Student Folders
Student – Lists and Labels
Student – Semester Grade Reports-Graduation Lists
Student – Transfer Course Equivalencies
Teaching Load

Reporting Services
Last revised: July 22, 2010
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## Get Connected

<table>
<thead>
<tr>
<th>Section</th>
<th>Faculty/Staff Cube</th>
<th>Searchable knowledgebase to view how to demos, docs and guides.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Look for this icon in myWSU:</td>
<td><img src="image" alt="Icon" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Applications Training</th>
<th>Training and Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assists faculty and staff with myWSU, Banner, Self Service and Reporting Services</td>
<td>5800 <a href="mailto:training@wichita.edu">training@wichita.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Help Desk</th>
<th>Passwords, hardware and software support for students, faculty and staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HELP (4357) <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></td>
<td><a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></td>
</tr>
</tbody>
</table>
Reporting Services Folder Overview

Student – Lists and Labels Folder Contents

Section D

The Student – Lists and Labels folder contains the following reports:

- SRE00710 Degree Name and Address
- SRE05000 Student Directory List
- SRE05010 New Student Directory List

Student – Semester Grade Reports Folder Contents

Section E

The Student - Semester Grade Reports-Graduation Lists for Colleges folder contains the following reports:

- SGR00180 Probation and Dismissal
- SGR00210 Rank by Class by College
- SGR00220 Dean’s List and Academic Commendation
- SGR00230 Missing Grades
- SRE00600 Midterm Grades
- SRE00602 Student Grades
- SRE00603 Student GPA
- SGR00715 Degree Name and Address

Student – Transfer Course Equivalencies Folder Contents

Section F

The Student – Transfer Course Equivalencies Folder contains the following report:

- SRE00910 WSU Legacy Transfer Equivalency Report
- SRE01001KS General Education Transfer Courses
- SRE01001 Transfer Course Equivalencies

Teaching Load Folder Contents

The Teaching Load folder contains reports for various terms.
SRE00710 Degree Name and Address

Report Description

This report displays directory information for students with a degree status pending or awarded for the selected term. Term by term graduation lists are available beginning Fall 2006.

PENDING graduates for the current term should be accurate about the seventh week of the term.

Report Options

The following information displays on this report:
- Student's name, myWSU ID, address, phone, email address
- Degrees, major codes and descriptions, minor codes
- Award status – pending or awarded
- Level

Report Uses

By selecting specific report options, users can contact specific WSU graduates. Refer to Section G: Creating Mailing Labels for additional information.
**SRE05000 Student Directory List**

**Report Description**
This report contains many options to customize the output of the student directory list.

**Report Options**

<table>
<thead>
<tr>
<th>Report Uses</th>
<th>To produce a list of all currently enrolled students within a specific college and major, select the following report options:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <strong>ODS Data Source</strong> – Current</td>
</tr>
<tr>
<td></td>
<td>• <strong>Term</strong> – select a term</td>
</tr>
<tr>
<td></td>
<td>• <strong>College</strong> – select a college</td>
</tr>
<tr>
<td></td>
<td>• <strong>Major</strong> – select a major</td>
</tr>
</tbody>
</table>

Refer to Section G: Creating Mailing Labels for additional information on creating mailing labels.

**Expand/Collapse Report Options**

**Tip!** Click the **Expand/Collapse Report Options** button after clicking the View Report button to hide the Report Options. This will provide a larger area to view the report results.
SRE05010 New Student Directory List

Report Description
This report provides a list of new students for the given parameters. "Non-transfer Freshmen" are new students with less than 24 WSU hours and no transfer hours. "Transfer Students" are new students with transfer hours.

Report Options

<table>
<thead>
<tr>
<th>Term: &lt;Select a Value&gt;</th>
<th>College: &lt;Select a Value&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event:</td>
<td>Which Major(s):</td>
</tr>
<tr>
<td>Report: &lt;Select a Value&gt;</td>
<td></td>
</tr>
</tbody>
</table>

SRE05010 New Student Directory Listing

Run Date: 3/4/2008 8:33:15 PM
Parameters: 200820 , BA , ACCT , ^ , ^
Records Selected: 24

<table>
<thead>
<tr>
<th>Confidential</th>
<th>ID</th>
<th>Street Line 1</th>
<th>Street Line 2</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Folders – July 22, 2010
SGR00180 Probation andDismissal

Report Description
This report displays students placed on or removed from probation and dismissed students.

Report Options
Select a Term and College from the drop down boxes.

