TutorTrac and AdvisorTrac ListManager listserver instructions
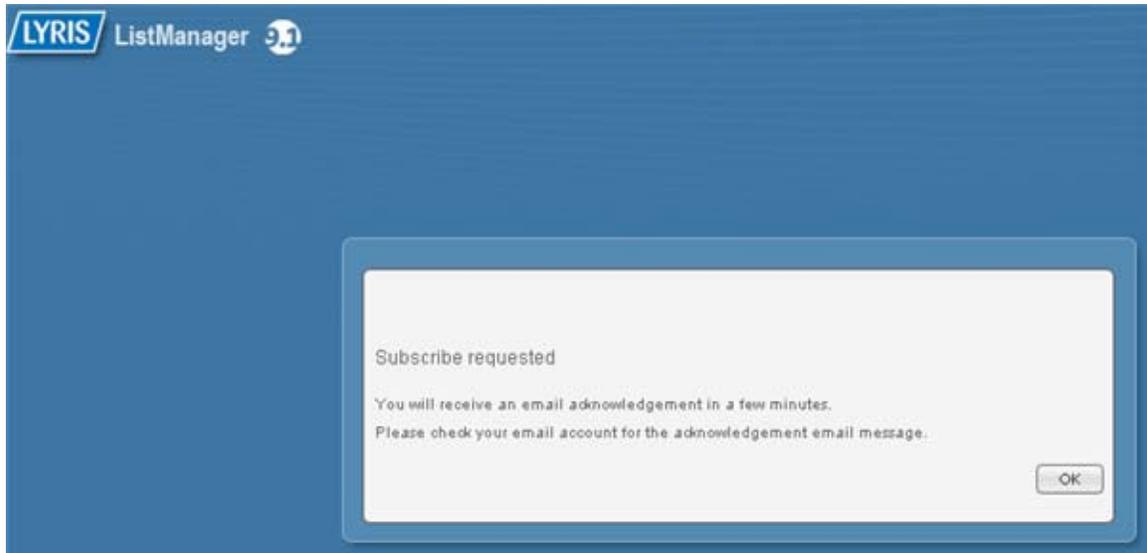
1. To subscribe, go to http://listserv.go-redrock.com:81/read/
2. Click on subscribe next to the list you would like to join.
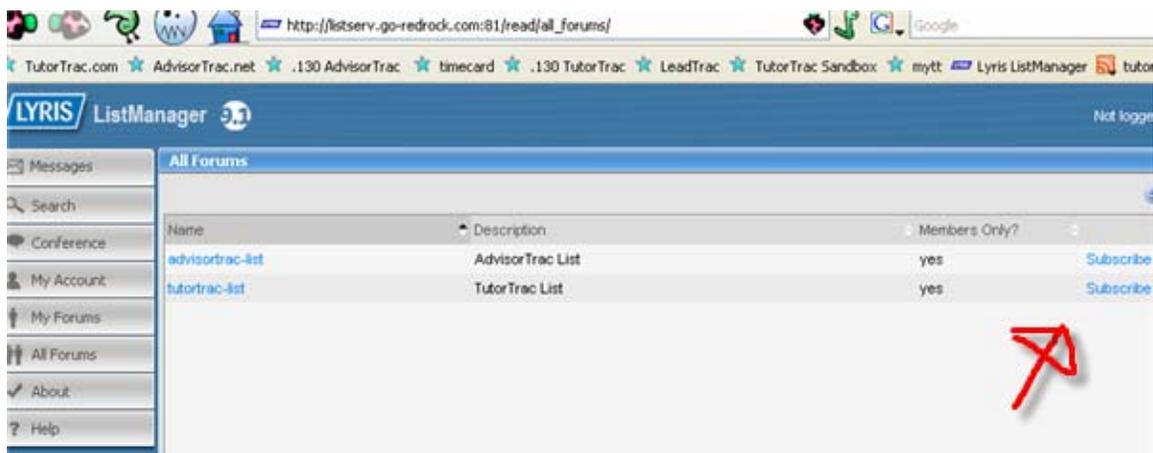
3. Enter your name, your email address, and the password you would like to use. Click on subscribe.
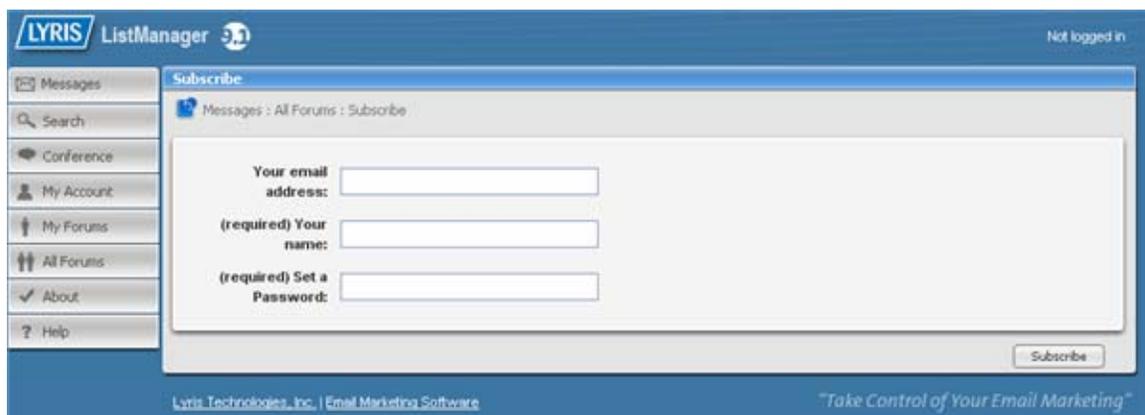
4. Click on 'OK' on the next screen.

