



AREA SISTEMI E SERVIZI INFORMATICI

Guide for using Teachers-Students distribution lists

TEACHER'S perspective

(update 17/09/2021)

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.

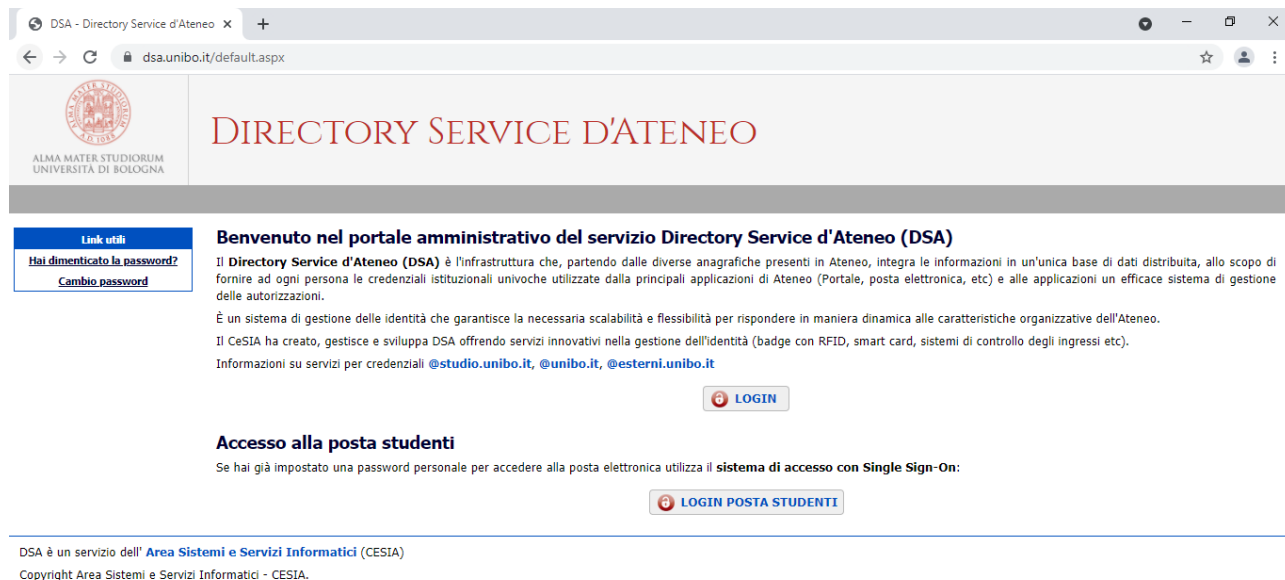
Unless otherwise instructed by the teacher, to access a list, students must use their university username and password.

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 Directory Service d'Ateneo. The header includes the university logo and the text "DIRECTORY SERVICE D'ATENEEO". A navigation menu on the left contains "Link utili" with sub-items "Hai dimenticato la password?" and "Cambio password". The main content area is titled "Benvenuto nel portale amministrativo del servizio Directory Service d'Ateneo (DSA)". It contains a welcome message, a description of the service, and a "LOGIN" button. Below this 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 Utilities menu on the DSA Directory Service d'Ateneo website. The header is the same as the previous page. The navigation menu on the left is expanded to show "Utilità" with sub-items: "Modifica la password", "Modifica i recapiti", "Cancella la redirectione della casella di posta", "Liste docenti-studenti", "Liste di distribuzione", and "Gestione caselle condivise". The main content area is titled "Benvenuto nel portale amministrativo del servizio Directory Service d'Ateneo (DSA)". It contains a welcome message for "Vacante Vacante", a password change notice, and a "Logout" button. 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)**.

Navigazione
Home
Logout

Utilità
Modifica la password
Modifica i recapiti
Cancella la redirectione della casella di posta
Liste docenti-studenti
Liste di distribuzione
Gestione caselle condivise

LISTE DI DISTRIBUZIONE DEL DOCENTE VACANTE VACANTE

NUOVA LISTA

nondefinito.vacante.Lista_Prova  Scrivi alla lista Vai alla Gestione della lista Lista_Prova
nondefinito.vacante.Pippo  Scrivi alla lista Vai alla Gestione della lista Pippo
nondefinito.vacante.prova12345  Scrivi alla lista Vai alla Gestione della lista prova12345

DSA è un servizio dell' **Area Sistemi e Servizi Informatici** (CESIA)
Copyright Area Sistemi e Servizi Informatici - CESIA.

