

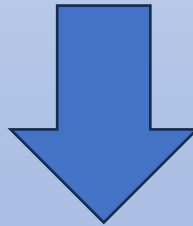
Communication in SchoolTool

Fall 2026

Communicate to students and families by...



Email Message



Merge Field
Document



Discussions

Actions Tab: Send Email

1. Select:
Send Email

2. Find your students:

- Select the class with which you want to send communication.

OR

- Use advanced Search to search for specific students.

My Home

Cancel Help ?

Select an Action:

☒ Send Email

☐ Create Document

Search for Students:

☒ By Class

☐ Advanced Search

☒	Class	Period	Section	Days	Room	Semester
☒	ENGLISH 11	1	5	1,2	218	Fall Semester/Spring Semester
☒	ENGLISH 11	3	4	1,2	218	Fall Semester/Spring Semester
☒	ENGLISH 11	5	1	1,2	218	Fall Semester/Spring Semester
☒	ENGLISH 11	7	9	1,2	218	Fall Semester/Spring Semester
☒	ENGLISH 11	9	2	1,2	218	Fall Semester/Spring Semester

SEARCH

Actions Tab: Send Email

From:

Jacqueline Henderson (jhenderson@nasboces.org)

Your email address will prepopulate – this cannot be modified.

To:

jhenderson@nasboces.org;

You may enter additional emails here.

BCC:

Subject:

Email subject

Body:

Enter the contents of your email here.

Spell Check

AB

Importance:

Normal ▼

Importance defaults to Normal – but you can change.

Attachments must be smaller than 10 MB.

Choose File No file chosen

UPLOAD ATTACHMENT

Can attach document to message.

Actions Tab: Send Email



Send to: ☒ Student ☐ Primary ☐ Receives Mail ☐ Parent Portal Access

SEND EMAIL

Send email to desired recipients

Student	Student Email
Hatfield, Delaney	DHatfield8248@s.com
Finch, Elliot	EFinch1336@s.com
Simmons, Angelo	ASimmons1492@s.com

Send to:

☒ Student ☒ Primary

☐ Receives Mail ☐ Parent Portal Access

SEND EMAIL

Student	Student Email	Contact	Contact Email
Hatfield, Delaney	DHatfield8248@s.com	Cantrell, Toby	TCantrell2068@c.com
Finch, Elliot	EFinch1336@s.com	Nelson, Skylar	SNelson9423@c.com
Simmons, Angelo	ASimmons1492@s.com	Petty, Ellis	

Note: Any individual without an email listed will not get the message sent to them regardless if they appear on this list.

Actions Tab: Send Email

Send to: ☐ Student ☐ Primary ☒ Receives Mail ☐ Parent Portal Access **SEND EMAIL**

Student	Contact	Contact Email
Hatfield, Delaney	Cantrell, Toby	TCantrell2068@c.com
Finch, Elliot	Buckner, Edward	
Finch, Elliot	Nelson, Skylar	SNelson9423@c.com
Simmons, Angelo	Petty, Ellis	



As additional checkboxes are selected, students may appear more than once. However, students will only receive (1) single copy of the message regardless of how many times they appear.

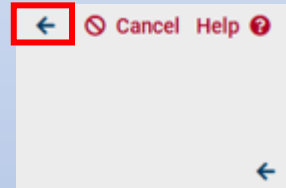
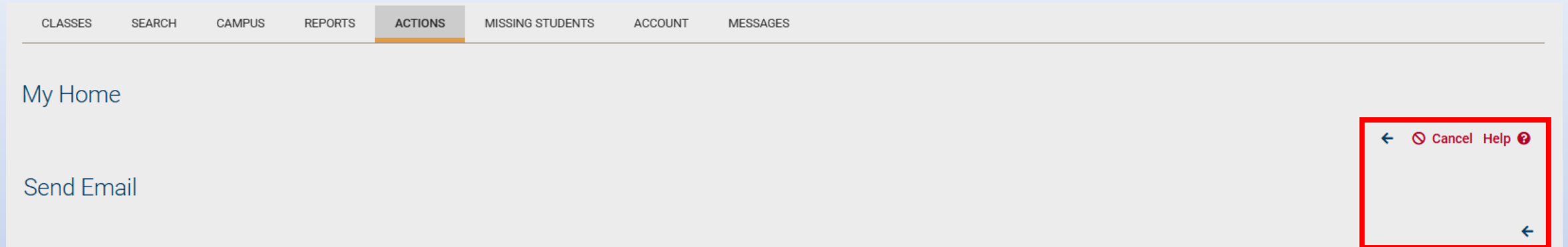
Send to: ☐ Student ☐ Primary ☐ Receives Mail ☒ Parent Portal Access **SEND EMAIL**

