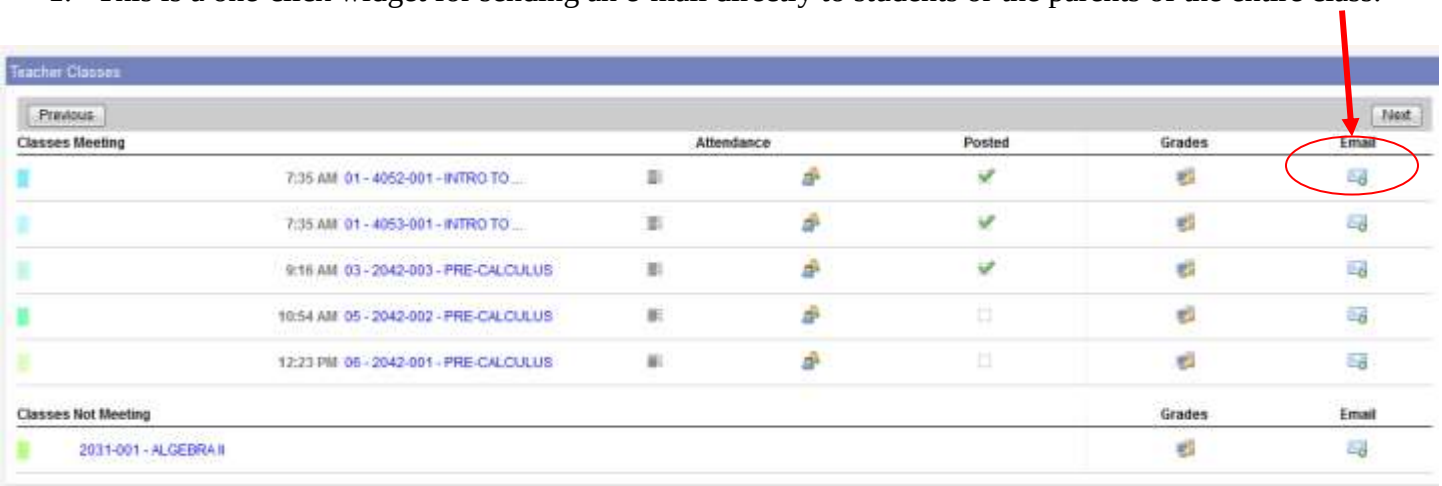
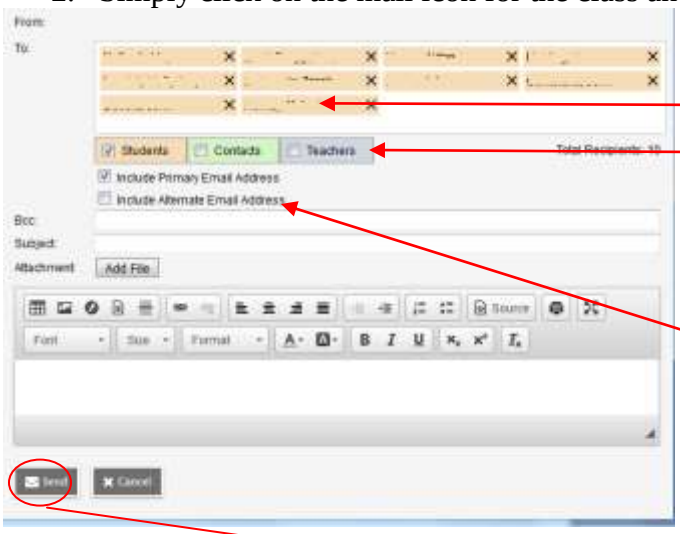
ONE CLICK E-MAIL FEATURE

Only the teachers who are assigned a class can see this on their home page in Staff view. Administration can e-mail any group of students by going to the student top tab, clicking on Options, then send e-mail.

1. This is a one-click widget for sending an e-mail directly to students or the parents of the entire class.



2. Simply click on the mail icon for the class and a window will appear:



a. Here it shows who the e-mail is addressed to. It will default to the whole class (the <u>students</u>, not the parents) but you could delete individual people by clicking on the 'X' next to the name.

b. You can choose to send it to the student's parents ("Contacts"), or their other teachers by checking, or unchecking these boxes.

c. By default the system will send to only the primary e-mail that is listed in the system. If you want to send it to the Alternate e-mail you must check off this box. For many of our parents the Alternate e-mail is simply the e-mail of the other parent.

d. This Now just type a subject, and body of the e-mail as you normally would and click the Send button.

Obviously this depends on the e-mail addresses being in the system, and correct, through the on-line contact verification.

{Note: When e-mailing the class, younger students are less likely to have their own student e-mail in the system so be conscious of whether you are sending to the students or contacts. At WHS and TMS, e-mailing the students will go to their Google account.}