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.

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 Update Grid Below.

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.

3. To carbon copy a group of people, select the group from the drop-down list and click `Check CC`.
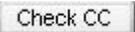
Select
Parents
Teachers
Advisors
Counselors
Site Administrators
District Administrators

4. Click **Update Email Addresses and Continue**. The **Email Body** tab displays.

Compose an Email

| Email Body | Email Addresses | Email Attachments | Signature Text |

Send   ☐ Auto-Add this information to the Student/Parent Contact Log

To: joe@barker.com;renee@barker.com;nancy@appleton.com;greg@appleton.com

CC: gmiller@EdwardsCountyR-2.k12.mo.us;jcurlin@EdwardsCountyR-2.k12.mo.us

BCC:

Subject:

Attachments:

Spell Check
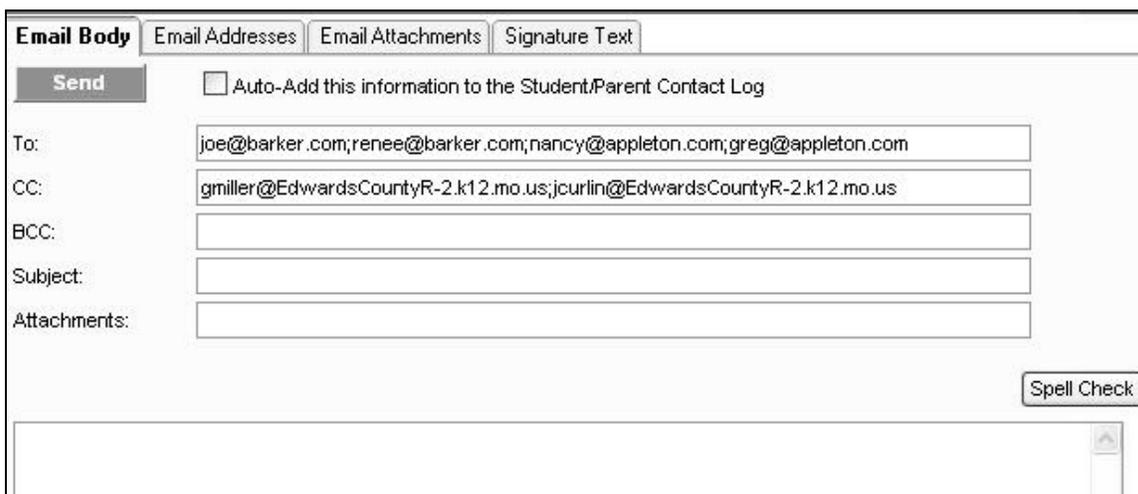
1. Type the **Subject.**

2. Type the **Body** of the email and click `Spell Check`.

3. 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

1. Click the **Email Attachments** tab.

| Email Body | Email Addresses | **Email Attachments** | Signature Text |

Attach All Files and Continue

Attachments: _____ Browse...
                _____ Browse...
                _____ Browse...
                _____ Browse...
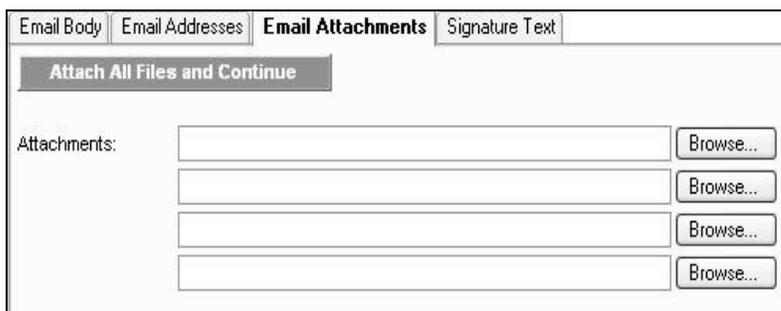
2. Type in the file path(s) or click `Browse...`.

3. Once you have selected the desired attachment(s), click **Attach All Files and Continue**. The **Email Body** tab displays.

4. To attach more than 4 files, click the **Email Attachments** tab again and repeat steps 2-3.

Add Signature Text

1. Click the **Signature Text** tab.

2. 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

1. Click the **Email Body** tab.

2. Click the **Send** button. The email has been sent to all designated parties.

3. Click **Done** to exit.

Email from Student Data Grid

1. Go to **Student Data Grid.**

2. Click **Get All Active Enrollments** , which will only be students enrolled in your classes.

3. From **Actions** dropdown, choose **Select From Check-box List of Students**.

4. Leave as defaulted (Display Just This List of Names) and click **Done.**

5. 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.

6. When you have completed making selections, click **Done**.

7. You will return to the Student Data Grid with only the selected students listed.

8. Click the Email icon on the far right and follow the steps listed above to complete the email.