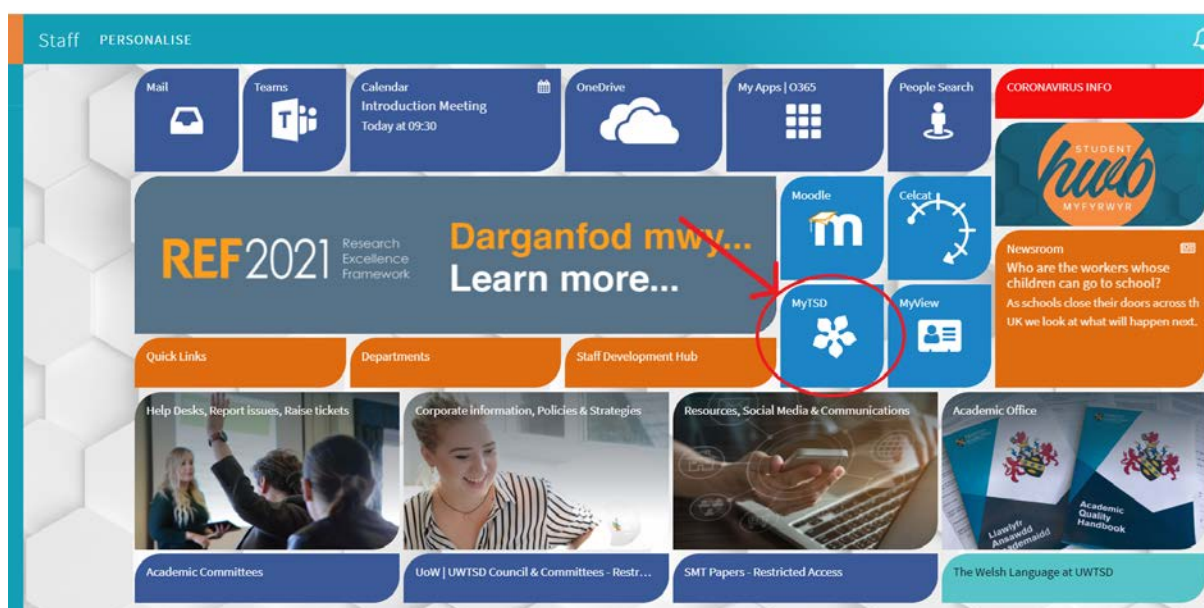


How to find student email addresses for each module

Some of you may be wondering how to get the (university) email addresses for students so you could add them to online classes. This is what I'm used to doing. It's mostly a pictorial guide, so please ask me if you have any further questions. In Microsoft Teams you could also start typing the name and select from the list presented (by matching the student number with your attendance registers, if there are several students with the same name). But this gives you a clear list of student email addresses.

KR

20.03.2020



Mewngofnodi / Log In

Enw Defnyddiwr

Username

k.ranasinghe

Cyfrinair

Password

.....

Mewngofnodi / Log in

Beth yw fy enw defnyddiwr?

What is my username?

Beth yw fy nghyfrinair?

What is my password?

General Data Protection Regulation (GDPR) / Rheoliad Diogelu Data Cyffredinol (GDPR)

When accessing student data please be aware of your obligations under the University's [Data Protection Policy](#).

Wrth fynd at ddata myfyrwyr byddwch yn ymwybodol o'ch goblygiadau o dan [Bolisi Diogelu Data'r](#) Brifysgol os gwelwch yn dda.

Welcome

Welcome to the Trinity Saint David Staff Portal **KEERTHI**

Full Name: DOCTOR KEERTHI KUMARA RANASINGHE

Job Details

Job Title SENIOR LECTURER

Department Architecture & Design

Contact Details

Internal Address

Internal Phone 3361

Internal Email k.ranasinghe@uwtsd.ac.uk

Please [email](#) us if this information is out of date or incorrect.

Staff: Student Information

 Faculty Query System (FQS)

 Student Search

 **Module Search**

 'Not Enrolled' Student Lists

Operations: Student Reports

Report Selector

A report may have been auto selected from the link that you followed, or you can pick a report here.

