



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

Guide for using Teachers-Students distribution lists

TEACHER'S perspective

(update 20.12.2016)

Overview

Teachers-Students distribution lists are a service created by CESIA 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 lists 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.

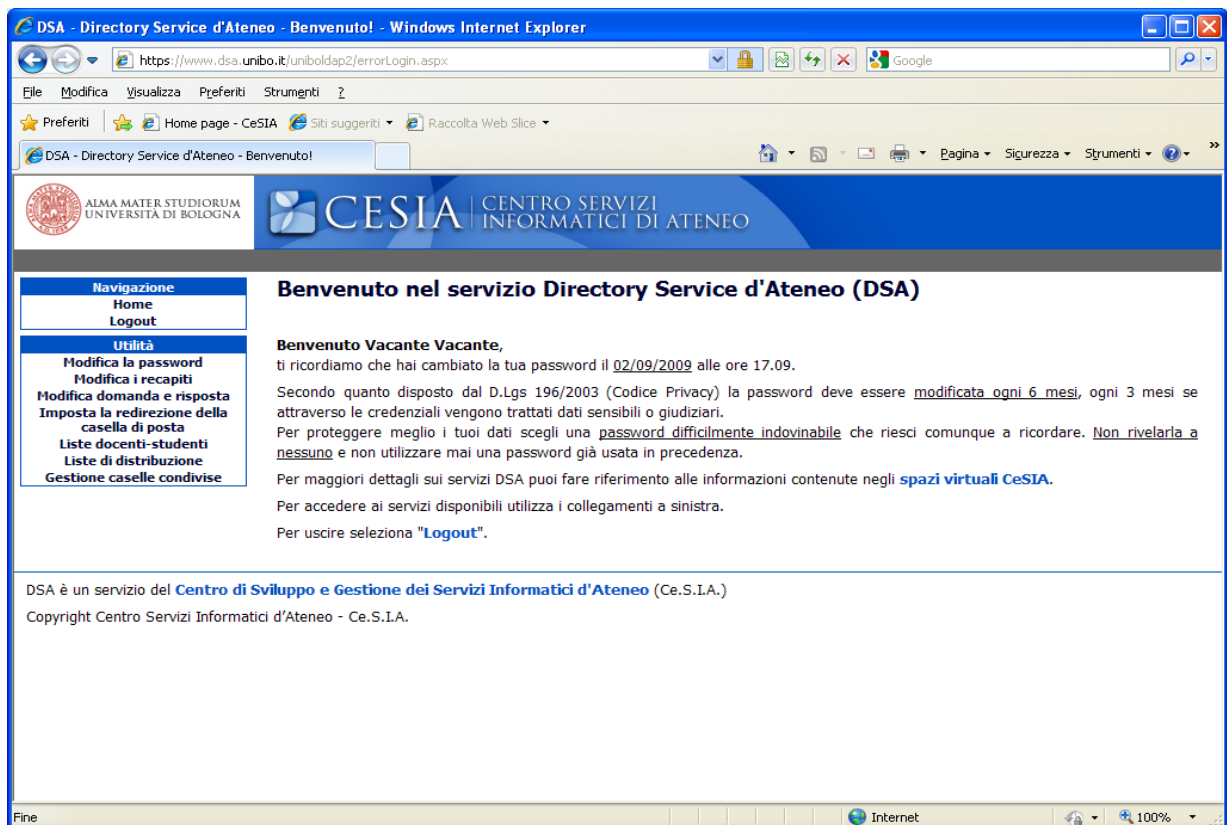
Using distribution lists

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@unibo.it - name.surname@unibo.it).



The screenshot shows the login page of the DSA Directory Service d'Ateneo. The browser address bar displays <https://www.dsa.unibo.it/uniboldap2/>. The page header includes the logos of Alma Mater Studiorum Università di Bologna and CeSIA (Centro Servizi Informatici di Ateneo). A navigation menu on the left lists "Link utili" with options like "Hai dimenticato la password?" and "Cambio password". The main content area is titled "Benvenuto nel 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. The footer contains copyright information for CeSIA.

