

## How to Send a SchoolMessenger Email to Parents that Includes Students First and Last Names

-Make sure you are in Firefox, not Chrome

-Choose your student(s) 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 your email subject line. 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="button" value="PowerSchool Selection List"/>	English 753	<input type="button" value="Contacts &amp; Guardians"/>	<input type="button" value="753"/>
Total				<input type="button" value="753"/>

This will open this screen. You only want to send to Guardians, the only time you would send to both would be in an extreme emergency....think evacuation and the kids need picked up from an alternate site. When it opens up, you want to make sure that Primary Guardians is the only one checked. This will send emails to every student in Contacts that has a checkmark next to Lives with or Custody.

### 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

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 checked="" type="checkbox"/> <input type="checkbox"/>	PowerSchool Selection List	English 753	Contacts & Guardians	753

Total 753

[Continue](#)

You will get this page, click on Email the email page will open immediately.

### New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Add one or more of the following message types to your broadcast. [Load Saved Message](#)

Phone  Email  SMS  Posts

[Continue](#)

This is where you will compose or copy and paste your email. Enter your information in the top:

### New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Add one or more of the following message types to your broadcast. [Load Saved Message](#)

Phone  Email  SMS  Posts

From Name

From Email

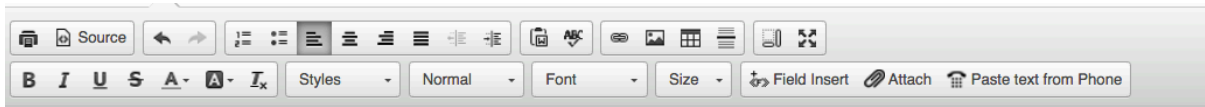
Reply To Email

Subject

Body  Stationery... Click in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.

**B I U S A** Styles Format Font Size Field Insert Attach Paste text from Phone

Once you copy and paste the main letter, place your cursor where the name should go:



Quarantine Letter Issue Date: October 17, 2020

COVID Last Exposure Date: October 12, 2020

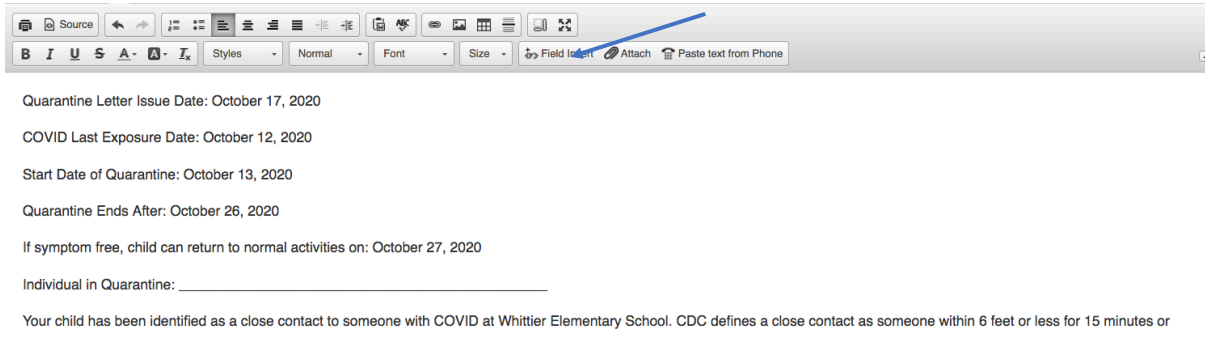
Start Date of Quarantine: October 13, 2020

Quarantine Ends After: October 26, 2020

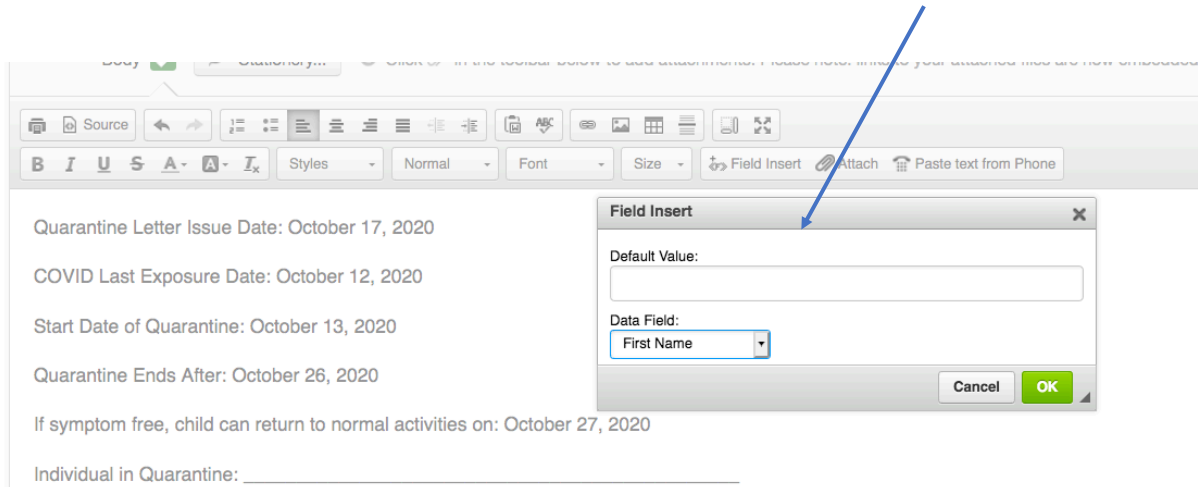
If symptom free, child can return to normal activities on: October 27, 2020

Individual in Quarantine: \_\_\_\_\_

Then Click on the Field Insert:



Pull Down to First Name, then Click OK



Repeat the Process again, this time pull down to Last Name:

Quarantine Letter Issue Date: October 17, 2020

COVID Last Exposure Date: October 12, 2020

Start Date of Quarantine: October 13, 2020

Quarantine Ends After: October 26, 2020

If symptom free, child can return to normal activities on: October 27, 2020

Individual in Quarantine:<<First Name>>\_\_\_\_\_

Now your line student name line will look like this, clean it up a little. Put a space between the first and last and delete the actual line.

