

Send Email

Path: Click **Send Email** on the left side of the Classroom Summary screen

Or Menu > My Students > Send Email

Overview

This document describes how to send emails to contacts associated with a student, including parents, guardians, teachers, counselors, and site administrators. This document also describes how to send and view the logs for a mass email, which can be sent to students, parents, and non-resident parents.

User Permissions

There are no special permissions for this function. These functions are available for all staff with a teacher role.

Selecting Students and Recipients

Click the **Send Email** icon or select from the left-side menu. The **Student Search** window displays. Locate the student for which you want to send an email and select the student's name.

NOTE: Users are only able to search for and send emails to students for whom they have access.

Selecting a student opens the **Select Recipients** window.

Select Recipients

List teachers for

Today's Schedule

This Term

All Year

To	CC	BCC	Name	Relationship
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	sdmadmin, sdmadmin	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ghent, Colleen	Teacher - ENGLISH II
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holiman, Mary	Teacher - GOVERNMENTAL STUDIES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mathman, Jim	Teacher - GEOMETRY Teacher - SEMINAR 11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Person, Julie	Teacher - MIXED CHOIR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sandiford, John	Teacher - ENGLISH III
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoemaker, Paula	Teacher - BASIC SKILLS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tatum, Patrick	Teacher - EARTH SCIEN SYSTEMS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker, Joe	Father
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker, Renee	Step Mother
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker, Michelle	Student

Also list

All Advisors

All Counselors

All Principals

All Site Administrators

All District Administrators

Deselect All

OK Cancel

- The selection at the top of the page determines if there are teachers assigned to the student
 - On today's schedule
 - Anytime this term
 - Anytime during the year
- The Also list includes:
 - All Advisors assigned to the student
 - Counselors assigned to the student
 - All Principals in schools where students are enrolled
 - All Site Administrators at the student's site
 - All District Administrators at the student's district

The recipients list includes the following (If they have an email address listed in SIS K-12).

- Household parents
- Non-resident parents
- Teachers assigned to the student

Use the checkboxes to choose how recipients' emails are sent:

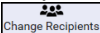
- **To** (At least one recipient must be selected in this category)
- **CC** – Carbon Copy
- **BCC** – Blind Carbon Copy

NOTE: The sender's email is automatically selected for carbon copy and cannot be deselected.

Click **OK** to confirm your recipient selections.

Creating the Email

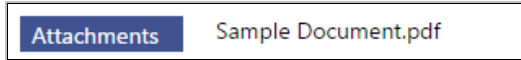
Now that the recipients have been chosen, the subject and body can be created, and any necessary attachments can be added. Your email address will be displayed in the **From** area. The recipients selected are automatically displayed in the appropriate **To**, **CC**, or **BCC** area.

1. The recipients can be changed by clicking **To...** (**To...**) or by clicking **Change Recipients** icon  in the bottom tool bar. Either of these will reopen the **Select Recipients** window.
2. Click in the **Subject** box to type in the email subject.
3. Click the large text box at the bottom of the page to type the body of the email.
4. To add an attachment, click **Attachments** (**Attachments**). You may attach up to 5 documents to the email; the combined size of the attachments may not exceed 10MB.

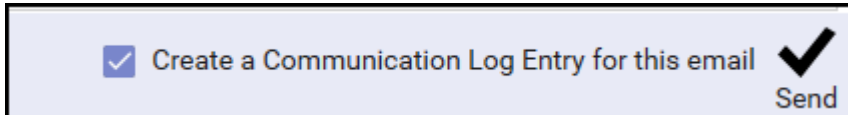
In the **Attachments** window, click **Browse** to navigate to your computer and select the desired file(s).

When the desired files have been selected, click **OK** to return to the email screen.

The attached document names show beside the **Attachments** button.



5. If **Create a Communication Log Entry for this Email** in the bottom bar is checked, an entry is automatically created in the Communication Log when the email is sent.





NOTE: If the option to Auto-Add Email from Student Data Links to the Parent / Student Contact Log has been set by the site, this defaults to being checked. This option can also be turned on/off in the **Mass Email** area of **Preferences**.