Report Faculty Query System Module Search

Parameter Selector

Select the Parameters for the Report.

Academic Year 19/20

Select All

Search (Module Code or Name) :

Use whole or part module code and/or names, delimited with spaces e.g. M7 Network

ACBA4007

1

2. Pressing enter doesnt work sometimes. so manually click run report here

Reset Report

Run Report

3. Check to see that a new tab opened automatically in your browser. next instructions are applicable to that tab

Module Search (ACBA4007)

Module Code	Module Title	Students Count	Academic Year	Semester	Occurrence	Occurrence Description
ACBA4007	Engineering Mathematics and Structures	13	19/20	SEM1&2	S	Swansea Campus
Total Modules:		13				

Mod_Search_Results / MyTSD_ModuleSearch_Generic / UNIVision_ssr / 3/20/2020 6:05:30 PM

Module Search (ACBA4007)

Academic Year: 19/20

Module: ACBA4007 / Engineering Mathematics and Structures

Level / Credits: 4 / 20.00

OccurPeriod: 5 / SEM1&2

Photo List

Student Code	Student Surname	Student Firstnames	Student Inst Email	Course	Route	Year	Status	Status Name	Course Begin Date	Current Enrol Begin Date	Last	Latest Visa Status	Visa Verified
1901300/2	THOMAS	LEE DANIEL	1901300@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	11/05/2019			
1902457/1	ONESHAW	BENJAMIN	1902457@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	04/05/2019			
1902955/1	MAMA	MARIAM	1902955@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	03/05/2019			
1904663/1	RODOL	MATTHEW	1904663@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	03/05/2019			
1905106/1	DARBYSHIRE	ADAM LYNDON R	1905106@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	19/05/2019			
1907914/1	GIBBONS	CAI	1907914@student.uwtsd.ac.uk	BSC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	06/05/2019			
1907914/1	PIECIE	RHYDIAN JOHN	1907914@student.uwtsd.ac.uk	BSC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	06/05/2019			
1908094/1	GRAYS	ANITA JADE	1908094@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	03/05/2019			
1908094/1	MICHELLE	STEPHEN JOHN	1908094@student.uwtsd.ac.uk	BSC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	04/05/2019			
1910142/1	JOHNS	RHYDIAN WYN	1910142@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	PE	Partially Enrolled in the Current Academic Year	23/05/2019	24/05/2019			
1910176/1	DRIVES	MORGAN LLOYD	1910176@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	24/05/2019			
1910681/1	WALTERS	EMER WYN	1910681@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	03/05/2019			
1911533/1	ABUTAIR	AMER	1911533@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	06/11/2019			
Total Students:		13											

Mod_List_ACBA4007 / MyTSD_ModuleSearch_Generic / UNIVision_ssr / 3/20/2020 6:10:15 PM

1. Click and hold from the last cell here and drag across to the first cell

Module Search (ACBA4007)

Academic Year: 19/20

Module: ACBA4007 / Engineering Mathematics and Structures

Level / Credits: 4 / 20.00

OccurPeriod: 5 / SEM1&2

Photo List

Student Code	Student Surname	Student Firstnames	Student Inst Email	Course	Route	Year	Status	Status Name	Course Begin Date	Current Enrol Begin Date	Last
1901300/2	THOMAS	LEE DANIEL	1901300@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	11/05/2019	
1902457/1	ONESHAW	BENJAMIN	1902457@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	04/05/2019	
1902955/1	MAMA	MARIAM	1902955@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	03/05/2019	
1904663/1	RODOL	MATTHEW	1904663@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	03/05/2019	
1905106/1	DARBYSHIRE	ADAM LYNDON R	1905106@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	19/05/2019	
1907914/1	GIBBONS	CAI	1907914@student.uwtsd.ac.uk	BSC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	06/05/2019	
1907914/1	PIECIE	RHYDIAN JOHN	1907914@student.uwtsd.ac.uk	BSC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	06/05/2019	
1908094/1	GRAYS	ANITA JADE	1908094@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	03/05/2019	
1908094/1	MICHELLE	STEPHEN JOHN	1908094@student.uwtsd.ac.uk	BSC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	04/05/2019	
1910142/1	JOHNS	RHYDIAN WYN	1910142@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	PE	Partially Enrolled in the Current Academic Year	23/05/2019	24/05/2019	
1910176/1	DRIVES	MORGAN LLOYD	1910176@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	24/05/2019	
1910681/1	WALTERS	EMER WYN	1910681@student.uwtsd.ac.uk	HNCC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	03/05/2019	
1911533/1	ABUTAIR	AMER	1911533@student.uwtsd.ac.uk	HNCC	CEGHNC	1	E	Enrolled in the Current Academic Year	23/05/2019	06/11/2019	
Total Students:		13									

