



AREA SISTEMI E SERVIZI INFORMATICI

Guide for using Teachers-Students distribution lists

STUDENT'S perspective

(update 17/09/2021)

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 DSA Directory Service d'Ateneo website. The header includes the Alma Mater Studiorum University of Bologna logo and the text "DIRECTORY SERVICE D'ATENEO". Below the header, there is a "Link utili" menu with options like "Hai dimenticato la password?" and "Cambio password". The main content area is titled "Benvenuto nel portale amministrativo del servizio Directory Service d'Ateneo (DSA)" and contains a "LOGIN" button. Below this, there is a section for "Accesso alla posta studenti" with a "LOGIN POSTA STUDENTI" button. At the bottom, there is a footer with contact information for the Area Sistemi e Servizi Informatici (CESIA).

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

The screenshot shows the DSA Directory Service d'Ateneo website with the Utilities menu open. The menu options include "Home", "Logout", "Modifica la password", "Liste docenti-studenti", and "Liste di distribuzione". The main content area is titled "Benvenuto nel portale amministrativo del servizio Directory Service d'Ateneo (DSA)" and contains a "Logout" button. Below this, there is a section for "Accesso alla posta studenti" with a "LOGIN POSTA STUDENTI" button. At the bottom, there is a footer with contact information for the Area Sistemi e Servizi Informatici (CESIA).

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").

DSA - Directory Service Ateneo - x +

dsa.unibo.it/StudFreeLists.aspx

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA

DIRECTORY SERVICE D'ATENEEO

fittizio.studente@studio.unibo.it Logout

Lista alle quali sei iscritto

Lista	Docente	Rimuovi
nondefinito.vacante.Pippo	Vacante Vacante	RIMUOVI
nondefinito.vacante.Lista_Prova	Vacante	RIMUOVI
a.russo.ControlloBiomolecolareFitoderivati	Alessandra Russo	RIMUOVI
elisa.baroncini.DLBOLOGNAINTERNAZIONALE2018	Prof. Elisa Baroncini	RIMUOVI
anna.montini.EconomiaAmbiente2018	Dott.ssa Anna Montini	RIMUOVI

Lista alle quali puoi iscriverti

CERCA

Cerca tutte le liste

Lista	Docente	Password	Iscrivi
a.bellini.AUTO_ELE_2015	Automazione industriale 2015	<input type="text"/>	ISCRIVITI
a.bellini.AUTO_MECC_2017	Prof. Alberto Bellini	<input type="text"/>	ISCRIVITI
a.bellini.CEM_ELE	Lista Conversione Elettromeccanica dell'Energia Ingegneria Elettronica	<input type="text"/>	ISCRIVITI

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

DSA - Directory Service Ateneo - x +

dsa.unibo.it/StudFreeLists.aspx

ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA

DIRECTORY SERVICE D'ATENEEO

Spedisci un messaggio a Lista_Prova - Vacante

Cc:

E' possibile inserire altri destinatari oltre alla lista corrente, separandoli con il carattere ";"

Oggetto: [nondefinito.vacante.Lista_Prova]

Messaggio:

Scegli file Nessun file selezionato

ALLEGA

E' possibile inserire soltanto allegati di dimensione inferiore a 20 MB

SPEDISCI

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.