now be on the *Master Schedule Driver* screen. At the blinking cursor, type the department abbreviation, **Tab** to the catalog number and type it, **Tab** one more time to the section number, enter it, then tap the **Enter** key.

```

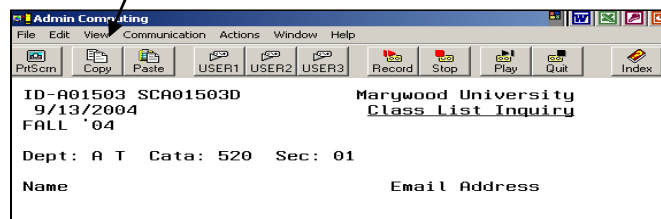
ID-A01541 SCA01541B          Marywood University          :
9/13/2004                    Master Schedule Driver
FALL '04
Key Department Catalog Section and press Enter.
Dept: A T  Cata: 520  Sec: 1
Key X for expanded information. Press Enter.
Dept Cata Sc Title          Crds L Days From           To Bl_Room
Course# Faculty Member      Comments Time           Time
- A T 520 01 INTRO ART THRPY 3.0 G T 9:00 AM 12:00 AC 218
- *00001* Parker-Bell, Barbara
- A T 520 02 INTRO ART THRPY 1.5 G M 2:00 PM 5:00 AC 218
- *00001* Parker-Bell, Barbara
- A T 529 01 ETHICAL ISS A T 3.0 G M 2:00 PM 5:00 AC 218
- *00008* Nicolo, Marla R.
- A T 533 01 ART RSRCH&ASSMT 3.0 G T 9:00 AM 12:00 SA 106
- *04429* Hayden, Kim
- A T 535 01 ADOLESCENT A T 3.0 G M 9:00 AM 12:00 AC 218
- *00017* Lubas, Elenore F.
- A T 536 01 STUDIO IN A T 3.0 G R 9:00 AM 1:00 AC 218

```

HOW TO . . .

Create a Group in Gmail From a Class List in the iSeries

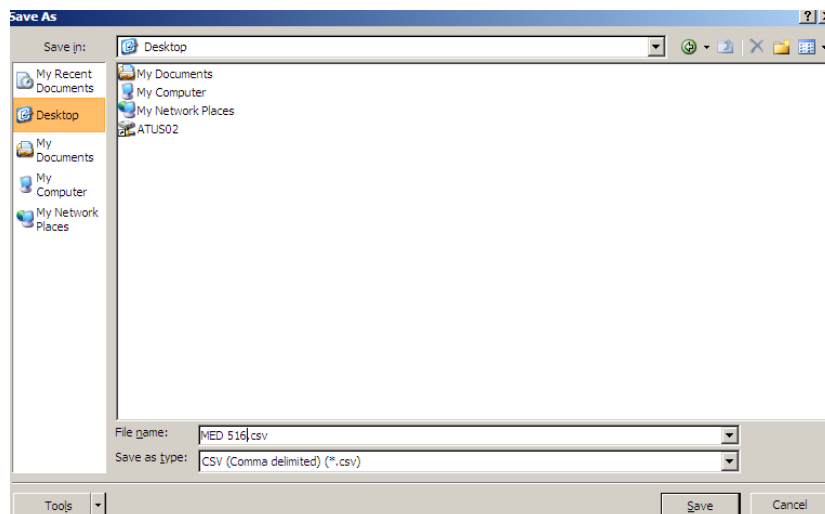
- This should place your course listing at the top of the screen. type an **X** in the space provided next to the course and tap **Enter**. This will display a class list.
- Tap the **F4** key to switch to an email address listing.
- Click and hold the mouse button down at the top left of the first student name and pull down to the bottom right to include the last email address. You will notice that you've "drawn" a white dotted box around the addresses. Now click on the **Copy** button at the top of your screen to place the contents in the computer's "memory."
- Minimize the iSeries.



In Excel

Before the group can be imported into your Gmail contacts, it must first be saved as a csv file in Excel.

- Open Excel. In a new spreadsheet, type headings (Name and Email) in cells A1 and B1. Place your cursor in cell A2.
- Click on the **Paste** button on the Home tab. (You may need to resize the columns to see all of the information.)
- Click the **Office Button**, point to **Save as** and select **Other Formats**. In the *Save As* dialog box, click on the drop-down arrow next to *Save as type* and choose CSV. Type a name for the file in the *File* name location. Lastly, change the *Save in* location to the **Desktop** to make the file easy to find. Click Save. Close Excel.




HOW TO . . .

Create a Group in From a Class List in the iSeries

NOTE: If your class contains more than 13 students (only 13 names can be displayed on a screen in an iSeries class list), you will have to tap the **Page Down** key on the class list screen in the iSeries and repeat these steps until all students' names and email addresses are copied into Excel.

In Gmail

1. Click on **Contacts**.
2. Click on the **New Group** button and enter the name of your group. 
3. Click **OK**.
4. Click **Import**.
5. Click **Browse** and locate and add the **csv** file you just created. Please select a CSV or vCard file to upload:
6. Place a check in the box in front of *Also add these imported contacts to:*
7. Choose the name of your group from the drop down box. Click **Import**.

Please select a CSV or vCard file to upload:

Also add these imported contacts to:

[Learn more](#)

8. In a few seconds you will receive a message that *"We have imported all contacts found in the uploaded file."* Your new contacts will be found in both the large My Contacts list and in your label.
9. To send an email to this group, sign out of Gmail then back on (this refreshes your contacts). Begin typing the group name on the *To:* line of a new email and Gmail will locate it for you using the auto complete feature.