

# Email: Getlist and Gradebook

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The getlist and gradebook features are available to faculty and staff members at UW-Eau Claire through Outlook email. The commands allow a faculty/staff member to receive a list of the students in a particular class or members of a distribution list as an email message. This information can be put into a worksheet or word processing document for establishing a gradebook, an attendance record, etc.

## About Getlist and Gradebook

The getlist and gradebook commands are similar, but the gradebook command provides additional information. The one you use to obtain a list of students will depend on your needs and how you are using the information in your gradebook. Each command returns the following:

- Getlist returns email, first and last name, and middle initial.
- Gradebook returns email, first and last name, middle initial, University ID, and classification.

## Obtaining a List of Students

In order to obtain a list of students in a particular class, you must indicate the list name in the correct format. For more information on list name formats, refer to [Using Student Distribution Lists](#).

1. Create a new email message.
2. In the *To...* text box, type gradebook or getlist.
3. In the *Subject* text box, type the academic year code, subject prefix (in lowercase letters), course number, and section number, separated by periods.

*EXAMPLE: 2141.math.110.001*

*NOTE: The academic year code takes the following form:*

- *first digit of calendar year (2)*
- *last two digits of fiscal year (14)*
- *term, where 1=Fall, 3=Winterim, 5=Spring, 7=Summer (including the first 3-week session)*

4. Click **Send**.

The results will be sent to you via email.

## Using the List Results in a Worksheet

Lists obtained by using either `getlist` or `gradebook` may be used in a variety of applications and formats, including worksheets (e.g., Microsoft Excel). The following tips provide some general guidance for moving the information into a worksheet. The same principles apply to moving the information into a word processing application (e.g., Microsoft Word).

- The email message can be copied and pasted into a worksheet. If you do this, the record for each student appears in its own row. Information is not delimited by columns. However, you can use the [text to columns command](#) to separate the information into separate columns.
- The email message can be saved as text only (.txt) and opened in Excel. If you do this, Excel's [Text Import Wizard](#) will guide you through the process of converting the information to a tab-delimited format.
- Once the information is in the worksheet, you may need to [adjust column widths](#) and delete unnecessary information, (e.g., names and social security numbers of instructors).

## Electronic Gradebook Submission

Faculty who have questions about electronic gradebook submission should contact the [Help Desk](#).

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