

How to Send a SchoolMessenger for the Health Department Email – General Message Without Names

These instructions are for the Health Departments letter notifying the school families that there has been a COVID-19 case(s) in the school. This IS NOT the letter for individual that will be quarantined. That letter needs to have individual names attached and the directions are labeled, "How to Send SchoolMessenger COVID-19 Email for Quarantined Students (with names)".

-Make sure you are in Firefox, not Chrome

-Choose your students from PowerSchool

-Click Message Sender (Under Functions on First Page)

New Broadcast

1 Subject & Recipients

2 Message Content

3 Review & Send

Specify a subject and select the desired message type for this message.

Subject

Type

Select your message recipients. You can also include yourself.

Recipients

This will be your screen. Subject will be COVID-19 Case or Cases depending on the letter. Use General for everything except extreme emergencies. I always Add Me so that I get a copy of what I am sending.

Now for the bottom of the screen: Pull down Contacts & Guardians:

Recipients

Actions	Recipient/List Name	Recipient Languages	Targets	Count
<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text" value="PowerSchool Selection List"/>	English 753	<input type="text" value="Contacts & Guardians"/>	<input type="text" value="753"/>
Total				<input type="text" value="753"/>

This will open this screen. You only want to send to Guardians this letter is considered general not emergency.

Recipient List Targets for PowerSchool Selection List

By default, both Contacts (usually staff or students) and Guardians are included. You can refine those Targets below.

Target Recipients Both

Guardian Category Restriction

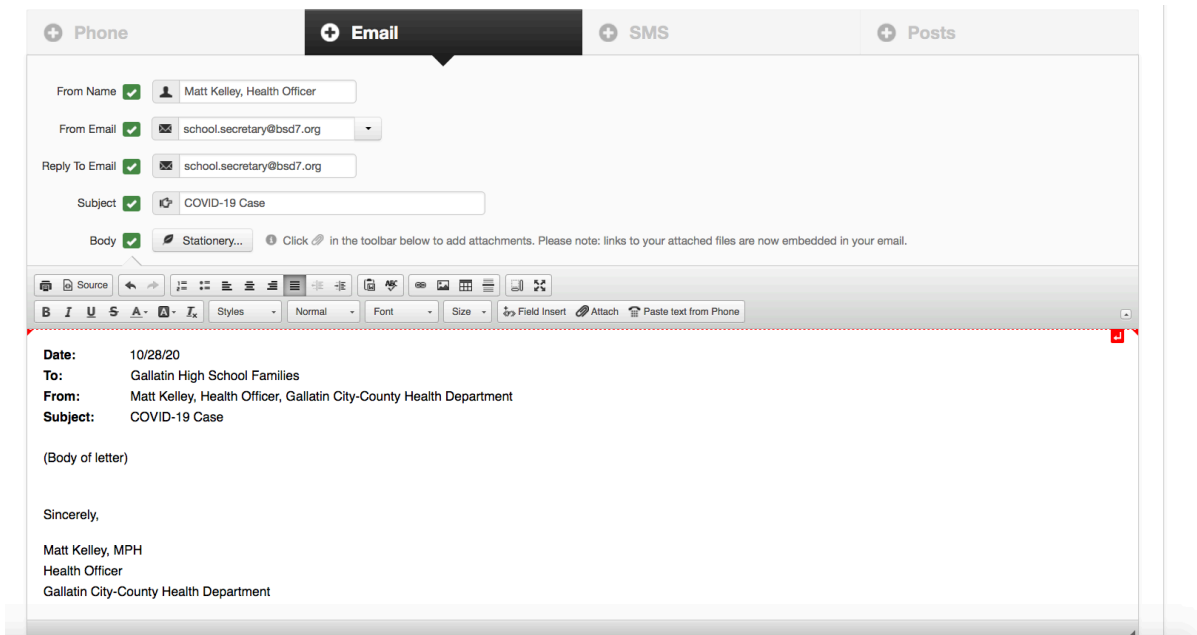
- Restrict to these categories
- Emergency
- Primary Guardian

Click on Update, you will get this, click continue

Recipients Add Message Recipients Add Me

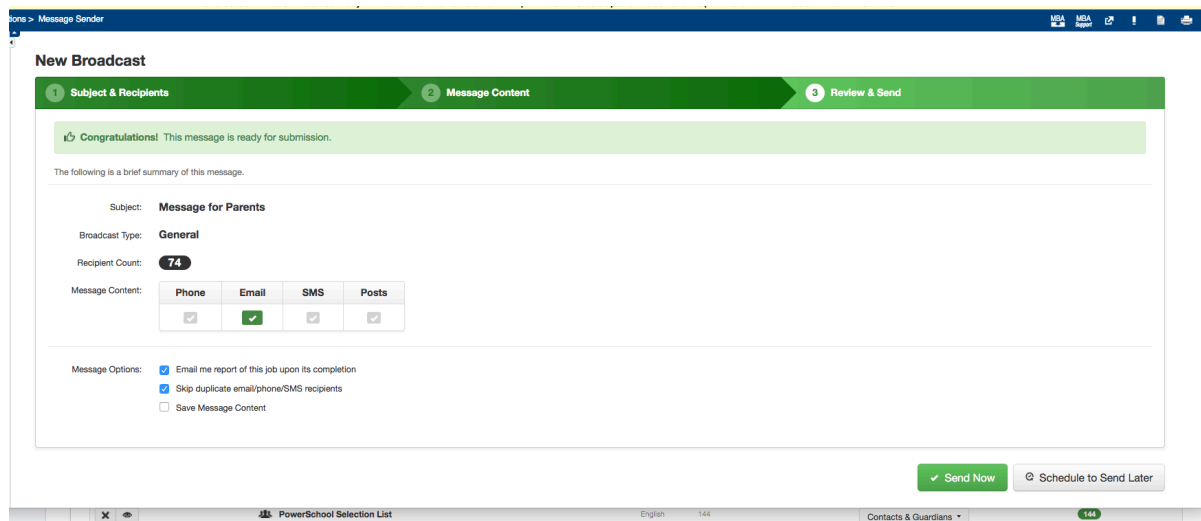
Actions	Recipient/List Name	Recipient Languages	Targets	Count
<input type="checkbox"/> <input type="checkbox"/>	PowerSchool Selection List	English 753	Contacts & Guardians	753
Total				753

The Health Department Logo does not copy and paste. So, your email should look like this:



Make sure you add any links that the health department has included. If you would like it is fine to attach the original letter.

This page will appear, for Message Options in the lower left-hand corner, make sure that Email me report of this job upon completion is checked and Skip duplicate email/phone/SMS recipients is checked. If you are ready to send the message now just click Send Now and you are done. If not click Schedule to Send Later.



If you want to schedule for a later time you will get this page. The time bars slide back and forth for you to set the time period you want your message to be delivered.

That's it, you did it!!!