Quarantine Letter Issue Date: October 17, 2020

COVID Last Exposure Date: October 12, 2020

Start Date of Quarantine: October 13, 2020

Quarantine Ends After: October 26, 2020

If symptom free, child can return to normal activities on: October 27, 2020

Individual in Quarantine:<<First Name>><<Last Name>>\_\_\_\_\_

Your child has been identified as a close contact to someone with COVID at Whittier Elementary School. CDC defines a close

This will be what your final line looks like:

Quarantine Letter Issue Date: October 17, 2020

COVID Last Exposure Date: October 12, 2020

Start Date of Quarantine: October 13, 2020

Quarantine Ends After: October 26, 2020

If symptom free, child can return to normal activities on: October 27, 2020

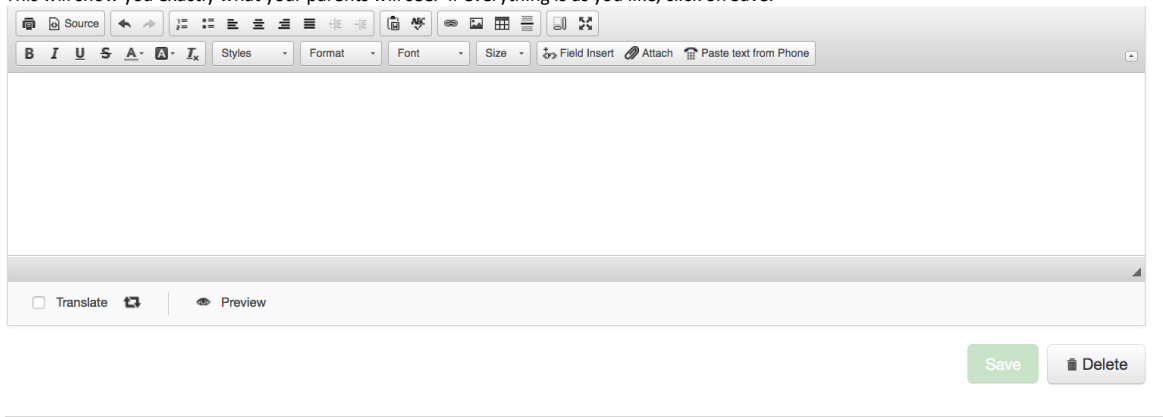
Individual in Quarantine:<<First Name>> <<Last Name>>

T

Then complete your email as you would any other.

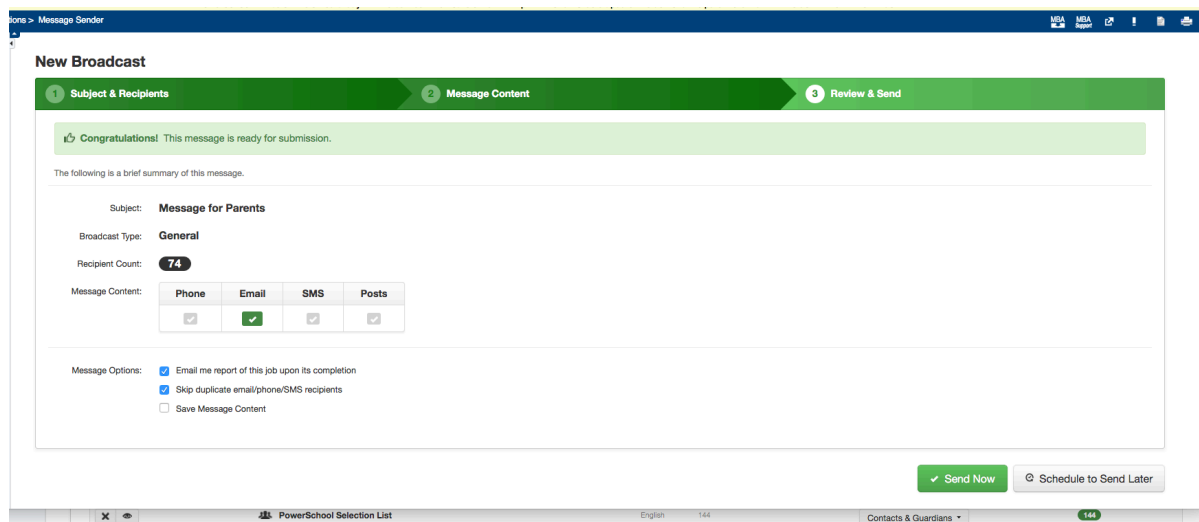
When you are done, click on Preview.

This will show you exactly what your parents will see. If everything is as you like, click on Save.



You are sent back to this page in case you want to send a phone or other type of message. If you do not, click Continue.

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!!!