



ALMA MATER STUDIORUM – UNIVERSITÀ DI BOLOGNA  
Area Sistemi Informativi e Applicazioni-Cesia

## Guide for using Teachers-Students distribution lists

### STUDENT'S perspective

(update 19.12.2016)

## Overview

Teachers-Students distribution lists are a service created to help improve communication between teachers and students.

The service allows:

- **teachers** to autonomously create and manage distribution lists to send communications and material via email to students who have subscribed to the lists;
- **students** to subscribe to the lists created by the teachers and receive communications and material.

Teachers-Students distribution lists are one-way systems, meaning that they can only be used by the teacher to send emails to the students.

### ○ **From the teacher's perspective**

Teachers can create one or more distribution lists (there is no limit to the number of listed they can activate) and allow students to subscribe or cancel their subscriptions.

Teachers, as administrators of the lists, may:

- restrict access to a list by protecting it with a password, which they will provide to students;
- change the password;
- view and remove students who have subscribed to the list;
- delete the list.

The message, including any attachments, must not exceed 20MB, which is the limit applied by the mailing system used by students.

### ○ **From the student's perspective**

Students can autonomously subscribe to the distribution lists created by the teachers and receive messages and information.

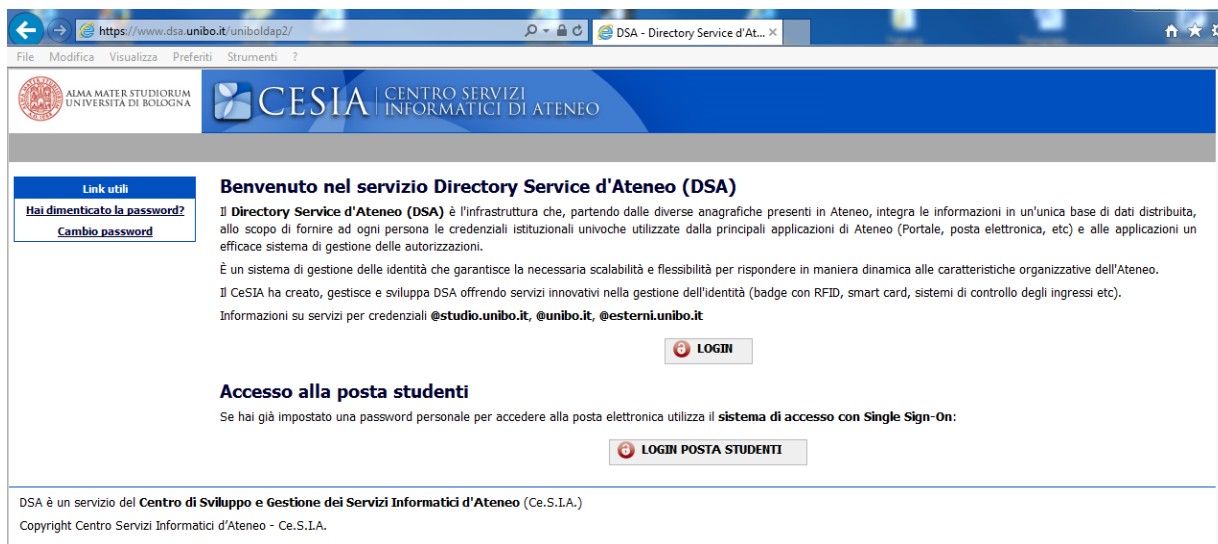
Unless otherwise instructed by the teacher, to access a list, students must use their university username and password.

Students can email other students who have subscribed to the list, but cannot email the teacher.

To send an email to the teacher, they must use the teacher's email address.

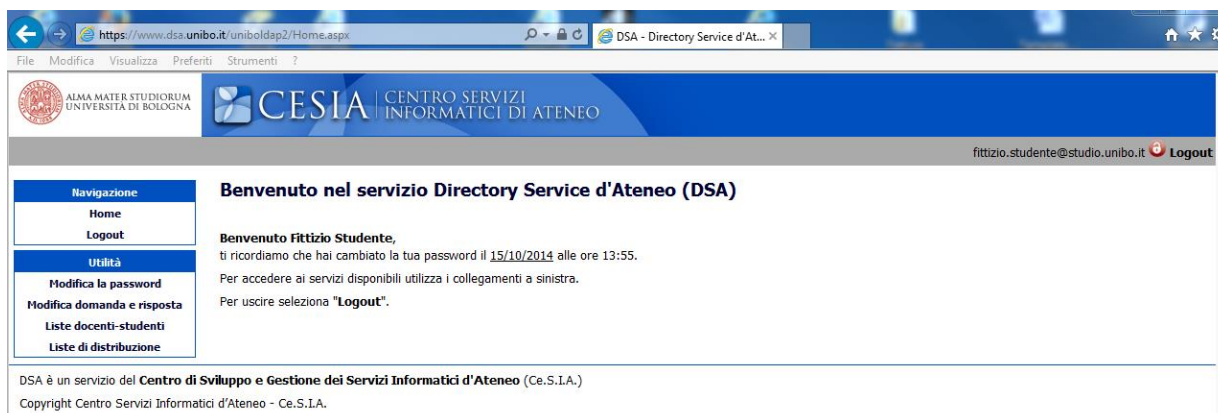
## Using distribution lists

On the website's "Benvenuto" ("Welcome") page <https://www.dsa.unibo.it> (Directory Service d'Ateneo - University Directory Service) click on "LOGIN" to access the site using the university username and password (nome.cognome@studio.unibo.it - name.surname@studio.unibo.it).