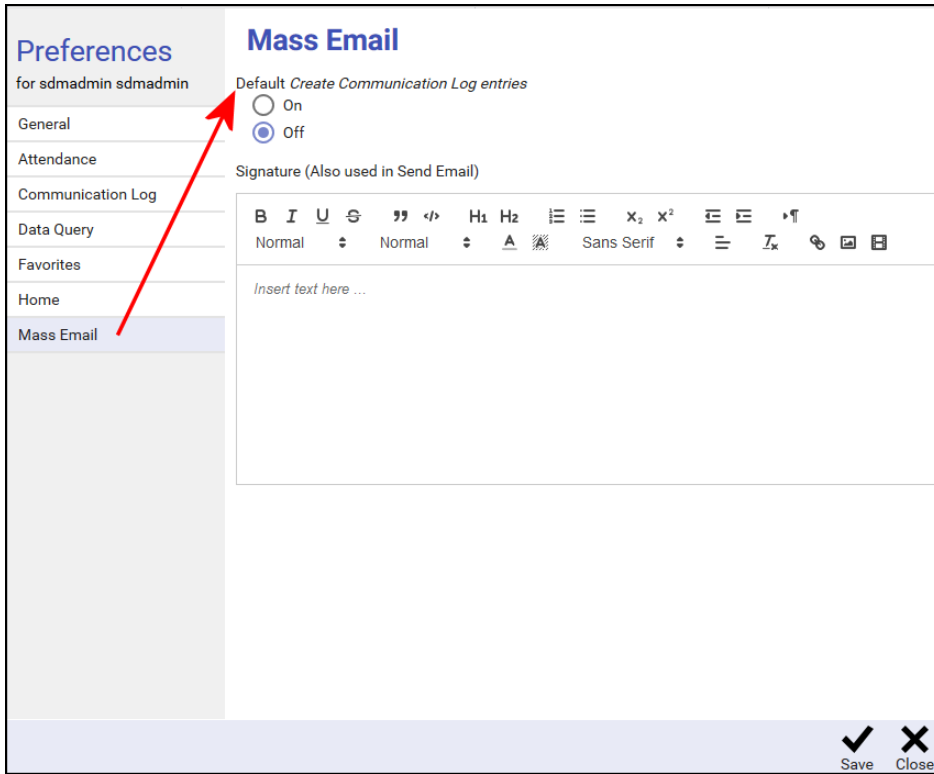
6. Click **Send** in the bottom bar to send the email and attachments to the listed recipients.

Mass Email

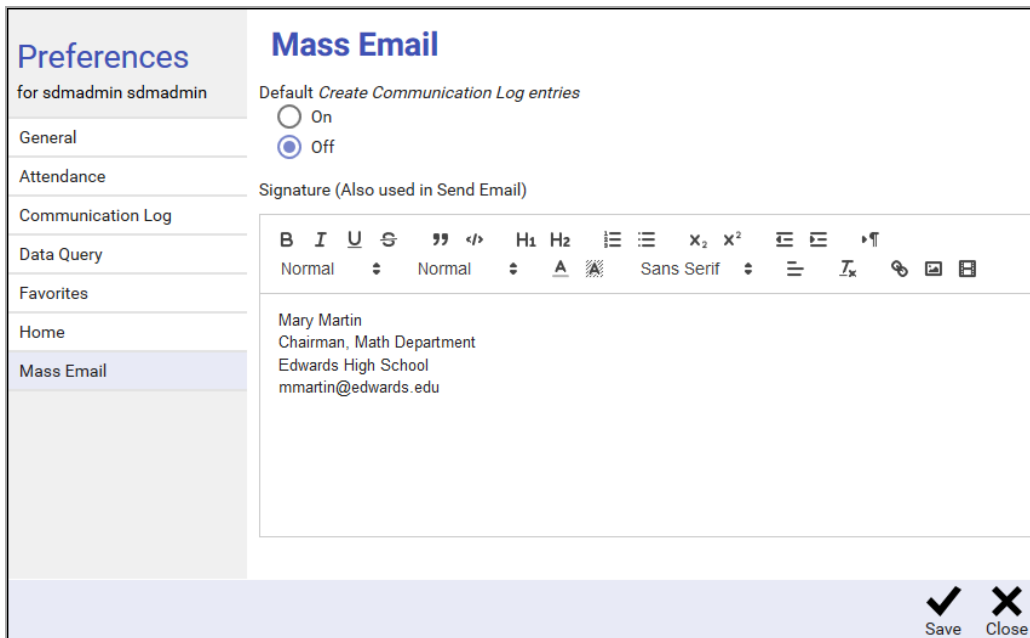
Setup Mass Email Preferences

Use this option to establish preferences when creating Mass Emails. Click the **User** icon  (with your initials) and select **Preferences > Mass Email** or select the **Preferences** icon  in the bottom bar.


The first option determines whether the **Create Communication Log Entries** when emails are created (defaults to Off). When an email is created, the **Create Communication Log entries** defaults based on this preference.



