

## Student Contact List Tools

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### Student Contact List Tool – All Students in Program (using GALIS Report AL204)

The Student Contact List Excel spreadsheet provides a complete list of all students in GALIS. It then lists phone numbers for each student on one list and email addresses for each student on another list. Students that do not have either a phone number or an email address in GALIS will not be listed on the respective contact lists. All of this information comes from one report in GALIS – Student Populations AL204.

Each list is ready to be copied into [Remind](#) (see instructions on Spreadsheet) or copied into a mass, blind copy email. The lists are divided into sections of 150 students to avoid overwhelming systems and can display more than 10,000 students – enough for even the largest of our Adult Education programs in Georgia.

This <http://mathwithmrward.club/program-resources/> is where the tool can be downloaded.

### Student Contact List by Instructor – Date Range (using GALIS Report AL244)

I took the AL244 report in GALIS and created a new tool that isolates student contact data by instructor into a sortable list.

This video <https://www.youtube.com/watch?v=wakTE6d8B-g> demonstrates how to download and use the new tool.

I had to limit the calculations in order to make it function in a reasonable amount of time. I did explain this on the video. Even so, even the largest state programs should not have an issue with this spreadsheet if they are using it for around half of the fiscal year.

This <http://mathwithmrward.club/program-resources/> is where the new tool can be downloaded.