Logging Parent Contact

Teachers

Four ways to reach and document parent/guardian contact — log contacts in the **Contact Log**, post **OnCourse Connect messages**, and email from **Grade Book** or **People**.

1 Log Student Contact (Contact Log)

1. Go to **Grade Book > Tools & Actions > Log Student Contact**.
2. **Select the student(s)** — the contact log window opens.
3. Populate the **Date**, **Time**, **Purpose**, **Contact Method**, and **Contact Type**.
4. Leave any relevant notes and **notify staff** if needed, then click **Save**.

✓ **Also works from SIS: SIS > People** > open the student's profile > **Contact Log** > **Add Contact Record**.

2 Send an OnCourse Connect Message (Guardians or Students)

1. Go to **Grade Book > My Grade Book > Tools & Actions > Post OnCourse Connect Message**.
2. Click **Compose New Message**.
3. Select the **Post Date** and **Subject**, enter the message, and **add recipients**.
4. Click **Post Message**.

✓ **Another way in: Grade Book > OnCourse Connect > Messaging Center > Compose New OnCourse Connect Message**.

3 Email from Grade Book

1. Go to **Grade Book > My Grade Book > Tools & Actions > Send Email**.
2. Click **Compose Mail** and **select the class**.
3. Populate the email and **send**.

4 Quick Email

1. Go to **SIS > People** and search for students or guardians.
2. Select their name using the **checkbox**.
3. Click **Actions > Quick Email**.

✓ **Note:** all quick emails sent will automatically log in the **Contact Log** app.