Select one of the following options from the Report box:
- Probation – P1,P2,P3
- Dismissal – AD,SU
- Removed from Probation

The following information displays on this report:
- Student’s name, myWSU ID
- Classification, college, major
- Beginning and ending Academic Standing

The following grade calculations for transfer, current semester, WSU total and Overall totals are included:
- Earned hours
- GPA hours
- Quality points
- GPA

Report Uses
By selecting specific report options, users can create mailing labels for the selected students. Refer to Section G: Creating Mailing Labels for additional information.

SGR00210 Rank by Class by College
For a selected term and college, this report displays students in order of rank.

**Report Description**

**Report Options**

Select a **Term**, **College** and **Academic Status** from the drop down boxes.

**Report Uses**

By selecting specific report options, users can create mailing labels for the selected students. Refer to Section G: Creating Mailing Labels for additional information.
SGR00220 Dean’s List and Academic Commendation

Report Description
This report displays student on the Dean’s List or with an Academic Commendation for the selected term and college.

Report Options
Select a Term and College from the drop down boxes.

Select one of the following options from the Report box:
- Dean’s List by Name
- Academic Commendation

The following information displays on this report:
- Student’s name, myWSU ID
- Classification, college, major
- Beginning and ending Academic Standing

The following grade calculations for transfer, current semester, WSU total and Overall totals are included:
- Earned hours
- GPA hours
- Quality points
- GPA

Report Uses
By selecting specific report options, users can create mailing labels for the selected students. Refer to Section G: Creating Mailing Labels for additional information.
SRE00230 Missing Grades

Report Description
This report displays missing grades for the selected term.

Report Options

<table>
<thead>
<tr>
<th>Column Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hrs: Amount of credit hours in which student is enrolled (course load)</td>
</tr>
<tr>
<td>CIs: Classification</td>
</tr>
</tbody>
</table>

The indented line under a student’s name displays all classes in which they received a midterm grade. CRN, subject, course number and title, instructor, credit hours of the CRN and grade display.
SRE00602 Student Grades

Report Description

The SRE 602 report displays grades (midterm and final) for students within a selected term, college, department and major.

Users can narrow the results to students with

- Veteran codes
- Activity codes (students participating in a sport or activity)
- Graduate status
- Graduation term
- Disability

This report will allow departments to pull grades for students who have applied to graduate, but still need to pass their last semester’s classes with a passing grade.

Report Options

This image shows a screenshot of the report with data and parameters. The screenshot includes columns for student ID, course, instructor, and various grades. It illustrates how the report is used to display student grades with options to filter by term, college, department, major, and student status.
SRE00603 Student GPA

Report Description

The SRE 603 report displays GPA for students within a selected term range, college, department and major.

Users can narrow the results to students with
- Graduation term
- Disability
- Veteran codes
- Activity codes
- Graduate status
- Attribute
- Sport

This report will allow departments to pull GPAs for students who have applied to graduate, but still need to pass their last semester’s classes with a passing GPA.

Report Options

<table>
<thead>
<tr>
<th>Beginning Term:</th>
<th>Select a Value</th>
<th>Veteran Codes:</th>
<th>All Students Regardless of Veteran Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>opting</td>
<td></td>
<td>Activity Codes:</td>
<td>All Students Regardless of Activity Codes</td>
</tr>
<tr>
<td>College:</td>
<td>Select a Value</td>
<td>Graduation Status:</td>
<td>All Students Regardless of Graduation Status</td>
</tr>
<tr>
<td>Department:</td>
<td></td>
<td>Attribute:</td>
<td>All Attributes</td>
</tr>
<tr>
<td>Graduation Term:</td>
<td>All Students Regardless of Graduation Term</td>
<td>Sport:</td>
<td>All Students Regardless of Sport Codes</td>
</tr>
<tr>
<td>Disability:</td>
<td>All Students Regardless of Disability codes</td>
<td>Ethnicity:</td>
<td>All Ethnic Groups, 1 - White, 2 -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student GPA</th>
<th>Term</th>
<th>WSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Cl</td>
<td>Dept</td>
</tr>
<tr>
<td>200800</td>
<td>02</td>
<td>LA</td>
</tr>
<tr>
<td>200800</td>
<td>02</td>
<td>LA</td>
</tr>
<tr>
<td>200910</td>
<td>02</td>
<td>LA</td>
</tr>
<tr>
<td>200810</td>
<td>03</td>
<td>LA</td>
</tr>
<tr>
<td>200810</td>
<td>04</td>
<td>LA</td>
</tr>
<tr>
<td>200910</td>
<td>04</td>
<td>LA</td>
</tr>
</tbody>
</table>
SGR00715 Degree Name and Address

Report Description

This report displays students with a degree status pending or awarded for the selected term. Term by term graduation lists are available beginning Fall 1996.

PENDING graduates for the current term should be accurate about the seventh week of the term.

