

## Student/Parent/Teacher Email Feature

Emails can now easily be sent to students, parents of students and/or teachers of student from any aspen window where a list of students are provided. For example, teachers can email students from the class roster list. Teachers also have an icon in their “Teacher Classes” widget on their home page in Aspen. Administrators and other staff can email students and/or parents from the Student top tab. Additionally staff can be emailed from the staff top tab.

### **For Teachers – Use the following instructions for emailing entire single class:**

1. Click on the Email icon on the “Teachers Class” widget on your home page
2. An email window will open with all students listed as recipients.
3. You may add parents to the emails by checking “contacts”. You may add teachers of all students by checking “teachers”
4. You may eliminate students from the listing by unchecking students
5. It is good practice to add yourself as a bcc.
6. The email will be sent to all recipients with you as the sender. You will not get a copy of the email unless you added yourself as a bcc recipient. All recipients are added as bcc so they will not see other recipients of the email.

### **For Teachers – Use the following instructions for emailing multiple sections of the same course:**

1. Click on the Students top tab
2. Click on the Filter Icon ( looks like a funnel on the right side of the menu
3. Select “Students in a course or section”
4. A window will appear – enter the course number for example 1021 or BND6.
5. Click Submit.
6. Once all the students appear in the display, Select Options – Send Email
7. An email window will open with all students listed as recipients.
8. You may add parents to the emails by checking “contacts”. You may add teachers of all students by checking “teachers”
9. You may eliminate students from the listing by unchecking students
10. It is good practice to add yourself as a bcc.
11. The email will be sent to all recipients with you as the sender. You will not get a copy of the email unless you added yourself as a bcc recipient. All recipients are added as bcc so they will not see other recipients of the email.

### **For Administrators & Staff – Use the following instructions for emailing selected students/parents etc:**

1. Click on the Student top tab
2. Select the students you wish to email
3. Click Options – Send email
4. An email window will open with all students listed as recipients.
5. You may add parents to the emails by checking “contacts”. You may add teachers of all students by checking “teachers”
6. You may eliminate students from the listing by unchecking students
7. It is good practice to add yourself as a bcc.
8. The email will be sent to all recipients with you as the sender. You will not get a copy of the email unless you added yourself as a bcc recipient. All recipients are added as bcc so they will not see other recipients of the email.