The screenshot shows the browser window at <https://www.dsa.unibo.it/uniboldap2/>. The header includes the Alma Mater Studiorum University of Bologna logo and the CESIA logo. The main content area is titled "Benvenuto nel servizio Directory Service d'Ateneo (DSA)". It contains a "Link utili" menu with "Hai dimenticato la password?" and "Cambio password". The main text explains the DSA service and provides a "LOGIN" button. Below that, there is a section for "Accesso alla posta studenti" with a "LOGIN POSTA STUDENTI" button. The footer contains copyright information for the Centro di Sviluppo e Gestione dei Servizi Informatici d'Ateneo (Ce.S.I.A.).

In the Utilità (Utilities) menu, select "Liste docenti-studenti" ("Teachers-Students Lists"):



The screenshot shows the browser window at <https://www.dsa.unibo.it/uniboldap2/Home.aspx>. The user is logged in as "fittizio.studente@studio.unibo.it". The "Link utili" menu is replaced by a "Navigazione" menu with "Home" and "Logout", and a "Utilità" menu with "Modifica la password", "Modifica domanda e risposta", "Liste docenti-studenti", and "Liste di distribuzione". The main content area is titled "Benvenuto nel servizio Directory Service d'Ateneo (DSA)" and displays a personalized welcome message for "Fittizio Studente" with a "Logout" button. The footer contains copyright information for the Centro di Sviluppo e Gestione dei Servizi Informatici d'Ateneo (Ce.S.I.A.).

On the "Liste docenti-studenti" ("Teachers-Students Lists") page you may:

- Subscribe to one ore more lists;
- Cancel your subscription to one ore more lists.

To find a Teachers-Students list fill in the "Liste alle quali puoi iscriverti" ("Lists to which you may subscribe") field and click on "CERCA" ("FIND").

After choosing the list, to subscribe simply click on "ISCRIVITI" ("SUBSCRIBE"), to cancel your subscription click on "RIMUOVI" ("CANCEL").

To subscribe to the list you must enter the password provided by the teacher during the course, and click on "ISCRIVITI" ("SUBSCRIBE").

If no password is required, simply click on "ISCRIVITI" ("SUBSCRIBE").

The screenshot shows the CESIA web application interface. At the top, there is a navigation menu with options like 'Home' and 'Logout'. The main content area is divided into two sections: 'Liste alle quali sei iscritto' (Lists you are subscribed to) and 'Liste alle quali puoi iscriverti' (Lists you can subscribe to).

**Liste alle quali sei iscritto**

Lista	Docente	Rimuovi
a.russo.ControlloBiomolecolareFitoderivati	Alessandra Russo	RIMUOVI
nondefinito.vacante.Lista_Prova	Vacante	RIMUOVI
nondefinito.vacante.Pippo	Vacante Vacante	RIMUOVI
daniele.donati.COMPASS_2015_2016	Dott. Daniele Donati	RIMUOVI

**Liste alle quali puoi iscriverti**

Search input: a.monti

Cerca tutte le liste che contengono la parola "a.monti"

Lista	Docente	Password	Iscrivi
a.monti.Bioenergie_2013	Andrea Monti	<input type="text"/>	ISCRIVITI
a.monti.bioenergie_2014	Andrea Monti	<input type="text"/>	ISCRIVITI
a.monti.Bioenergie_2015	Prof. Andrea Monti	<input type="text"/>	ISCRIVITI
a.monti.bioenergie_2015-16	Prof. Andrea Monti	<input type="text"/>	ISCRIVITI
a.monti.CE2016_EMSA	Prof. Andrea Monti	<input type="text"/>	ISCRIVITI
a.monti.CE2016_STAAF	Prof. Andrea Monti	<input type="text"/>	ISCRIVITI
a.monti.Erbacce2015	Prof. Andrea Monti	<input type="text"/>	ISCRIVITI
anna.montini.Economia_impresa_innovazione_2015	Anna Montini	<input type="text"/>	ISCRIVITI

Students can write to a list to which they have subscribed by clicking on the name of the list.

Through the "SPEDISCI UN MESSAGGIO" ("SEND MESSAGE") interface you can send an email by entering the text in the relevant fields (subject and message).

To send documents as attachments, simply click on "SFOGLIA" ("VIEW") and then on "ALLEGA DOCUMENTO" ("ATTACH DOCUMENT").

You may start sending messages 8 hours after the list was created.