If you would like to subscribe to the other list, repeat steps two through four.

5. Check your email inbox for the address you entered in step three. If the confirmation emails from the list are not there you may also wish to check your spam / bulk folder as well.

6. Click on the link to confirm in the email or send an email (subject does not matter) to the address listed. You will need to do this for both lists if you subscribed to both. The links are specific to your member record, those below are only examples.

7. The page you are taken to will confirm your subscription, if you have already subscribed you will receive the message below:

8. You will receive an email like the one below; an administrator must approve your subscription.

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Redrock Software has received your request to subscribe to the private mailing
list 'advisortrac-list'.  Your request has been forwarded to the mailing list
administrator.

Because this mailing list is private, you must be approved by a
mailing list administrator before you can become a member of this
mailing list.
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9. Once you are confirmed, you will receive emails like the one below:

```
Your request to join 'tutortrac-list' has been approved.

You are now a member of 'tutortrac-list'.

This list is intended for discussion of ideas and methodologies for
using and implementing TutorTrac, and its capabilities and features.
Any tech support related issues should be emailed to support@go-redrock.com.
```

Subject: Re: advisortrac-list
From: "Lyris ListManager" <lyris-noreply@listserv.go-redrock.com>
Date: Wed, Nov 22, 2006 9:06 am
To: "Toddles" <

You have been subscribed to advisortrac-list with the email address
"

To unsubscribe, click here:

http://listserv.go-redrock.com:81/u?id=125l&n=T&l=advisortrac-list&o=595

Or, send a blank email to leave-595-125l@listserv.go-redrock.com

Note: This list requires that all members have a password. To set your
password, please click here or copy this URL into your web browser:
http://listserv.go-redrock.com:81/rp?e=tbarber%40secureserver%2enet&t=1164211575&x=697b2444

