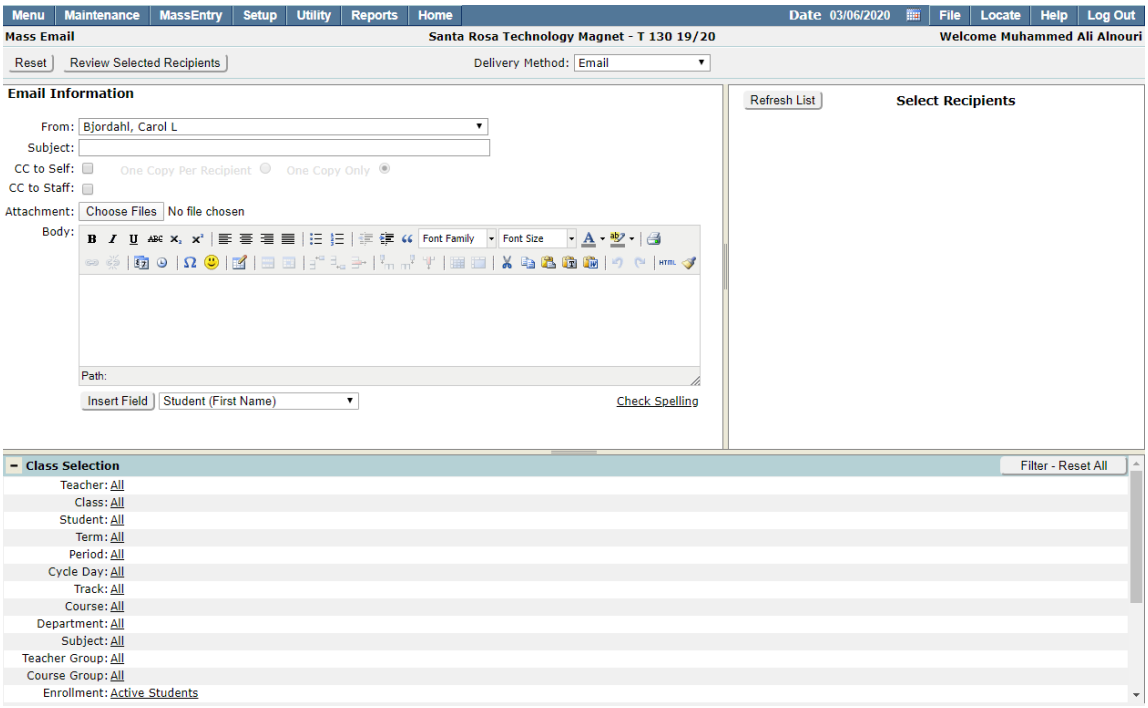
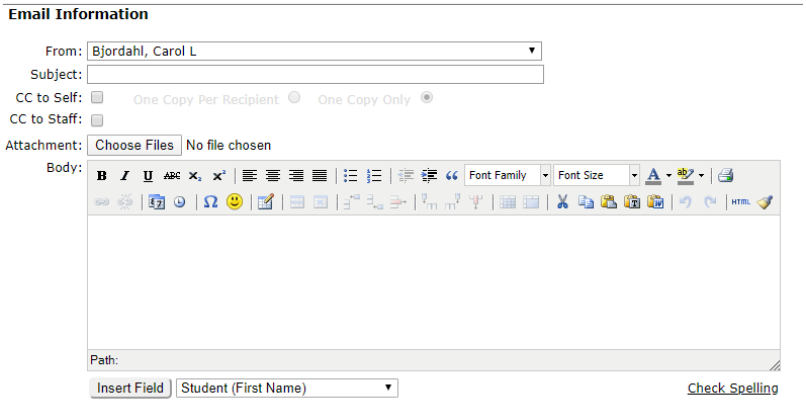
How To Send An Email To Parents using Q/SIS

Teachers can use this function to send to individual or multiple students in their class.
To access, go to **Menu > School > Mass Email**



The screen has three main sections:

The First Section is the Email Information which has the following parts:



"**From**" drop-down list, to choose the sender of the email.

"**Subject**" field, to type the subject of the email.

"**CC to Self**" checkbox, to check it if you need a copy of that email for your records.

