Adam Mickiewicz University, Poznań

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> This short tutorial shows how to copy your students' email addresses from USOSWeb.

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→ **main page**
→ news

REGISTRATION CALENDAR

APD

CHANGE PASSWORD

STUDENT'S EMAIL

REGISTRATION FOR P.E.

ADRESS BOOK

ACCESSIBILITY STATEMENT

CONTACT

last data migration: ~20 hours ago

last modification of this document: 117 days ago

f Facebook   🐦 Twitter   📷 Instagram   ▶ Youtube   in Linkedin

> After logging into USOSWeb, go to the "My USOSWeb" page.

Welcome to USOSweb of Adam Mickiewicz University, Poznań

The site is intended for students and employees of Adam Mickiewicz University, Poznań. Start using the system by entering your login and password.

Please note **that the system password is the same for all services at AMU** (email, USOSweb, access to Eduroam), and because of that **you can change your password in one place only** - User Panel AMU-NET. If you forget your password, please contact the appropriate dean.

We would also like to remind you that data synchronization with the main university USOS database starts every day at **1.00 a.m. - during this time, the system is unavailable!** Please note that the information entered on a given day is visible in UsosWeb only after the data migration.

📄 **List of USOSweb faculty coordinators**

COORDINATOR →

discussion seminar

2022/SZ **(in Polish) Spotkanie organizacyjne dla studentów Erasmus** 15-SPOTKANIE-ERASMUS

COORDINATOR →

discussion seminar

2022/SZ **Academic discourse** 15-DA-11

COORDINATOR →

classes (1), classes (2), classes (4)

2022/SZ **Academic discourse** 15-JA-D-LMT-1MA-12

classes

2022/SZ **Academically-oriented English practice: Integrated skills and academic discourse** 15-AOEP-ISAD-EL-12

COORDINATOR →

classes, classes

2022/SZ **Copyright protection and citing sources** 15-OPAZCZ-11

COORDINATOR →

classes

2022/2023 **English at academic level** 15-JANPA-ZU

lecture

2022/SL **Academic writing** 15-AW-11

COORDINATOR →

discussion seminar (2), discussion seminar (3), discussion seminar (4), discussion seminar (5)

emically-oriented

On your "My USOSWeb" page under the current academic year/semester, find the right course on your current teaching list (you need to know the course's name or code).

Once you've found the right course, click on the link like "classes" (Pol. "ćwiczenia"), "lecture" (Pol. "wykład"), "discussion seminar" (Pol. "konwersatorium") etc. (which corresponds to the type of class used for this course).

This will take you to the page with the name list of the students registered for this course (group).

Privacy preferences

Who can see my photo?
  All students and staff members
Who can see my email address?
  Students and staff members only

[Change settings →]

USOSweb preferences

- E-mail confirmation of the application: **YES**
- **30** rows on single page
- Order by **name**
- Favourite department :

[Change settings →]

User information ⓘ

- Library card number: **unknown**
- System roles/permissions: **staff member**
- Laboratory of Educational Innovations and Language Technologies
  access to USOSWeb va
  unlimited (does not exp

↑ Scroll to top

✓ Student list is available for course coordinators, class lecturers and students. You are class lecturer, so you are allowed to see this list.

✉ send message to students of this group (using USOSmail)

On your USOS course classes/lecture (or group) page (above the student name list) click on the button "Send message to students of this group".

📄 **Students list as PDF**

Number of additional columns ⓘ

0 ▾

Add columns with course schedule ⓘ

yes ▾

Number of additional rows ⓘ

0 ▾

Page orientation

vertical ▾

Download

view students from all groups / edit groups →

|◁ ◁ Elements 1..30 of 32 ▷ ▷| ☐ Show options 📄

Student number	Last name ▲	Given names	ⓘ	Status

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→ **new message**
→ drafts
→ my groups of recipients
→ history
→ about usosmail

STATEMENTS

PHOTO FOR ID CARD

PRIVACY PREFERENCES

Edit draft

From:	Przemysław Kaszubski <przemka@amu.edu.pl> ⌄
To:	[ADD RECIPIENTS] [SHOW E-MAIL ADDRESSES]
	32 recipients altogether
	☐ Send me a copy of this message
Subject:	
Edit:	⦿ formatted text ○ plain text

When the USOSWeb message editor pops up, click on the "Show e-mail addresses button".

B *I* U ABC ≡ ≡ ≡ ≡   Paragraph ⌄   Font Family ⌄   Font Size ⌄ | A ⌄ ᵃᵇ⁄ ⌄

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Adresy odbiorców

Showing elements **1..10** (out of 32) | next page more elements | show all

No.	Person ▲	E-mail
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

next page

If your class is larger than 10 students, click on "show all".

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DOWNLOAD EMAIL ADDRESSES   CLOSE

Adresy odbiorców

Showing elements **1..32** (out of 32) less elements | show all

No.	Person ▲	E-mail
1		███████.amu.edu.pl
2		@st.amu.edu.pl
3		@st.amu.edu.pl
4		@st.amu.edu.pl
5		@st.amu.edu.pl
6		st.amu.edu.pl
7		st.amu.edu.pl
8		st.amu.edu.pl
9		st.amu.edu.pl
10		@st.amu.edu.pl
11		@st.amu.edu.pl
12		@st.amu.edu.pl
13		@st.amu.edu.pl
14		st.amu.edu.pl
15		st.amu.edu.pl
16		st.amu.edu.pl
17		t.amu.pl

Copy one address at a time and paste it into the Teams "Add member" slot or Moodle's "Enrol user" search box.

You can also download all the addresses in Excel's csv text format.

DOWNLOAD EMAIL ADDRESSES   CLOSE

NEWS   DIRECTO

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