Report Options

The following information displays on this report:
- Student’s name, myWSU ID, address, phone, email address
- Degrees, major codes and descriptions, minor codes
- Honor and Award status – pending or awarded
- Level
- WSU earned credits and GPA
- Overall earned credits and GPA
- Gender, ethnicity, residency

Report Uses

By selecting specific report options, users can create mailing labels for the selected students. Refer to Section G: Creating Mailing Labels for additional information.
SRE00910 WSU Legacy Transfer Equivalency Report

The SRE 910 WSU Legacy Transfer Equivalency Report runs off legacy information which is no longer updated. Use the SRE 1001 Transfer Course Equivalencies report to obtain current transfer information.

SRE01001 Transfer Course Equivalencies

Report Description
This report displays the WSU equivalency for courses given at the selected college.

Report Options

Course or school not listed?
If a course or school is missing from the list, that does not necessarily mean that the course does not transfer or that WSU does not accept credits from that school. It does mean that WSU has not had a request to transfer the particular course from that Institution.

If the course is not listed in the drop down list, select All Courses in the Transfer Course box. Some courses must be taken with one or more other classes in order to count as a transfer course.
Reading the Results

1. Courses from the transfer university are listed first. Wichita State University (WSU) equivalencies are indented on the following line.

2. If an ‘N’ displays in the Trf column on the right, the course does not transfer to WSU.

3. If a transfer course has a WSU equivalency course number of 2000, 4000, 6000, or 8000, it is counted as an elective.

4. In the following example, both BE 165 and BE 160 must be taken to receive credit at WSU for either ACCT 260 or CS 105, as noted in comments.

Continued on next page
5. The effective term column (Eff Term) indicates the last term a course was reviewed for transfer to Wichita State University.

A course is reviewed because it is a newly offered course or due to changes in course structure. An effective term of 000000 indicates that there have been no changes since the initial review.

Effective date may affect how a course may transfer for a student.

In the example below is BE 165 from Butler County Community College in Kansas. It has an effective term of 200810 (Fall 2007). If a student took the BE 165 course prior to Fall 2007, this course may transfer for the student differently than listed.

The attribute (Attr) column indicates the appropriate WSU division attribute for the course and General Ed designation, if any.

A = Fine Arts and Humanities
   A2 = Fine Arts and Human Gen Ed Intro
   A4 = Fine Arts and Human Gen Ed Further St
   A6 = Fine Arts and Human Gen Ed I&P

B = Social and Behavioral Sciences
   B2 = Soc/Behav Gen Ed Intro
   B4 = Soc/Behav Gen Ed Further St
   B6 = Soc/Behav Gen Ed I&P

C = Mathematics and Natural Sciences
   C2 = Math/Nat Science Gen Ed Intro
   C4 = Math/Nat Science Gen Ed Further St
   C6 = Math/Nat Science Gen Ed I&P
SRE01001KS General Education

This report displays the general education courses that transfer to WSU from the selected transfer institution and subject. The information displayed on this report follow the same layout as the SRE01001.

<table>
<thead>
<tr>
<th>Transfer Subject and Course</th>
<th>Cr Hrs</th>
<th>Eff Term</th>
<th>Low Hrs</th>
<th>High Hrs</th>
<th>Min Grid</th>
<th>Attr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 100 ENGL COMP I W/REV</td>
<td>3</td>
<td>109310</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 101 College English 1</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BASC</td>
</tr>
<tr>
<td>ENGL 101 College English 1</td>
<td>3</td>
<td>000000</td>
<td>3</td>
<td>3</td>
<td></td>
<td>BASC</td>
</tr>
<tr>
<td>ENGL 102 ENGLISH COMP 2</td>
<td>3</td>
<td>000000</td>
<td>3</td>
<td>3</td>
<td></td>
<td>BASC</td>
</tr>
<tr>
<td>ENGL 102 College English 2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BASC</td>
</tr>
<tr>
<td>ENGL 102 College English 2</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BASC</td>
</tr>
</tbody>
</table>
The Teaching Load Reports show the same information for different terms.

### Summary by College Spring 2010

<table>
<thead>
<tr>
<th>COLLEGE CODE</th>
<th>COLLEGE</th>
<th>DEPARTMENT</th>
<th>TOTAL SCH</th>
<th>TOTAL FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>D BA</td>
<td>Barton School of Business</td>
<td></td>
<td>19,347.0</td>
<td>60.86</td>
</tr>
<tr>
<td>D ED</td>
<td>College of Education</td>
<td></td>
<td>14,601.0</td>
<td>67.96</td>
</tr>
<tr>
<td>D EN</td>
<td>College of Engineering</td>
<td></td>
<td>13,721.0</td>
<td>61.23</td>
</tr>
<tr>
<td>D FA</td>
<td>College of Fine Arts</td>
<td></td>
<td>11,878.8</td>
<td>92.99</td>
</tr>
</tbody>
</table>

