

Email

To schedule individual training for your district, contact SISTraining@tylertech.com.

Student links/Email or click the Email Icon: 

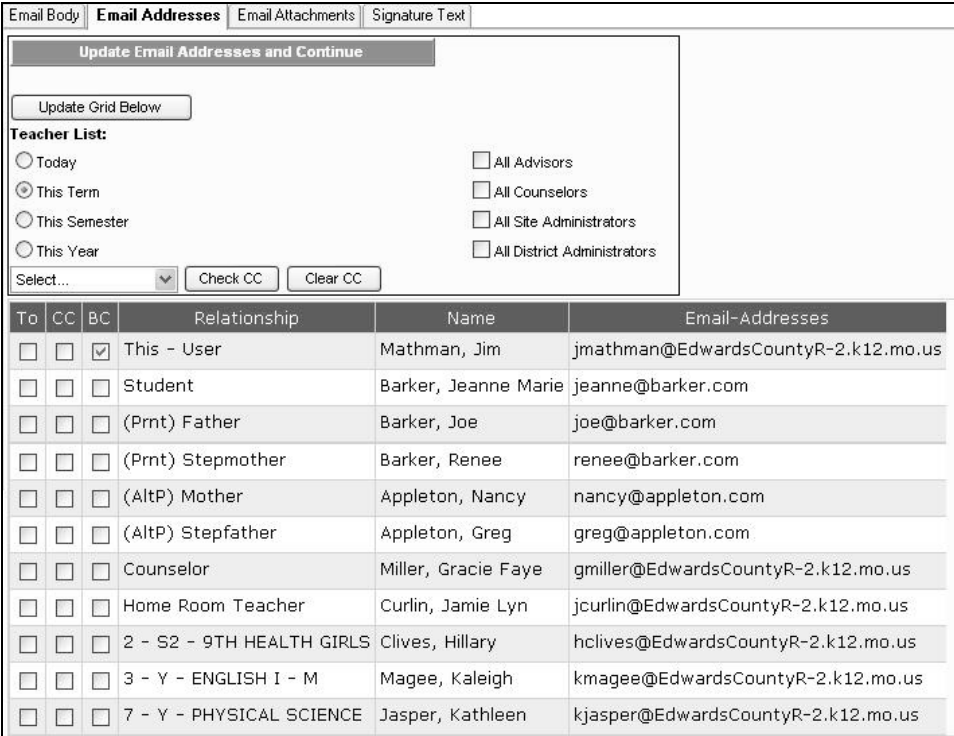
Overview

Email can be used to email a particular student along with parents, alternate parents, advisors, counselor, and teachers; email an entire class; or email a selected group of students.


- To Email a particular student and/or the student's family and staff associated with this student, click the Email icon.
- To Email an entire class, click on Class Roster and click the Email icon.
- To Email a select list of students, go to the Student Data Grid to select the students-See section Email From Student Data Grid.

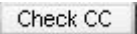
Create an Email

Click the Email icon  and search for the student.



To	CC	BC	Relationship	Name	Email-Addresses
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This - User	Mathman, Jim	jmathman@EdwardsCountyR-2.k12.mo.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student	Barker, Jeanne Marie	jeanne@barker.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Prnt) Father	Barker, Joe	joe@barker.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Prnt) Stepmother	Barker, Renee	renee@barker.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Altp) Mother	Appleton, Nancy	nancy@appleton.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Altp) Stepfather	Appleton, Greg	greg@appleton.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Counselor	Miller, Gracie Faye	gmiller@EdwardsCountyR-2.k12.mo.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Home Room Teacher	Curlin, Jamie Lyn	jcurlin@EdwardsCountyR-2.k12.mo.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 - S2 - 9TH HEALTH GIRLS	Clives, Hillary	hclives@EdwardsCountyR-2.k12.mo.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 - Y - ENGLISH I - M	Magee, Kaleigh	kmagee@EdwardsCountyR-2.k12.mo.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 - Y - PHYSICAL SCIENCE	Jasper, Kathleen	kjasper@EdwardsCountyR-2.k12.mo.us

