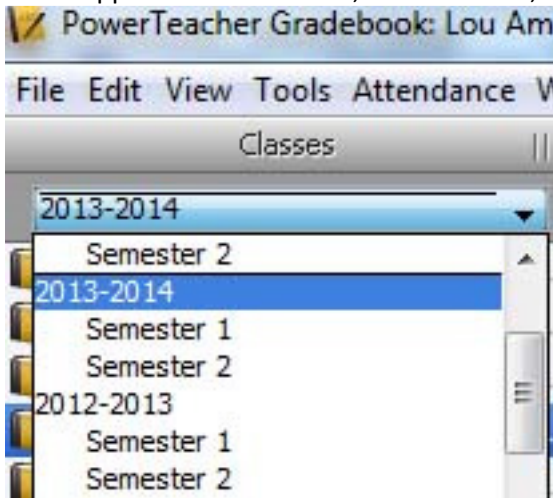
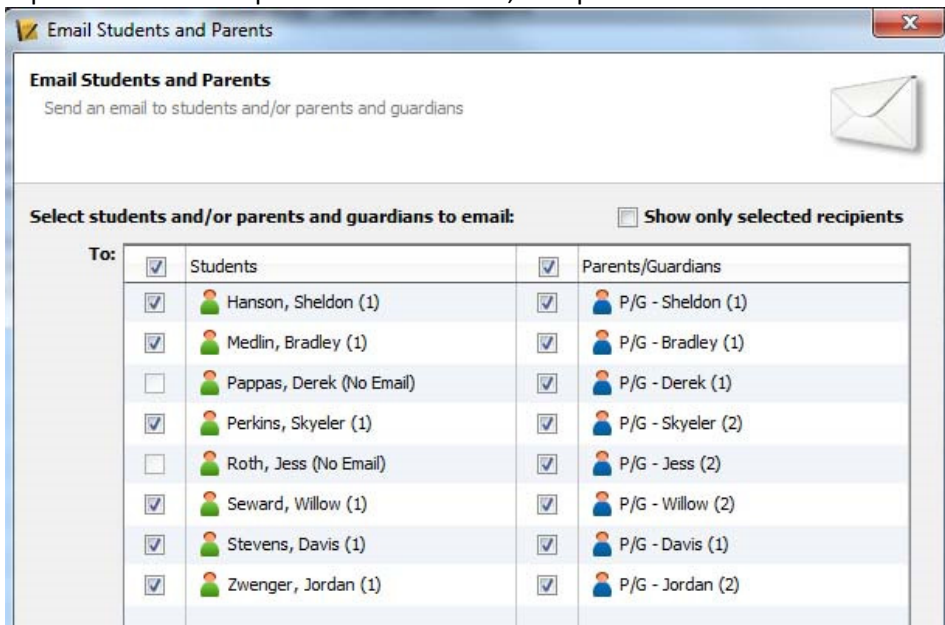


Emailing Students and/or Parents from PowerTeacher

1. Log into PowerTeacher and launch your gradebook
2. In the upper left-hand corner, under Classes, select the appropriate school year



3. From the Tools menu, select Email Students and Parents
4. Select only one class to e-mail and click the Next button. (E-mailing multiple classes at once will cause the e-mail to fail)
5. Select the checkbox to the left of each person you want to e-mail. Selecting the checkbox at the top will select all recipients in that column, except for those that do not have e-mail addresses.



6. Enter a Subject for your e-mail
7. In the Message box, enter the content of your e-mail and click on the Send Now button