### Detailed List

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>DEPARTMENT</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>E-TYPE</th>
<th>CRN</th>
<th>CR HR</th>
<th>SUBJ</th>
<th>CRSE #</th>
<th>CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td>Lecturers Pd Exempt (Non Ben)</td>
<td>24944.0</td>
<td>3</td>
<td>BIOL</td>
<td>370</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td>Classified Hourly</td>
<td>22815.0</td>
<td>0</td>
<td>BIOL</td>
<td>222L</td>
<td>H</td>
</tr>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td></td>
<td>22922.0</td>
<td>0</td>
<td>BIOL</td>
<td>222L</td>
<td>H</td>
</tr>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td></td>
<td>23785.0</td>
<td>0</td>
<td>BIOL</td>
<td>220L</td>
<td>E</td>
</tr>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td></td>
<td>23785.0</td>
<td>0</td>
<td>BIOL</td>
<td>220L</td>
<td>E</td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th>COLLEGE</th>
<th>DEPARTMENT</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>E-TYPE</th>
<th>CRN</th>
<th>CR HR</th>
<th>SUBJ</th>
<th>CRSE #</th>
<th>CO</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td>Faculty AY 9MO Month Exempt</td>
<td>24930.0</td>
<td>3</td>
<td>BIOL</td>
<td>850</td>
<td>R</td>
</tr>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td></td>
<td>24941.5</td>
<td>5</td>
<td>BIOL</td>
<td>880</td>
<td>R</td>
</tr>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td></td>
<td>23690.0</td>
<td>1</td>
<td>BIOL</td>
<td>499</td>
<td>U</td>
</tr>
<tr>
<td>LA</td>
<td>Biological Sciences</td>
<td></td>
<td></td>
<td></td>
<td>22920.0</td>
<td>3</td>
<td>BIOL</td>
<td>310</td>
<td>H</td>
</tr>
</tbody>
</table>

*Continued on next page*
Teaching Load Reports, Continued

The **Summary by College** displays first on the report, followed by **Total University**.

The following information displays for each individual department, sorted alphabetically by instructor:
- College, department
- Name
- Tenure
- CRN, credit hours, subject, catalog number and course title
- Count (number of registrations)
- Total SCH (total generated student credit hours)
- FTE (full time equivalency)
- RB FTE (research buyout FTE)
- AFTE (additional FTE)
- Rank
### Creating Mailing Labels

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Run one of the reports in this learning guide.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Labels</strong> button on the report.</td>
</tr>
<tr>
<td>3.</td>
<td>The report will display with all addresses in a single column. Click the <strong>printer icon</strong> on the Reporting Services toolbar.</td>
</tr>
</tbody>
</table>

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Continued on next page
Creating Mailing Labels, Continued

4  In the Print dialog box, click **Preview** to view how the labels will print.

![Print dialog box](image)

5  **Print Preview** displays.

![Print Preview](image)

**Tip:** Print the labels on a plain paper first to determine if the margins need to be adjusted.

Some printers may need to have the top margin changed to .670 to have the labels print out correctly on the page.

6  Click **Print** from the **Print Preview** screen to print the labels (step 5) or from step 4, click **OK** to print.
### How to Contact Students

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Many of the reports in this learning guide can be used to produce a list of student email addresses. The following steps describe how to use this list to produce an email.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Run one of the reports that have student information including email addresses.</td>
</tr>
<tr>
<td>2</td>
<td>If available, click the Excel/CSV button in the Report Header.</td>
</tr>
</tbody>
</table>

The Excel/CSV button will open the report without the Report Header.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Click the drop down arrow beside “Select a format” to view the export options. Select Excel and click Export to activate.</td>
</tr>
<tr>
<td>4</td>
<td>When prompted, select either Open or Save.</td>
</tr>
<tr>
<td>5</td>
<td>The report displays in Excel.</td>
</tr>
<tr>
<td>6</td>
<td>Locate the email column and highlight only the email addresses.</td>
</tr>
</tbody>
</table>

Continued on next page
# How to Contact Students, Continued

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7</strong></td>
<td>Copy the email addresses using one of these options.</td>
</tr>
<tr>
<td></td>
<td><strong>Keyboard</strong></td>
</tr>
<tr>
<td></td>
<td>Ctrl + C</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Open Outlook (or other email program) and compose a new email.</td>
</tr>
</tbody>
</table>

---

**Diagram:**

- Click in the Bcc line and paste the email addresses using one of these options.
- After the email addresses have been pasted in the Bcc line, click outside of the Bcc box.

---

The addresses automatically format to Outlook’s standards.