Mod_List_ACBA4007 / MyTSD_ModuleSearch_Generic / UNIVision_ssr / 3/20/2020 6:10:15 PM

- When all the data are selected like below, click Ctrl + C (press the Ctrl button on the keyboard and the letter c together) to copy all data

- Open Microsoft Excel. Remaining instructions are applicable there.

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me what you want to do...

Cut Copy Paste Format Painter Clipboard Font Alignment Number Conditional Formatting Table

Calibri 11 A A Wrap Text Merge & Center General % .00 .00

A1

With cursor here press Ctrl + V

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Q4

Formula Bar

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	1703800/2	THOMAS	LEE DANIEL	1703800@studen t.uwtsd.a c.uk	HNC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/09/2019	11/09/2019					
2	1902457/1	KNEESHAW	BENJAMIN	1902457@studen t.uwtsd.a c.uk	HNC	CENHNC	1	E	Enrolled in the Current Academic Year	23/09/2019	04/09/2019					
3	1902955/1	JAMA	MARWAN	1902955@studen t.uwtsd.a c.uk	HNC	CENHNC	1	E	Enrolled in the Current Academic Year	23/09/2019	03/09/2019					
4	1904663/1	RIDDLER	MATTHEW	1904663@studen t.uwtsd.a c.uk	HNC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/09/2019	03/09/2019					
5	1905106/1	DARBYSHIRE	ADAM LYNDON R	1905106@studen t.uwtsd.a c.uk	HND	CENHND	1	E	Enrolled in the Current Academic Year	23/09/2019	10/09/2019					
6	1907914/1	GIBBONS	CAI	1907914@studen t.uwtsd.a c.uk	BSC	CENSH	1	E	Enrolled in the Current Academic Year	23/09/2019	06/09/2019					
7	1907918/1	PREECE	RHYDIAN JOHN	1907918@studen	BSC	CENSH	1	E	Enrolled in the Current	23/09/2019	06/09/2019					

First Row is always off to the left by one column. Please correct that using any technique you're comfortable with, then Column E will have all the email addresses you need. If you go to the last row of column E and select the cell below that and drag all the way up to cell E1 you can select the email addresses only and the Ctrl + C to copy them

File

Home

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Data

Review

View

ACROBAT

Tell me what you want to do...

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Conditional Formatting

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A	B	C	D	E	F	G	H	I	J	K	L
	1703800/2	THOMAS	LEE DANIEL	1703800@student.uwtsd.ac.uk	HNC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/09/2019	11/09/2019
	1902457/1	KNEESHAW	BENJAMIN	1902457@student.uwtsd.ac.uk	HNC	CENHNC	1	E	Enrolled in the Current Academic Year	23/09/2019	04/09/2019
	1902955/1	JAMA	MARWAN	1902955@student.uwtsd.ac.uk	HNC	CENHNC	1	E	Enrolled in the Current Academic Year	23/09/2019	03/09/2019
	1904663/1	RIDDLER	MATTHEW	1904663@student.uwtsd.ac.uk	HNC-PT	CEGHNC	1	E	Enrolled in the Current Academic Year	23/09/2019	03/09/2019
	1905106/1	DARBYSHIRE	ADAM LYNDON R	1905106@student.uwtsd.ac.uk	HND	CENHND	1	E	Enrolled in the Current Academic Year	23/09/2019	10/09/2019

Press Ctrl + C and then open a notepad.

Next instructions are applicable there

Press Ctrl + C and then open a notepad.
Next instructions are applicable there