A signature line can be created which is automatically displayed in the Body field when creating a mass email. Enter your signature line and click **Save** in the bottom bar.



Creating a Mass Email

Classroom Summary has a **Mass Email** icon  on the bottom bar. Mass email allows you to select email recipients from groups of students.

1. When **Mass Email** is clicked on Classroom Summary, check the box beside each class to be included in the recipients or check the box in the heading to select all classes. Click **Next**.

The screenshot shows the 'Classroom Summary' interface. At the top right, it says 'Classroom Summary' and 'Show Classes For Today (Wed, Jan 08) - A Day'. Below this is a table with columns: Meets, Term, Course Section, Course Name, Attendance Today, Grading Due, Report Card Grades, Enrolled, and Actions. A red box highlights the checkboxes in the 'Meets' column. A 'Mass Email' dialog box is open, with the text: 'Select classes by clicking the boxes to the left of the Meets column, then click Next.' The dialog has 'Next' and 'Cancel' buttons.

Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Enrolled	Actions
<input type="checkbox"/>	Year	H3010-01	GEOMETRY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	⌵
<input type="checkbox"/>	Year	H3010-02	GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	⌵
<input type="checkbox"/>	Year	H8301-01	GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	⌵
<input type="checkbox"/>	Year	H3000-07	GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	⌵
<input type="checkbox"/>	Year	H3010-03	GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13	⌵
<input type="checkbox"/>	Year	H3000-01	ALGEBRA 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21	⌵
<input type="checkbox"/>	Year	H3010-04	GEOMETRY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	⌵
<input type="checkbox"/>	Year	H9036-02	SEMINAR 11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13	⌵

2. At the top of the page, the yellow area includes three dropdown lists that allow selection of which recipients appear as To, CC, BCC, or Do Not Include. **At least one drop-down must be set to something other than Do Not Include in order to continue.**

- **Students** – To send the email to the selected students, click To, CC (carbon copy), or BCC (blind carbon copy).
- **Household Parents** – To send to the household parents of the selected students, click BCC (blind carbon copy).

NOTE: BCC (blind carbon copy) is the only option available for household and non-resident parents to prevent recipients from seeing each other's email addresses.

- **Non-Resident Parents** – To send to the non-resident parents of the selected students, click BCC (blind carbon copy). Non-resident parents can choose to not receive mailings. Click **Include all even if did not request mailings** to send to include even those non-resident parents.

Select Recipients

Students Household Parents Non-Resident Parents

To

BCC

Do Not Include

 Send email to Class Teachers / Co-Teachers

Include all even if did not request mailings

CLASS VIEW
STUDENT VIEW

More <input checked="" type="checkbox"/>	Course Name ↑	Course	Section	Term	Home Room
▼ <input checked="" type="checkbox"/>	ENGLISH I	H1001	07	Year	
▲ <input checked="" type="checkbox"/>	ENGLISH II	H1021	04	Year	

	Student #	Name ↑	Grade Level	Email Address
<input checked="" type="checkbox"/>	9899706445	Curci, Cole L	10	ColeCurci@edwards.k12.mo.us
<input checked="" type="checkbox"/>	9899334050	Dickey, Alexis E	12	AlexisDickey@edwards.k12.mo.us
<input checked="" type="checkbox"/>	9899915164	Donmoyer, Avianna I	10	AviannaDonmoyer@edwards.k12.mo.us
<input checked="" type="checkbox"/>	9899395400	Entwistle, Shannon A	10	ShannonEntwistle@edwards.k12.mo.us

← Back to My Classes
▼ Expand All
▲ Collapse All

→ Next
✕ Cancel

3. Optionally click to check **Send email to Class Teachers/Co-Teachers**.
4. Each selected class is displayed with an up/down arrow in the **More** column. Click to display the class roster with checkboxes displayed beside each student name.
5. If the student recipients need to be modified, students can be removed by unchecking the box next to their name on this screen. To add other classes, click **Back to My Classes** in the bottom tool bar to return to the screen where the mass email process was initiated.

Otherwise, click **Next** to confirm your choices. If any recipient does not have an email address, a warning message is displayed. This alerts you that these students or the selected recipients associated with these students, will not be receiving the email, so they will need to be notified by some other means.

WARNING - No emails will be sent for 3 students

For these students, no email addresses were found for the selected recipient(s).

Student #	Name ↑	Grade Level
9899106372	Ham, Aliyah I	10
9899796765	Reagle, Keith I	10
9899577253	Vann, Taylor Y	09

← Return to Select Recipients

→ Proceed to Message Creation

Click **Return to Select Recipients** to make changes or click **Proceed to Message Creation**.