"**CC to Staff**" checkbox, to check it if you need to send a copy of that email to one or more staff members.

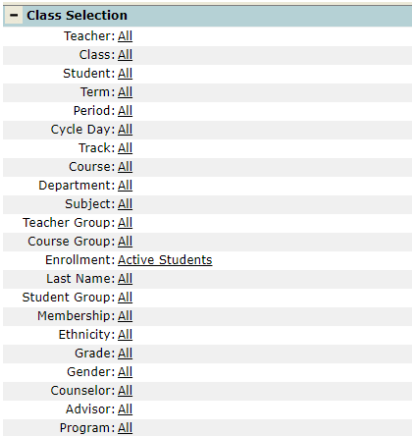
"**Attachment**" Choose Files button, to select a file to send it as an attachment to the email.

"**Body**" Editor, A full functions editor, like Microsoft Word, to type the email.

"**Insert Field**" button, it has a drop-down list with the student name, so you can use this code in the body editor as a reference to student name. This code appears like {student_firstname}, which means this code will be replaced by the student name depending on the recipients list.

"**Check Spelling**" link, to use this feature of check spelling of the email in the body editor before you send it.

The Second Section is the Class Selection which has many options to choose from.



Use this selection to choose the parents of students you want to email.

For example:

Enrollment: which has Active Students by default.

Course: To select a specific course (Homeroom, PE, …)

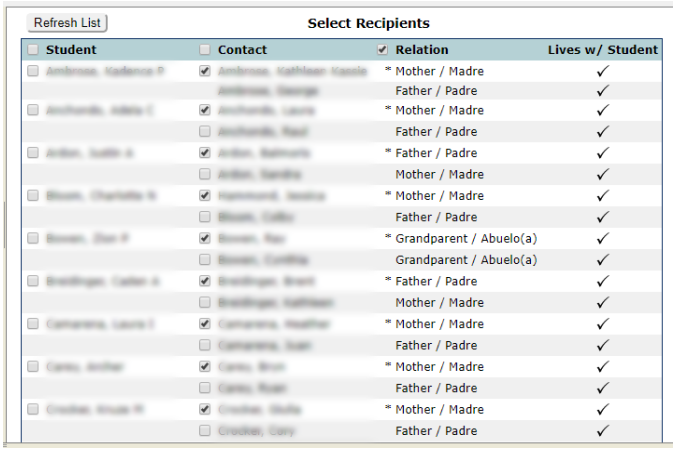
Subject: To select a specific subject (Math, Science,…)

Program: To select a specific program (EL, Band, …)

Student Group: To select a specific group.

Grade: To select a specific grade.

The Third Section is Select Recipients, which will be blank at the first. Once you have selected your desired options in the second section, "Class Selection," you need to click the "Refresh List" button in order to see the list of those students.