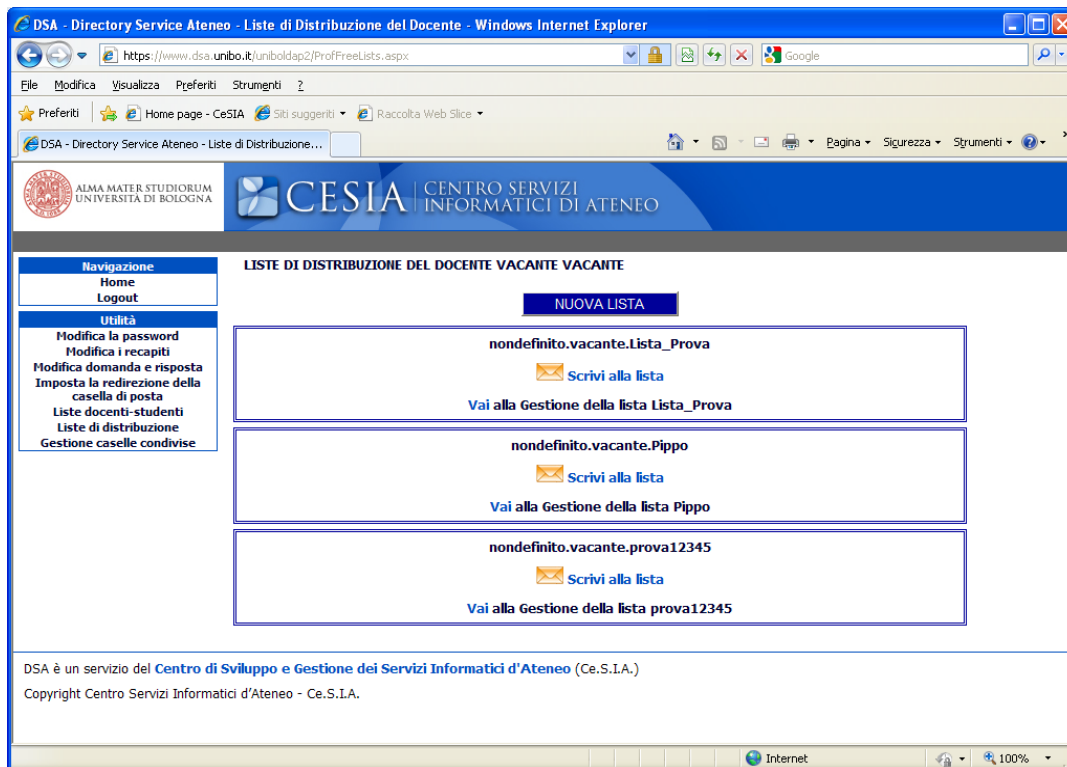
In the **Utilità (Utilities)** menu, select "Liste docenti-studenti" ("Teachers-Students Lists"):



The screenshot shows the "Utilità" (Utilities) menu on the DSA Directory Service d'Ateneo website. The browser address bar displays <https://www.dsa.unibo.it/uniboldap2/errorLogin.aspx>. The "Utilità" menu is expanded, showing options such as "Modifica la password", "Modifica i recapiti", "Imposta la redirectione della casella di posta", "Liste docenti-studenti", "Liste di distribuzione", and "Gestione caselle condivise". The main content area is titled "Benvenuto nel servizio Directory Service d'Ateneo (DSA)" and contains a "Benvenuto Vacante Vacante" message. The footer contains copyright information for CeSIA.

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

- Create a new list by clicking on **Nuova Lista (New List)**;
- Write a message to a list of students by selecting **Scrivi alla lista (Write to List)**;
- Manage lists you previously created by selecting **Vai alla gestione della lista (Go to Manage List)**.



Creating a new list

On the "Lista docenti-studenti" ("Teachers-Students Lists") page, if you click on **Nuova Lista (New List)**, the following will appear:

To create your list enter:

- **identificativo della lista (list id):** words must be separated by dashes NOT blank spaces;
- **descrizione (description):** the teacher's name is suggested automatically. You may enter a short description to provide students with more information on the purpose of the list (for example: reference to the degree programme);
- **password:** optional.
If selected it must be provided to the students who subscribe to the list.
If not selected, students will be able to subscribe freely.

Communicating with subscribers

On the "Liste docenti-studenti" ("Teachers-Students Lists") page, if you click on **Scrivi alla lista (Write to List)**, the following will appear:

Navigation
Home
Logout

Utilità
Modifica la password
Modifica i recapiti
Modifica domanda e risposta
Imposta la redirectione della casella di posta
Liste docenti-studenti
Liste di distribuzione
Gestione caselle condivise

Spedisci un messaggio a Lista_Prova - Vacante

Oggetto: [nondefinito.vacante.Lista_Prova]

Messaggio:

Sfoglia...

