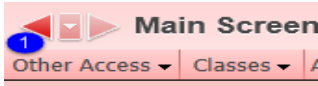
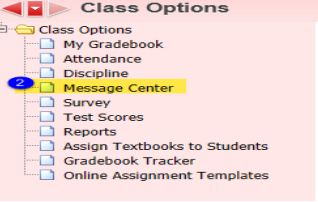
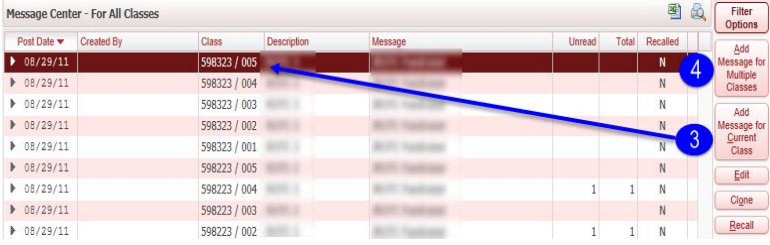
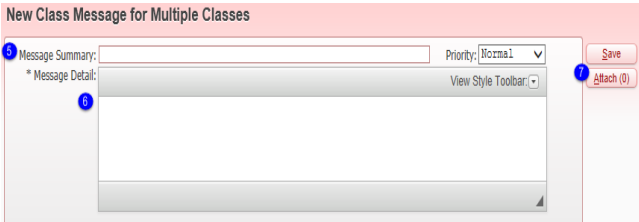
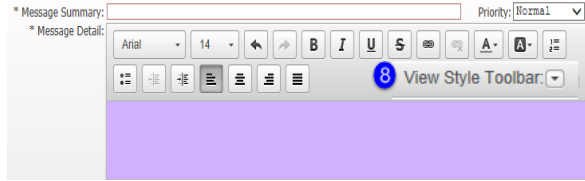


Message Center – Emailing Parents/Students via Gradebook

<p>Open any gradebook –</p> <ol style="list-style-type: none"> 1. Click on the Other Access tab 	
<ol style="list-style-type: none"> 2. Select Message Center 	
<ol style="list-style-type: none"> 3. Add Message for Current highlighted class 4. Add Message for Multiple Classes 	
<ol style="list-style-type: none"> 5. Type Message Summary (Title of Message) 6. Type your message 7. Attach any documents if needed (must be in PDF format) 	
<ol style="list-style-type: none"> 8. Click on View Style Toolbar to access the different fonts and styles for the message 	
<ol style="list-style-type: none"> 9. Check to post message on Family Access (Uncheck – Allow parents to respond to this message to receive emails via Outlook) 10. Check to send message as an email – select the date and time for the message to go out 11. Select to email Students 12. Select to email Parent/Guardians 13. Select to include additional Staff to receive email 14. Select All to send message to All classes or select individual <p>Go to top right and click SAVE.</p>	