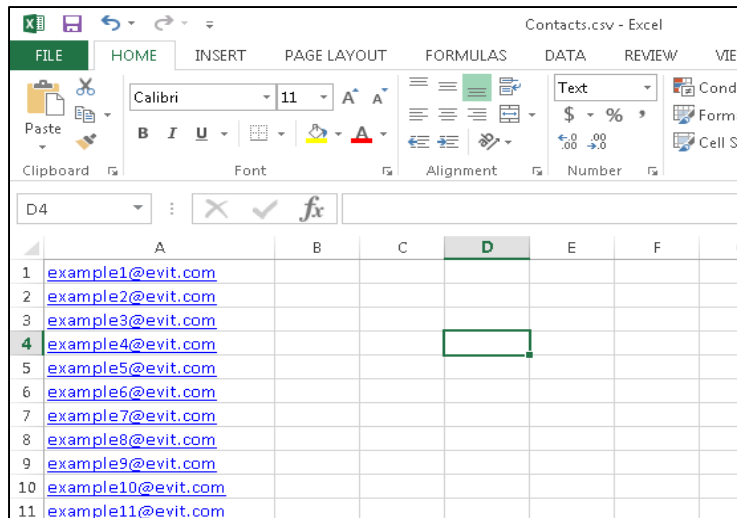


SchoolMessenger – Creating a Broadcast

Creating a broadcast from within SchoolMessenger will allow you to send e-mail notifications to your current students or an uploaded contact list using a comma delimited (.csv) file. With SchoolMessenger, you have the ability to include attachments in your email and compose html style messages. The e-mail notification will send to both the parent and student e-mail addresses, when available.

Sending a Message to a Contact List

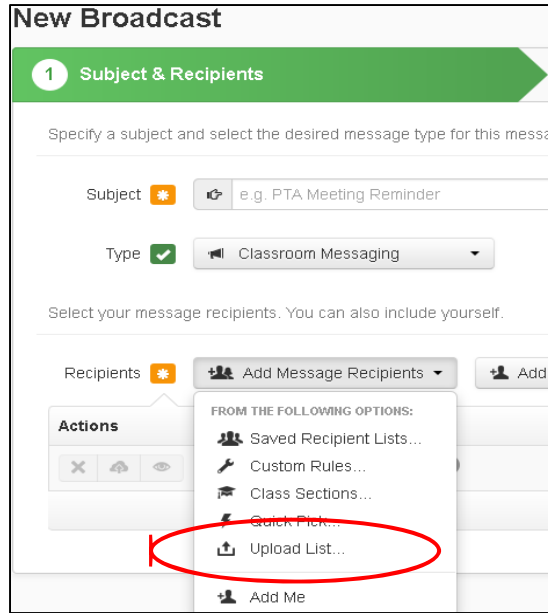
1. Locate and open the spreadsheet containing the contacts.
2. For ease of uploading, the first column of the spreadsheet should contain the email addresses of the contacts. The spreadsheet should contain no headers or any other data.



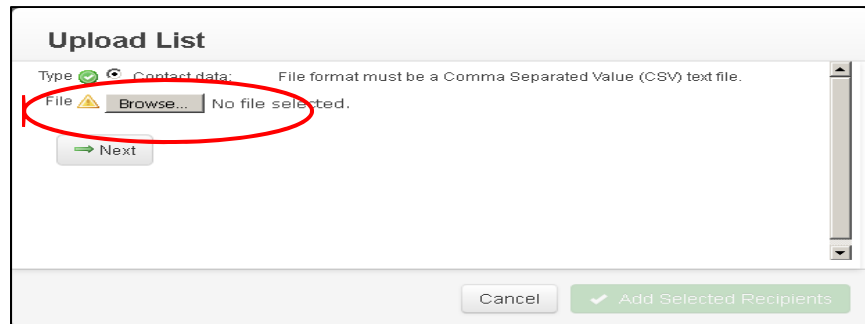
3. Save the spreadsheet to as a comma delimited (.csv) file.
 - Click **File**
 - Select **Save As**
 - Click on **Browse**
 - Browse to the desired location (you will reference this location in step 6)
 - Enter a **File Name** (should be something easy to identify the file)
 - On the **Save as type**, click the drop-down and select "**CSV (Comma delimited) (*.csv)**" option
 - Click Save
4. Log into the SchoolMessenger website. To create a broadcast, click on the New Broadcast button on the right-hand side of the dashboard.