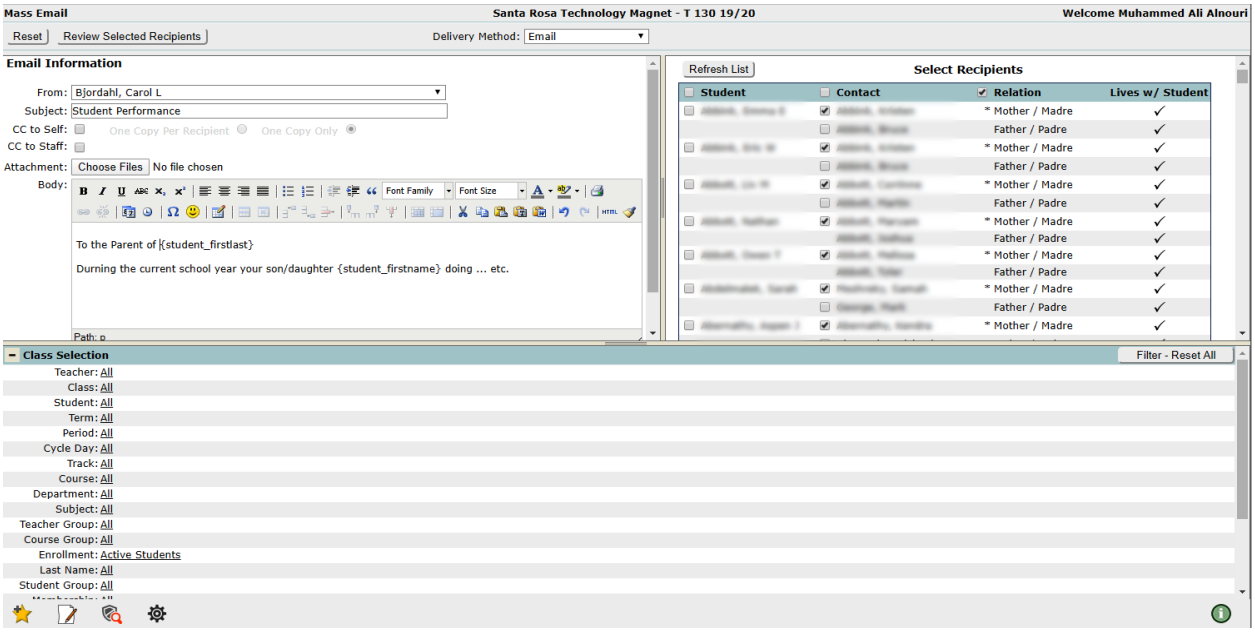


In this list, we have three Check box columns as follows:

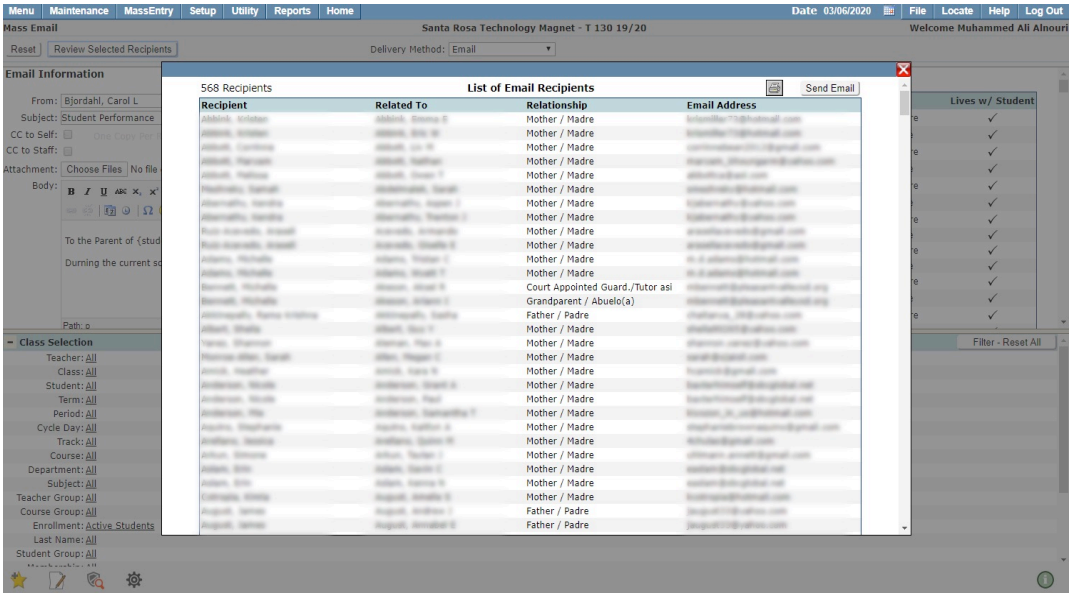
Student: select it if you want this student to receive the email.
If you click the checkbox in the header next to Student, then all students will be selected.

Contact: Each student has two contacts (Mother/Father). Select the checkbox next to each one if you want them to receive the email.
If you click the checkbox in the header next to Contact, then all contacts will be selected.

Relation: You will see a star (*) next to Mother of each student. If you select the checkbox in the header next to Relation, then only Mothers will be selected from the "Contact" column.



Finally, when you finish setting up the three sections, you need to need to click "**Review Selected Recipients**" button. A new window appears with four columns: Recipient name, Student name, Relationship, and the email address.



Please be sure to review the list of the recipients before click "Send Email" button. If you feel something is wrong in this list, please close this window and review the steps from the beginning.

To send emails to this recipient list, click on "**Send Email**" button. To print this list as a hard copy, click on the printer button. Please feel free to submit a helpdesk support ticket if you have any questions.