6. Now that the recipients have been chosen, the actual email can be created. Your email address is displayed in the **From** field.

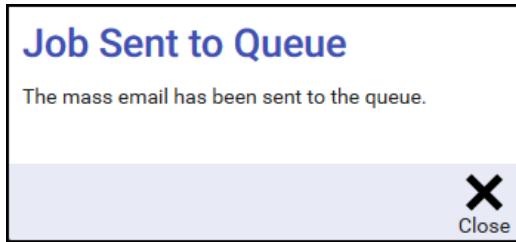
- If necessary, change Recipients by clicking the **Select Recipients** link.
- Click the **Subject** field and enter the email subject. If you click Send without a subject, a warning is displayed.
- Click the large text box to enter the body of the email. You may use the typical formatting selections in the format tool bar above.
- To add an attachment, click **Add Attachments** in the bottom bar then navigate to and select the desired file. Repeat to attach more than one file.

Attached files can be removed by clicking the **X** next to the filename.

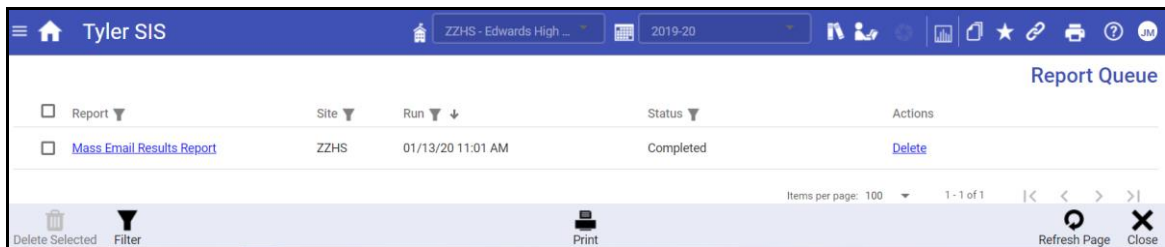
- If **Create Communication Log entries** is checked, when **Send Emails** is clicked, one Communication Log entry is created for each student to whom an email was sent.

NOTE: Defaults to checked/unchecked based on settings in Preferences (select the **Preferences** icon in the bottom tool bar, click **Mass Email**).

7. Click **Send Emails** in the bottom bar to send the email messages. The emails are queued for sending; click **Close**.



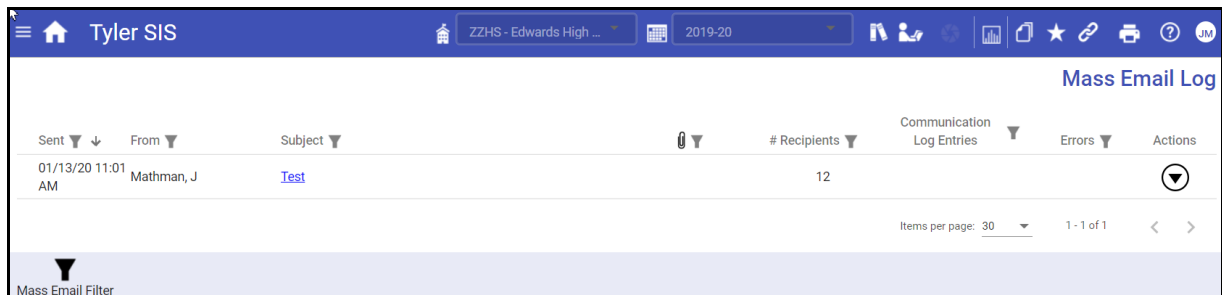
8. To view the progress and success of the mailing, go to **Menu > Report Queue**.



The Status column initially shows **Submitted** and changes to **Running**, then **Completed**. (Click **Refresh Page** in the bottom bar to update the status.) Once finished, the entry in the Report column becomes a link, which can be clicked to display the **Mass Email Results Report**.

Mass Email Log

A record is created of each mass email sent. To access the log, select **Menu > Utilities > Mass Email Log**. The Mass Email Log displays all mass emails sent by the current user.



- **Sent** – Date/time when the email was sent
- **From** – Name of staff member who sent the email.
- **Subject** – Subject line of the email.
- **Attachment** – If an attachment was included, displays the filename.
- **Recipients** – Indicates a count of recipients.
- **Communication Log Entries** – Indicates if entries were added to the students' communication logs.
- **Errors** – Displays if some emails addresses could not be used successfully.