10. Once you are subscribed, you can return to http://listserv.go-redrock.com:81/read/ and choose the list you want to login to. Login with your email address and password you created.
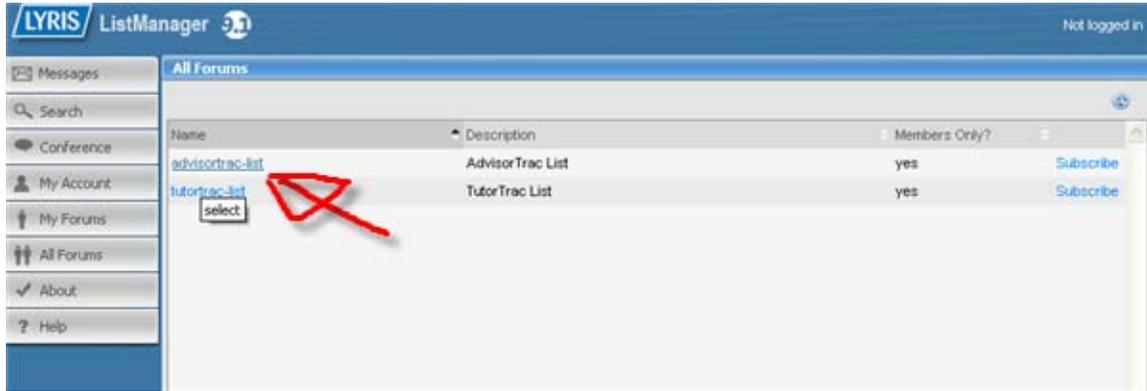
11. Messages appear in the center of the screen, you can click on a message to review the message and its replies, or you can reply to the message from your email account, as they are sent there as well.
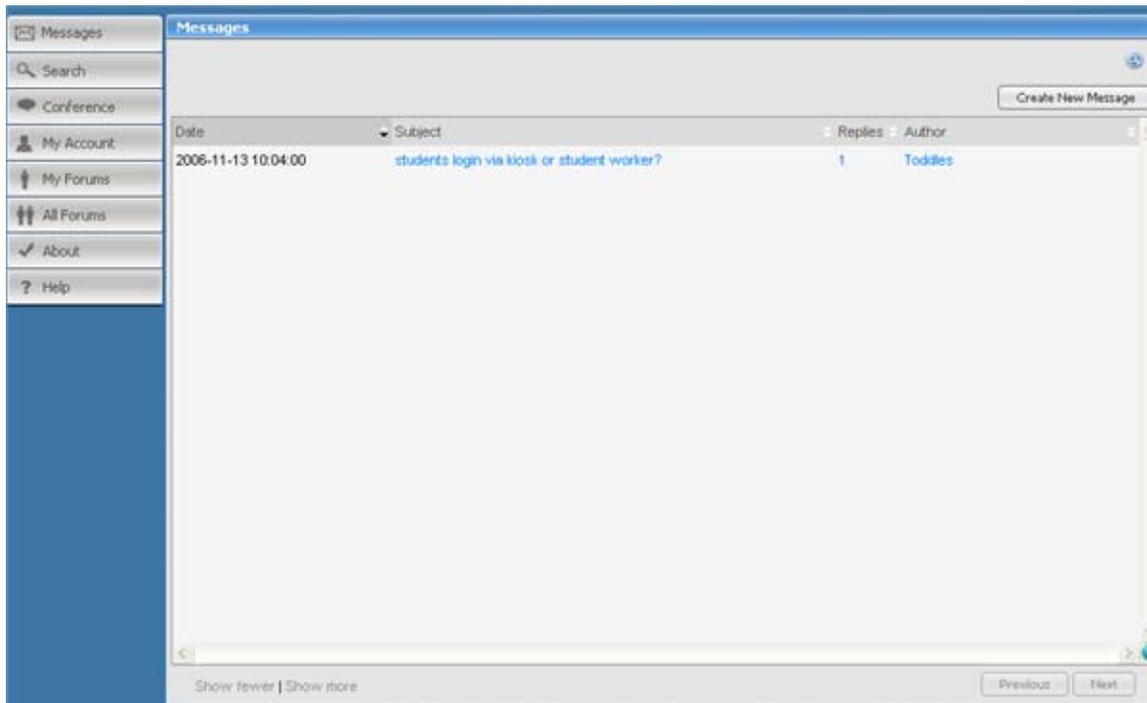
12. Reply with the reply button or hit the 'Create New Message' button to start a new topic thread.
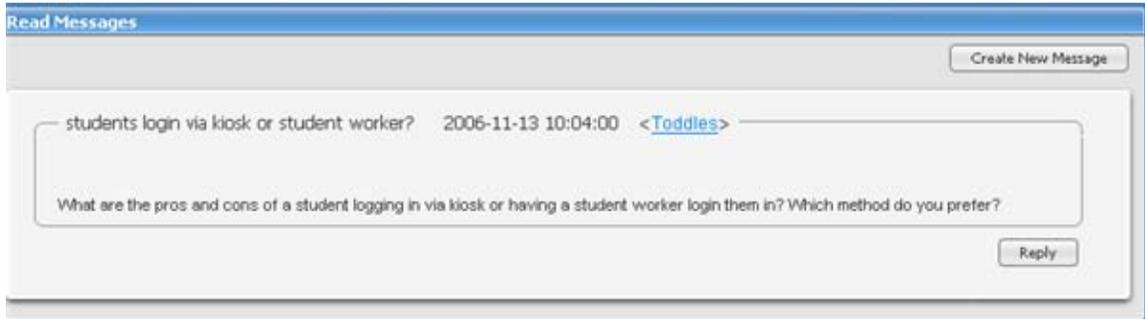
13. You can also start a new thread by sending an email to advisortrac-list@listserv.go-redrock.com for the AdvisorTrac forum or tutortrac-list@listserv.go-redrock.com for the TutorTrac forum. You must always send emails from the email address you subscribed with, or they will be rejected.

