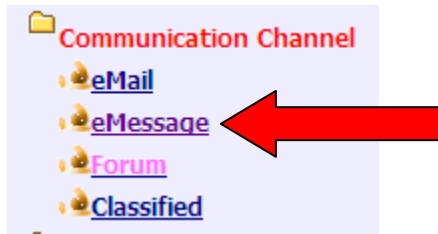


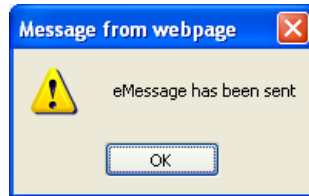
## Instructions for Sending E-mail to all students in a course & Uploading shared files to OSSES.


### E-mailing students through OSSES

1. Log into OSSES
2. To send a message to an entire class roster, click on the eMessage link under the Communication Channel section.



3. Select the Term and Section number of the course you wish to send a message to
4. Type your message in the "Message for Class" Box
5. Scroll down to the bottom of the page and click the **Send** button to send the message. After clicking the Send button, you will see the following message



 **Bronx Community College**  
West 181st & University Ave  
Bronx, New York 10453  
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**3** Term: Spring 2009 Section #: ACC 11 1101

**4**

**Message for Class**

Dear Students,

The reading assignment for next week is now posted under the File Share section of OSSES. The name of the file is Reading Assignment week 3.

ACC 11 1101 -- Spring 2009		
Name	SSN	Message For Student
Student 1	XXXX	
Student 2	XXXX	
Student 3	XXXX	
Student 4	XXXX	
Student 5	XXXX	
Student 6	XXXX	
Student 7	XXXX	
Student 8	XXXX	
Student 9	XXXX	
Student 10	XXXX	
Student 11	XXXX	
Student 12	XXXX	

BCC Department: | [Admission](#) | [Registrar](#) | [Financial Aid](#) | [Testing](#) |

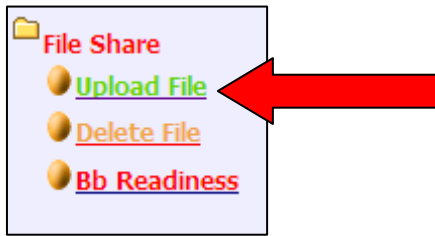
| [About Us](#) | [Contact Us](#) | [Privacy Policy](#) | [Help](#) |

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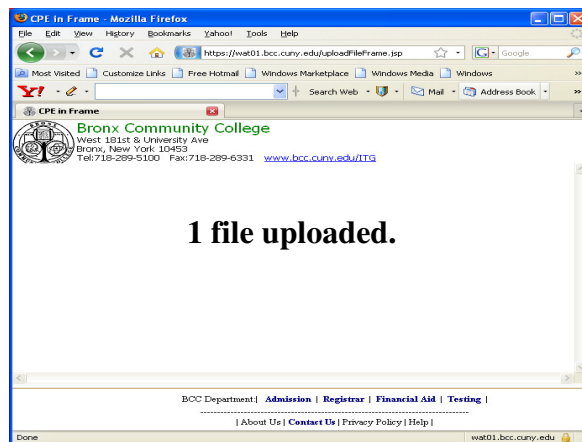
## Instructions for Sending E-mail to all students in a course & Uploading shared files to OSSES.

### Sharing files in OSSES

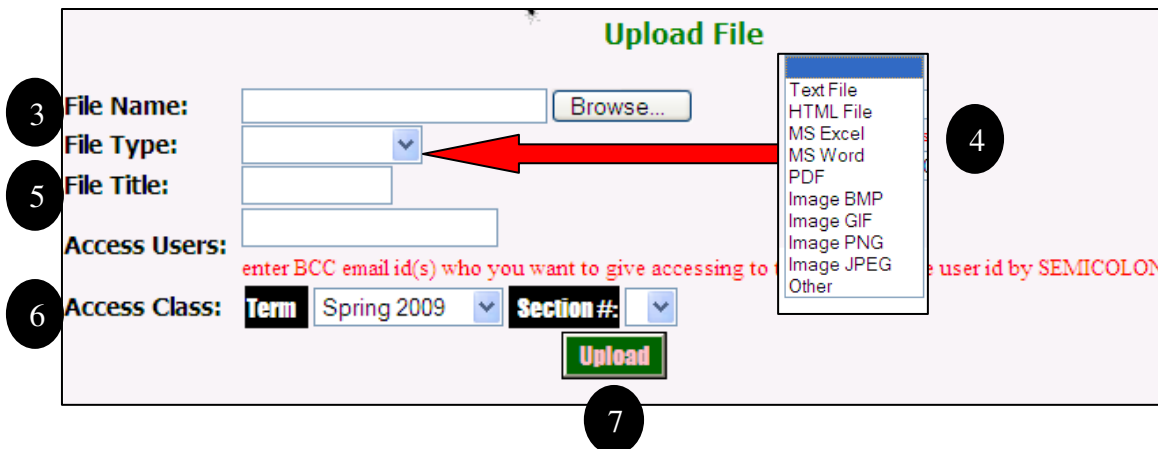
1. Log into OSSES
2. Under File Share, click on the Upload File link



3. Browse for the file you want to upload
4. Choose the File Type (**10MB max file size for upload**)
5. Name the File
6. Select the Term and Section number
7. Click the Upload button. After clicking the Upload button, you will see the following message



The file will appear in OSSES under File Share; an e-mail message is sent to all students in the course telling them the file is there.

A screenshot of the 'Upload File' form. The form includes fields for 'File Name:', 'File Type:', 'File Title:', 'Access Users:', and 'Access Class:'. A dropdown menu is open for 'File Type:', showing options like 'Text File', 'HTML File', 'MS Excel', 'MS Word', 'PDF', 'Image BMP', 'Image GIF', 'Image PNG', 'Image JPEG', and 'Other'. A red arrow points to the 'File Type:' dropdown. Numbered callouts (3, 4, 5, 6, 7) are placed around the form elements. The 'Access Users:' field has a red instruction: 'enter BCC email id(s) who you want to give accessing to user id by SEMICOLON'. The 'Access Class:' field has 'Term' set to 'Spring 2009' and 'Section #' set to a dropdown. An 'Upload' button is at the bottom.