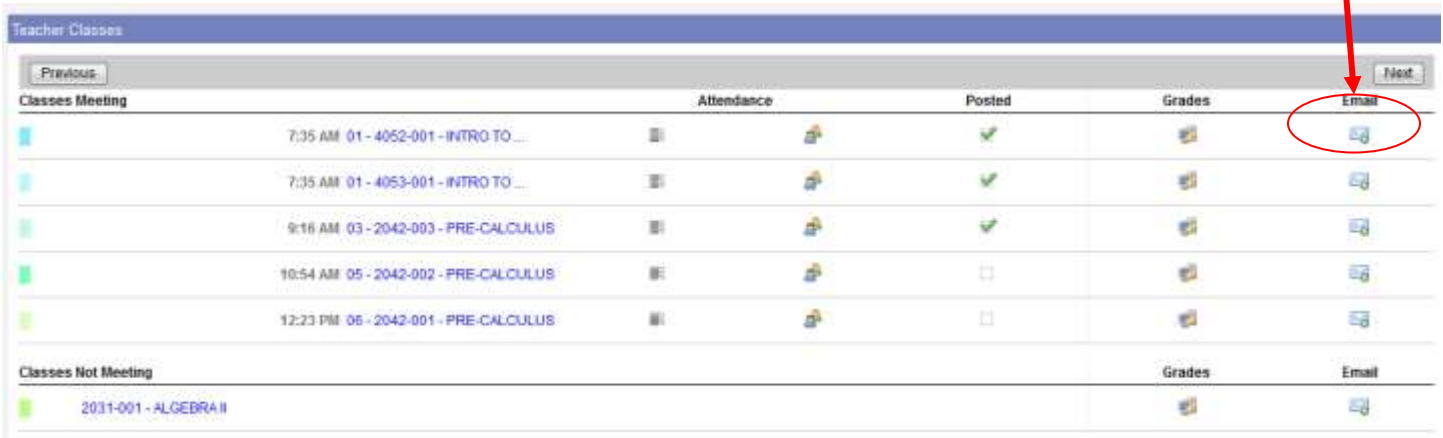


ONE CLICK E-MAIL FEATURE

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.

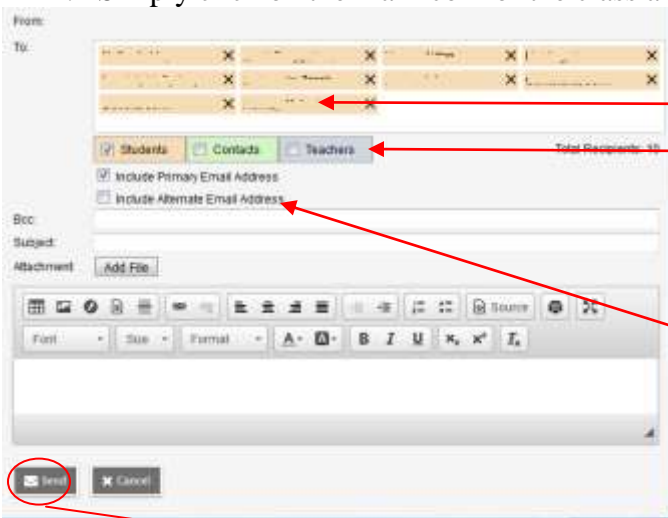
1. This is a one-click widget for sending an e-mail directly to students or the parents of the entire class.



The screenshot shows a 'Teacher Classes' interface with a table of classes. The table has columns for 'Classes Meeting', 'Attendance', 'Posted', 'Grades', and 'Email'. The 'Email' column contains mail icons for each class. A red circle highlights the 'Email' column header, and a red arrow points to the 'Next' button in the top right corner.

Classes Meeting	Attendance	Posted	Grades	Email
7:35 AM 01 - 4052-001 - INTRO TO ...				
7:35 AM 01 - 4053-001 - INTRO TO ...				
9:16 AM 03 - 2042-003 - PRE-CALCULUS				
10:54 AM 05 - 2042-002 - PRE-CALCULUS				
12:23 PM 06 - 2042-001 - PRE-CALCULUS				
Classes Not Meeting				Grades Email
2031-001 - ALGEBRA II				

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



The screenshot shows an email composition window. It has fields for 'From:', 'To:', 'Bcc:', 'Subject:', and 'Attachment:'. Below these fields are three tabs: 'Students', 'Contacts', and 'Teachers'. There are checkboxes for 'Include Primary Email Address' and 'Include Alternate Email Address'. At the bottom, there is a 'Send' button circled in red and a 'Cancel' button.

- a. Here it shows who the e-mail is addressed to. It will default to the whole class (the students, 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.}