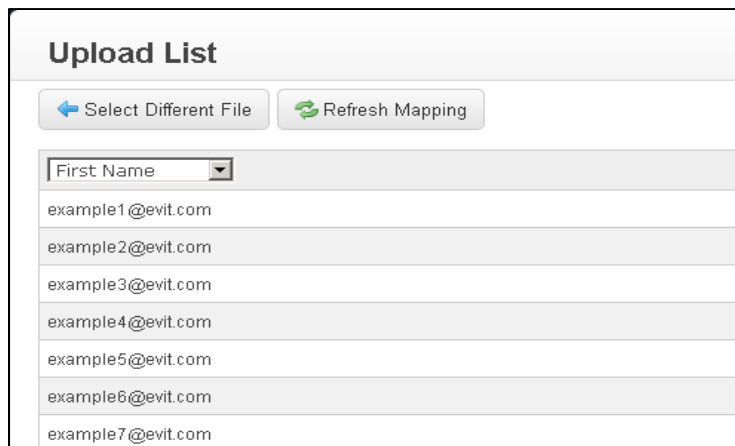
5. Enter a subject for your broadcast, and choose Classroom Messaging. Next to Recipients, choose Upload List from the drop-down menu.



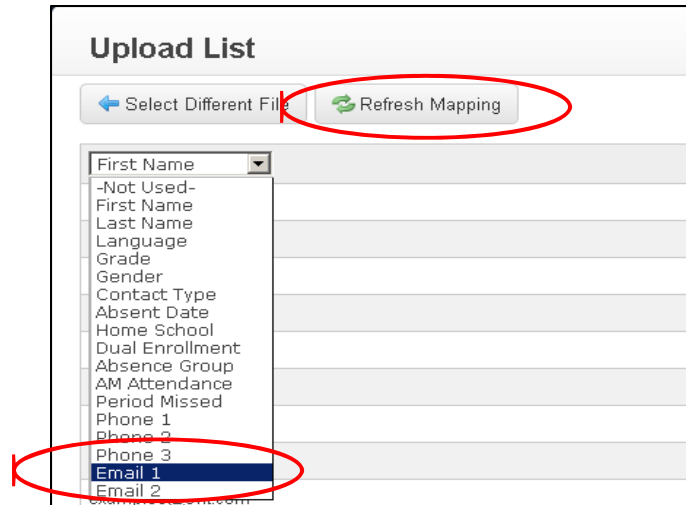
6. Click Browse. Locate and select the saved csv file. Click Next.



7. The following screen appears listing the contacts.



8. Drop-down the list and set the field to Email 1. Click Refresh Mapping and then Add Selected Recipients.



9. Click on the Continue button.

10. Click on the Add Email button. This will allow you to enter the content of your e-mail.

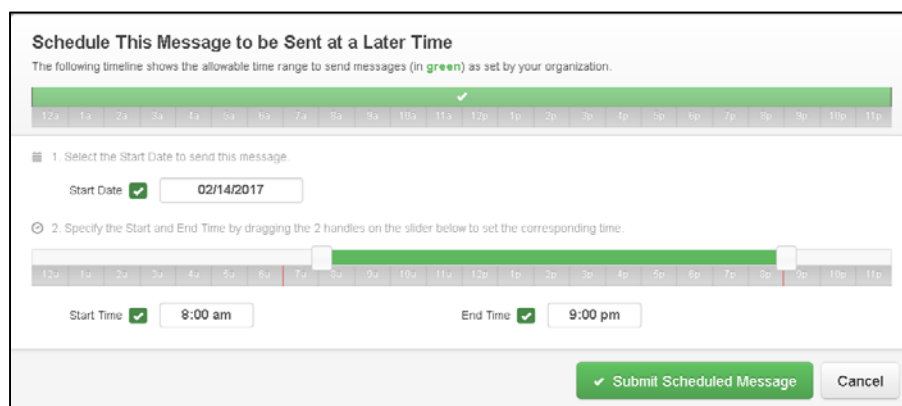


11. After completing the body of your e-mail and adding any attachments, click on the Save button. At the next screen, click on the Continue button.

12. You can click on the Send Now button to send the message immediately, or click on the Schedule to Send Later button to schedule for a specific date and time.



13. If you selected to schedule to send later, the following screen appears.



14. Click within the start date field to bring up the calendar. Choose the date to send the message out.

Schedule This Message to be Sent at a Later Time
The following timeline shows the allowable time range to send messages (in green) as set by your organization.

1. Select the Start Date to send this message

Start Date 02/14/2017

2. Specify the Start and End Time by dragging the 2 handles on the timeline below to set the corresponding time.

Start Time 9:00 pm

15. Set the start and end time using the slider handles or by entering the specific times in the provided fields. Generally, a two hour window is sufficient.

Schedule This Message to be Sent at a Later Time
The following timeline shows the allowable time range to send messages (in green) as set by your organization.

1. Select the Start Date to send this message

Start Date 02/14/2017

2. Specify the Start and End Time by dragging the 2 handles on the timeline below to set the corresponding time.

Start Time 8:00 am

End Time 9:00 pm

16. Click Submit Scheduled Message. The following confirmation will be displayed. Click Continue.

Success: Your Broadcast Has Been Scheduled

Your broadcast, **Test** is scheduled to be sent to **15 recipient(s)** on **Friday 2/17/17** at **7:50am**. You can edit the schedule and track progress on the [dashboard](#).

17. When the job has completed, you will receive an e-mail from SchoolMessenger with a report.