How to send student email addresses for Dinner Dialogues survey purposes

Step 1: Log into Self Service Carolina at [www.my.sc.edu](http://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.
Step 3: Scroll to bottom of page and click “Email class.”
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!

Hello Office of Parent & Family Programs

Here are the email addresses of the students who attended Dinner Dialogues from my class:

abc@email.sc.edu; def@email.sc.edu; ghi@email.sc.edu; jkl@email.sc.edu

Thank you!

Professor Cocky Gamecock