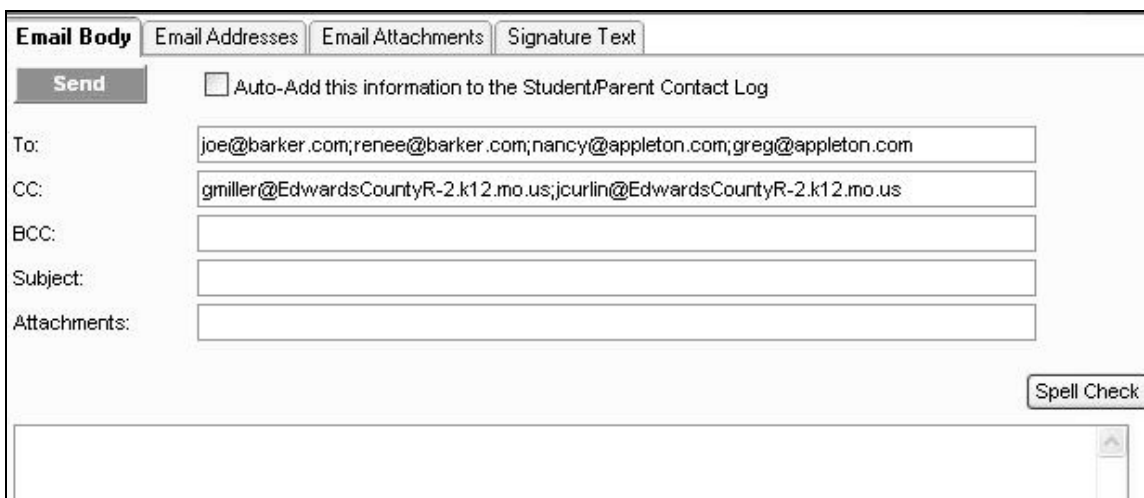
1. The grid defaults to show the student's current term teachers, advisor, and counselor. To change the teachers shown, or to show all advisors or counselors at the building select the appropriate option and click .
2. Check the appropriate boxes in the **To**, **CC** (carbon copy), or **BC** (blind carbon copy) columns for all parties who should receive this email.


- To carbon copy a group of people, select the group from the drop-down list and click .

Select
Parents
Teachers
Advisors
Counselors
Site Administrators
District Administrators

- Click . The **Email Body** tab displays.

Compose an Email

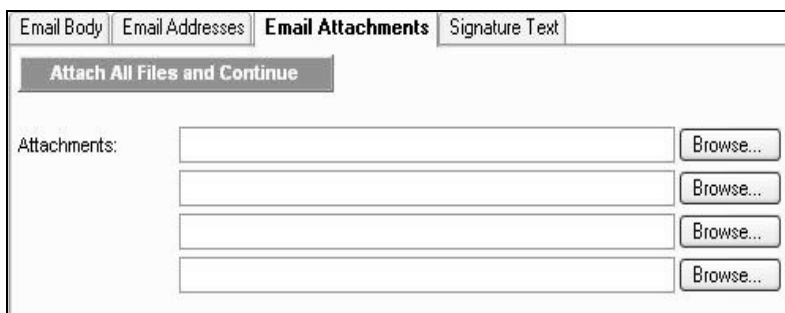



- Type the **Subject**.
- Type the **Body** of the email and click .
- Check the box for **Auto-Add this information to the Student/Parent Contact Log** if desired.

Note: The email may only be auto-added to the Contact Log if it is being sent or copied to primary or alternate parents.

Attach Files to an Email

- Click the **Email Attachments** tab.



- Type in the file path(s) or click .

- Once you have selected the desired attachment(s), click **Attach All Files and Continue**. The **Email Body** tab displays.
- To attach more than 4 files, click the **Email Attachments** tab again and repeat steps 2-3.

Add Signature Text

- Click the **Signature Text** tab.


The screenshot shows a window with four tabs: 'Email Body', 'Email Addresses', 'Email Attachments', and 'Signature Text'. The 'Signature Text' tab is active. Below the tabs is a 'Save' button. Underneath is a text input field containing the following text: 'Karen Rhodes', 'System Administrator', 'Edwards School District', and '314-555-0001'. There are scroll arrows on the right side of the text field.

- Type the signature text and click **Save**. This text will display below the body of the email and on all future emails, but may be edited or deleted.

Send an Email

- Click the **Email Body** tab.
- Click the **Send** button. The email has been sent to all designated parties.
- Click **Done** to exit.

Email from Student Data Grid

- Go to **Student Data Grid**.
- Click **Get All Active Enrollments** , which will only be students enrolled in your classes.
- From **Actions** dropdown, choose **Select From Check-box List of Students**.
- Leave as defaulted (Display Just This List of Names) and click **Done**.
- The Select box defaults to being checked for everyone. Click on the check box to unselect a student or choose **Clear All** to unselect everyone and then click the ones you want to email.

Select	Student Name	Grade
<input checked="" type="checkbox"/>	Arkan Terrance J	09
<input checked="" type="checkbox"/>	Arkin Alfred J	09
<input checked="" type="checkbox"/>	Arnold Harrison K	09
<input checked="" type="checkbox"/>	Awesome Lindsay A	10

- When you have completed making selections, click **Done**.
- You will return to the Student Data Grid with only the selected students listed.
- Click the Email icon on the far right and follow the steps listed above to complete the email.