The **Actions** menu provides the option to **Create Communication Log Entries** for students included in the mass email and a **Delete** option.

Mass Email Log

📎	# Recipients	Communication Log Entries	Errors	Actions
	12			⌵

Create Communication Log Entries

Delete

Filtering

Filter in the bottom bar opens the usual Filter panel on the right side of the screen.

Mass Email Log

Sent	From	Subject	# Recipients	Communication Log Entries	Errors	Actions
01/13/21	11:01 AM	Mathman, J	Test	12		⌵

Mass Email Filter

Subject Contains

Date Sent

From

mm/dd/yy

To

mm/dd/yy

Sent To

First Name

Last Name

Email Address

Recipients Associated with This Student

Student #

Clear Close

- **Subject Contains** – Enter text that may appear in the subject line.
- **Date Sent To/From** – Set date criteria for contacts.
- **Sent To** – Enter any part of First/Last Names or Email Address.
- **Recipients Associated with This Student** – Enter the student ID number, or any part of First/Last Names.

When a user applies a filter (by entering filter criteria) the grid displays the entries that match, as usual. And notice that a filter is active displays in the bottom tool bar.

Mass Email Filter

Data is being filtered. [CLEAR ALL FILTERS](#)

Viewing Mass Email Results

There are two ways to access the email results.

- Click the **Subject** link in the Mass Email Log to display a representation of the email and click **View Recipients** to view who received the email. Click the up/down arrow in the more column to view the recipients associated with each student.

View Recipients

[View Non-Student-Related Recipients](#)

Items per page: 10 1 - 4 of 4

More	Student #	Name	# Recipients												
^	9899337099	Foxwell, Leslie S	3												
<table border="1" style="width: 100%;"> <thead> <tr> <th>Name</th> <th>Relationship</th> <th>Email Address</th> </tr> </thead> <tbody> <tr> <td>Foxwell, D</td> <td>Mother</td> <td>DeeFoxwell@edwards.k12.il.us</td> </tr> <tr> <td>Foxwell, L</td> <td>Student</td> <td>LeslieFoxwell@edwards.k12.il.us</td> </tr> <tr> <td>Foxwell, T</td> <td>Father</td> <td>TomFoxwell@edwards.k12.il.us</td> </tr> </tbody> </table>				Name	Relationship	Email Address	Foxwell, D	Mother	DeeFoxwell@edwards.k12.il.us	Foxwell, L	Student	LeslieFoxwell@edwards.k12.il.us	Foxwell, T	Father	TomFoxwell@edwards.k12.il.us
Name	Relationship	Email Address													
Foxwell, D	Mother	DeeFoxwell@edwards.k12.il.us													
Foxwell, L	Student	LeslieFoxwell@edwards.k12.il.us													
Foxwell, T	Father	TomFoxwell@edwards.k12.il.us													
v	9899064833	Pickens, Lucas C	3												
v	9899537347	Swift, Raegan E	3												
v	9899295819	Whiten, Kimber-Raine M	2												

Expand All Collapse All Close

- Click **Menu > Report Queue**

Tyler SIS ZZHS - Edwards High ... 2018-19

Report Queue

Items per page: 100 1 - 1 of 1

Report	Run	Status	Actions
<input type="checkbox"/> Mass Email Results Report	06/27/19 4:15 PM	Completed	Delete

Delete Selected Filter Refresh Page Close

Then click **Mass Email Results Report**.

02/27/19		EDWARDS HIGH SCHOOL		ZZHS--1819	
16:14		Mass Email		Page 1	
Student Id	Name	Grade	No of Emails Sent		
9995231641	Barker, Michelle Kay	11	3		
9899737046	Bryan, Savana V	11	3		
9999954343	Collins, Jeraka R	11	2		
9999293299	Diggs, Chris R	10	2		
9899257572	Foreman, Hayden Y	09	3		
9899337099	Foxwell, Leslie S	10	3		
9899237310	Grear, John H	12	3		
9899833310	Janney, Delanie L	11	3		
9899236826	Janney, Jordan R	10	2		
9899827085	Moseley, Anthony T	10	3		
9899064833	Pickens, Lucas C	10	3		
9899074562	Puckett, Kayla Y	09	2		
9899882541	Rimer, MacKenzie C	09	3		
9899315195	Scott, Brooke O	09	3		
9899217979	Shipman, Bradley A	10	3		
9999864829	Stengel, Ashley H	10	2		
9899537347	Swift, Raegan E	09	2		
9899295819	Whiten, Kimber-Raine M	10	1		
	Mathman, Jim		1		

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