

How to send student email addresses for Dinner Dialogues survey purposes

Step 1: Log into Self Service Carolina at www.my.sc.edu and click “Faculty Services”

Step 2: Click “Summary Class Roll.” Select the term and hit submit. Select the class from the drop down and hit submit.



Welcome, Self Service Carolina

Home > Faculty and Advisors

Personal Information Student Account Information Financial Aid Faculty Services

Student Information Menu	Term Selection	CRN Selection	Withdrawal & Refund Deadlines
Registration Overrides	Add or Drop Classes	Look Up Classes - Student View Section Detail	Class Schedule
Current Classes	Current Classes (Detailed)	History of Classes Taught	DegreeWorks
Summary Class Roll	Detail Class Roll	Advisee Grade Summary	Final Grades
Office Hours	Syllabus Information	Week at a Glance	HELP Help with Self Service Carolina
Academic Bulletins			

Step 3: Scroll to bottom of page and click "Email class."




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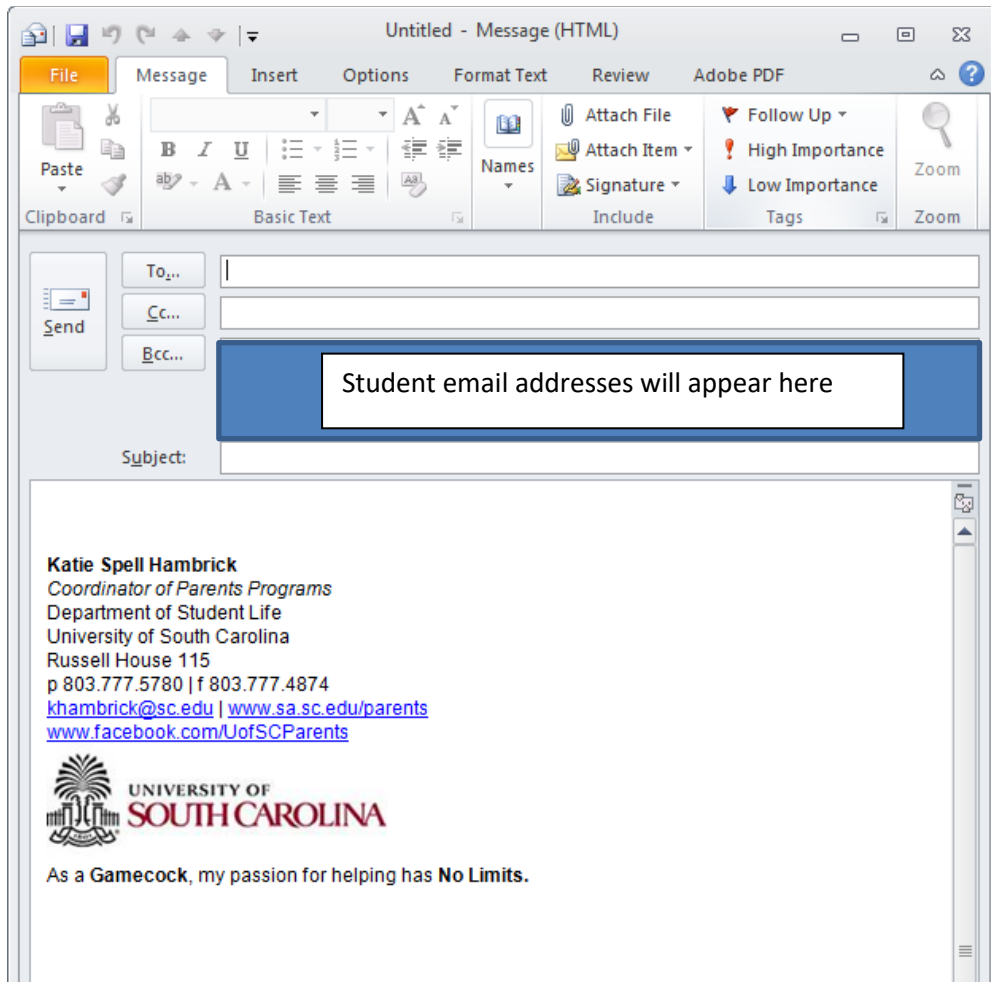
Student names blocked for confidentiality

Student Banner IDs blocked for confidentiality

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[Email class](#) 
[Return to Previous](#)

Step 4: A new email box will pop up with all of the student's email addresses listed in the BCC field. Highlight and copy the email addresses.



Step 5: Paste the email addresses into an email to scparents@sc.edu. Delete out any students who did not attend. Hit send!