14. The topic and its replies will be sent to your email address, and will be available to you through the web interface.


```
Having students login through a kiosk is cheaper

-----Original Message-----
From: Toddles [                                    ]
Sent: Monday, November 13, 2006 10:02 AM
To: AdvisorTrac List
Subject: [advisortrac-list] students login via kiosk or student worker?

What are the pros and cons of a student logging in via kiosk or having a
student worker login them in? Which method do you prefer?
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This list is intended for discussion of ideas and methodologies for
using and implementing AdvisorTrac, and the capabilities and features of
the software. Any tech support related issues should be emailed to
support@go-redrock.com .
You are currently subscribed to advisortrac-list as:
redrocklistadmin@go-redrock.com.
To unsubscribe click here:
http://10.0.0.143:81/u?id=4C&n=T&l=advisortrac-list&o=147
or send a blank email to leave-147-4C@listserv.go-redrock.com
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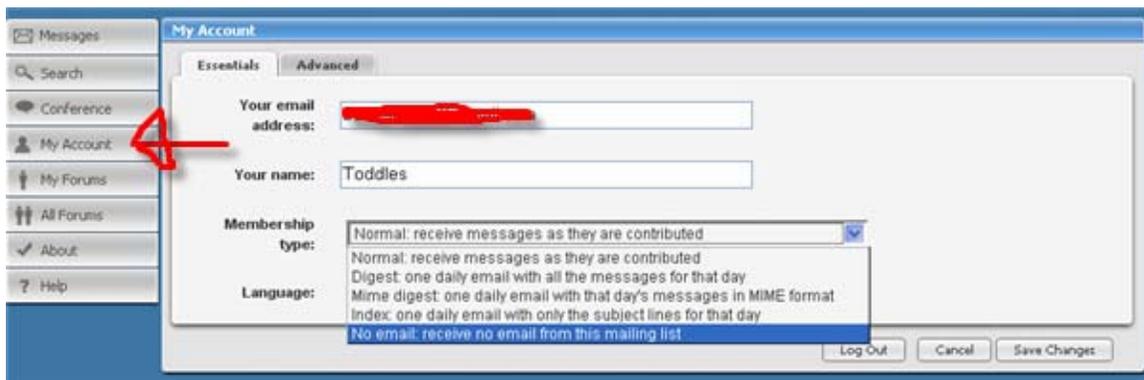
15. You do not have to receive each email and reply as they are sent. If you click on the 'My account' button to the left of the ListManager web interface, you can change how you receive the emails. You can receive all messages sent that day once a day, or just the subject lines for that day.

16. The 'Search' button will let you search through the messages for a particular word or group of words, and the 'My Forums' button will let you choose between the different lists you are subscribed to. The 'Help' button will provide useful tips and instructions based on the page you are on.
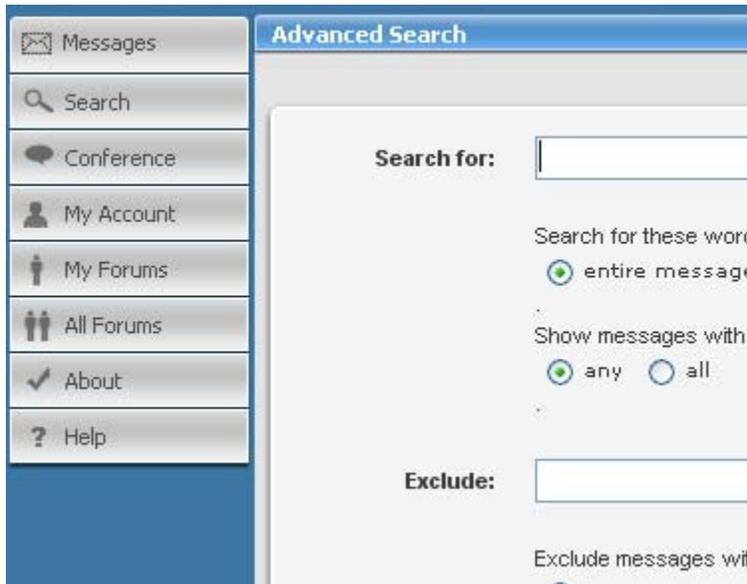
17. Send any questions you have about our listserver software and forums to redrocklistadmin@go-redrock.com.