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:

The screenshot shows a web browser window with the URL dsa.unibo.it/ProfFreeLists.aspx. The page header includes the logo of the University of Bologna and the text "DIRECTORY SERVICE D'ATENEEO". A user is logged in as "nondefinito.vacante@unibo.it".

The main content area is titled "Crea una nuova lista docenti-studenti". It contains the following text:

Inserisci un identificativo e una breve descrizione per la nuova lista
Inserisci un nome breve (max 44 caratteri) che ti permetterà di identificare questa lista fra le altre create da te. Questo identificativo verrà utilizzato come suffisso per il nome completo della lista, che sarà nel formato **nome.cognome.identificativo**. Nella definizione dell'identificativo puoi utilizzare lettere, cifre e i caratteri '-' (trattino) e '_' (trattino basso), ma non spazi, caratteri di interpunzione o simboli. L'invio di posta alla lista sarà possibile dopo 8 ore dalla sua creazione.

ATTENZIONE: non puoi creare due liste con lo stesso nome.

The form has three input fields:

- Identificativo lista:
- Descrizione:
- Password:

Below the fields is a blue button labeled "CREA LISTA".

DSA è un servizio dell' [Area Sistemi e Servizi Informatici](#) (CESIA)
Copyright Area Sistemi e Servizi Informatici - CESIA.

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:

The screenshot shows a web browser window with the URL `dsa.unibo.it/ProfFreeLists.aspx`. The page header includes the logo of Alma Mater Studiorum Università di Bologna and the text "DIRECTORY SERVICE D'ATENEIO".

On the left side, there is a navigation menu with two sections:

- Navigazione**
 - Home
 - Logout
- Utilità**
 - Modifica la password
 - Modifica i recapiti
 - Cancella la redirectione della casella di posta
 - Liste docenti-studenti
 - Liste di distribuzione
 - Gestione caselle condivise

The main content area is titled "Spedisci un messaggio a Lista_Prova - Vacante". It contains the following fields and elements:

- Cc:** A text input field.
- A note: "E' possibile inserire altri destinatari oltre alla lista corrente, separandoli con il carattere ';'".
- Oggetto:** A text input field with the placeholder text "[nondefinito.vacante.Lista_Prova]".
- Messaggio:** A large text area for composing the email body.
- A file selection button: "Scegli file" followed by "Nessun file selezionato".
- An **ALLEGA** button.
- A note: "E' possibile inserire soltanto allegati di dimensione inferiore a 20 MB".
- A **SPEDISCI** button.

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 with the URL `dsa.unibo.it/GestisciLista.aspx`. The page header includes the Alma Mater Studiorum University of Bologna logo and the text "DIRECTORY SERVICE D'ATENEIO". The main content area is titled "GESTIONE DELLA LISTA NONDEFINITO.VACANTE.LISTA_PROVA". On the left, there is a navigation menu with "Home" and "Logout" under "Navigazione", and "Modifica la password", "Modifica i recapiti", "Cancella la redirectione della casella di posta", "Liste docenti-studenti", "Liste di distribuzione", and "Gestione caselle condivise" under "Utilità". The main area contains five action buttons: "SVUOTA" (Empty the list), "ELIMINA" (Delete the list), "MODIFICA" (Change password), "DOWNLOAD" (Download list), and "AGGIORNA" (Update list). Below these buttons is a table with one row of student data.

Rimuovi	Nome	Cognome	Matricola	E-Mail
<input type="checkbox"/>	Fittizio	Studente	9999999999	fittizio.studente@studio.unibo.it

DSA è un servizio dell' [Area Sistemi e Servizi Informatici](#) (CESIA)

Copyright Area Sistemi e Servizi Informatici - CESIA.

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.