ALLEGA

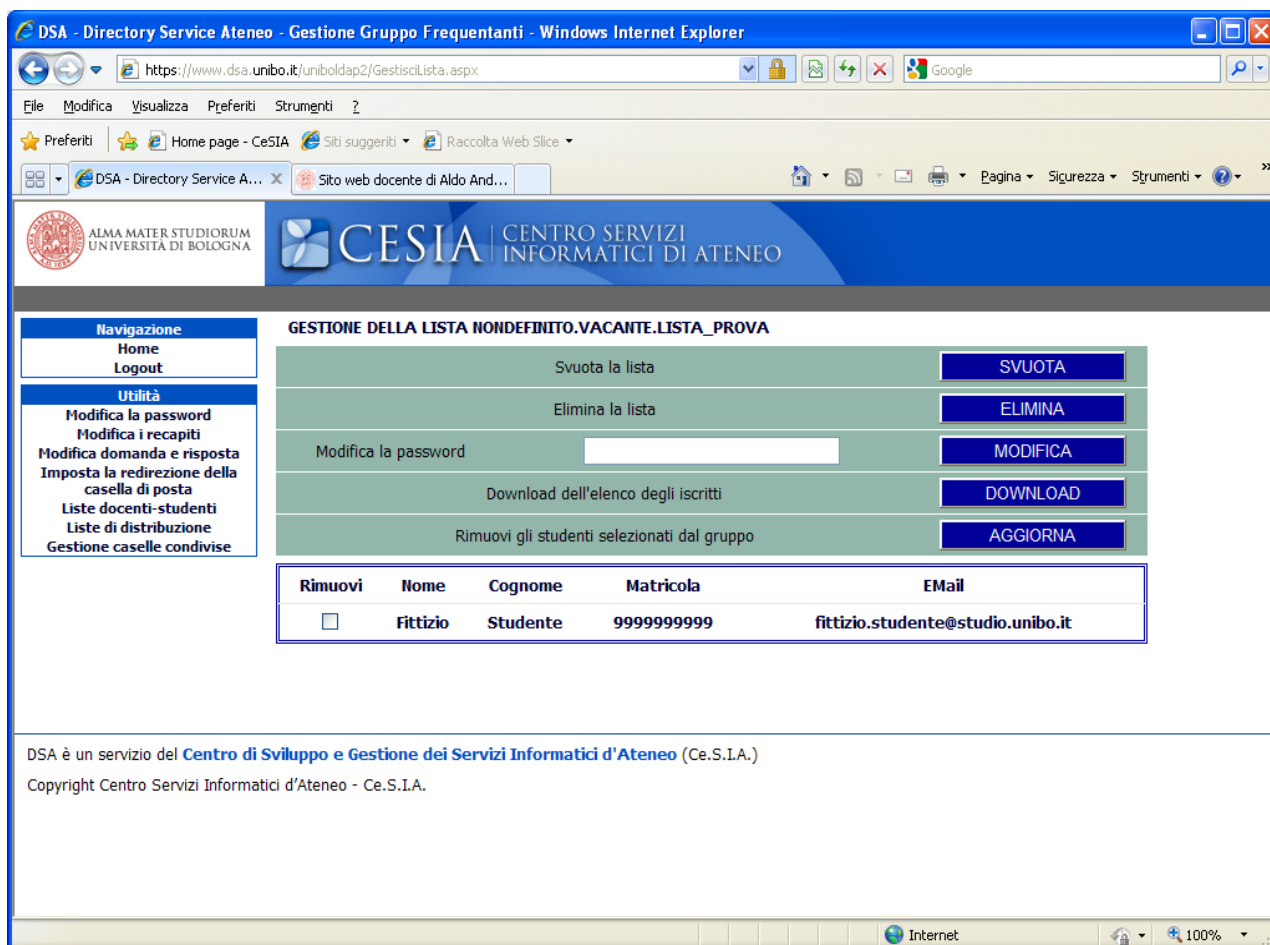
SPEDISCI

DSA è un servizio del Centro di Sviluppo e Gestione dei Servizi Informatici d'Ateneo (Ce.S.I.A.)

You can send an email by filling in the fields (oggetto e messaggio - subject and message). To add an attachment, simply click on "allega" ("attach"). You may start sending messages 8 hours after creating the list.

Managing lists

On the "Liste docenti-studenti" ("Teachers-Students Lists") page, if you click on **Vai alla gestione della lista (Go to Manage List)**, the following will appear:



The screenshot shows a web browser window titled "DSA - Directory Service Ateneo - Gestione Gruppo Frequentanti - Windows Internet Explorer". The address bar shows the URL: <https://www.dsa.unibo.it/uniboldap2/GestisciLista.aspx>. The page header includes the logos for "ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA" and "CESIA | CENTRO SERVIZI INFORMATICI DI ATENEIO".

The main content area is titled "GESTIONE DELLA LISTA NONDEFINITO.VACANTE.LISTA_PROVA". It contains several action buttons:

- Svuota la lista (SVUOTA)
- Elimina la lista (ELIMINA)
- Modifica la password (MODIFICA)
- Download dell'elenco degli iscritti (DOWNLOAD)
- Rimuovi gli studenti selezionati dal gruppo (AGGIORNA)

Below these buttons is a table with the following data:

Rimuovi	Nome	Cognome	Matricola	Email
<input type="checkbox"/>	Fittizio	Studente	999999999	fittizio.studente@studio.unibo.it

At the bottom of the page, there is a footer with the text: "DSA è un servizio del Centro di Sviluppo e Gestione dei Servizi Informatici d'Ateneo (Ce.S.I.A.)" and "Copyright Centro Servizi Informatici d'Ateneo - Ce.S.I.A.".

You may:

- **Svuotare la lista (Empty the list)**, which will continue to exist and can be used for other courses;
- **Eliminare (Delete)** the list;
- **Modificare (Change)** the password;
- **Download** the list of students who have subscribed to the list;
- **Aggiornare (Update)** the list to remove students who have subscribed to the list.