Student	Contact	Contact Email
Hatfield, Delaney	Cantrell, Toby	TCantrell2068@c.com
Finch, Elliot	Buckner, Edward	
Finch, Elliot	Nelson, Skylar	SNelson9423@c.com
Simmons, Angelo	Collins, Javier	Does not receive mail!
Simmons, Angelo	Petty, Ellis	



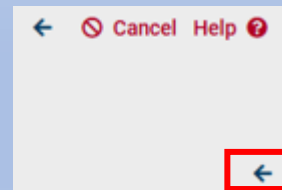
If a contact meets criteria for a checkbox, but does not receive mail, they will be listed with a notation and not receive the message.

Actions Tab: Send Email



Top back button: Back

Return user to previous search results screen, allowing them to re-select the specific students desired to receive the email message.



Bottom back button: Done

Exits the Actions tab entirely, returning user to their default My Home screen without sending the email.

Actions Tab: Create Document

1. Select:
Create Document

2. Find your students:

- Select the class with which you want to send communication.

OR

- Use advanced Search to search for specific students.

My Home

Cancel Help ?

Select an Action:

☐ Send Email

☒ Create Document

Search for Students:

☒ By Class

☐ Advanced Search

☒	Class	Period	Section	Days	Room	Semester
☒	ENGLISH 11	1	5	1,2	218	Fall Semester/Spring Semester
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☐	ENGLISH 11	7	9	1,2	218	Fall Semester/Spring Semester
☐	ENGLISH 11	9	2	1,2	218	Fall Semester/Spring Semester

→ SEARCH

Select class or classes to include in document.

Actions Tab: Create Document

Create Document

Browse to your Document No file chosen (rtf, csv or xml files only)

☒ Letter Format ☐ Insert Page/Document Break
☐ Label Format Repeat each label times

Print Order:

Who will these be sent to?

☒ Pre-Defined:
☐ User Defined:

Set your document parameters:

- Format
- Page Break
- Print Order
- Recipients

Click Merge to generate the document

Note: Use Help document to find Mail Merge keywords [Help ?](#)

Actions Tab: Create Document

Expand data sets and specify options as appropriate.

☒ When data sets are expanded, only return students that have data to display	
↓ Contacts	Help ?
↓ Custom Alerts	Help ?
↓ Daily Attendance	Help ?
↓ Discipline	Help ?
↓ Grades (Permanent Record)	Help ?
↓ Program Services	Help ?
↓ Schedules	Help ?
↓ Selections	Help ?
↓ Transportation	Help ?
↓ User Defined Assessments	Help ?
↓ User Defined Screens	Help ?

Actions Tab: Create Document

Sample Daily Attendance Data
Set option

When fields are selected, it will
only return students that meet
the criteria and have data to
display.

 Daily Attendance

Type:

All

▼

Reason:

All

▼

Quantity:

Greater Than

▼

0

From:

7/1/2026



To:

6/30/2027



Print Order:

Date Ascending

▼

Discussions (Teacher)

My Home > Discussions

Discussions

New Message:

Select Recipients: ☒ Students ☐ Faculty

Include: Student Only

Locate Students: ☒ In my courses
☐ In my buildings

Course: ANY

Student: Select Student

Title:

Message:

SEND

CANCEL

Include: Student Only

Building: Student Only

School Level: Primary Contact Only

Both

Select the proper parameters to send a discussion to a student or primary contact in a teacher's class or building.

Discussions (Admin)

Discussions

New Message:

Select Recipients: ☒ Students ☐ Faculty

Include: Student Only ▼

Building: ALL ▼

School Level: ALL ▼

Student:

Title:

Message:

SEND

CANCEL

Include: Student Only ▼

Building: Student Only

Primary Contact Only

School Level: Both

Select the proper parameters to send a discussion to a student or primary contact as an administrator.

Discussions

Discussions

New Message:

Select Recipients: ☐ Students ☒ Faculty

Building: ALL ▼

School Level: ALL ▼

Department: ALL ▼

Faculty: Select One ▼ +

Title:

Message:

SEND

CANCEL

Based on permissions,
discussions can be created
between faculty members.

Discussions

New Message:

Select Recipients: ☒ Students ☐ Faculty

Include: Student Only

Locate Students: ☒ In my courses ☐ In my buildings

Course: (69729) ENGLISH 11 (P1, S1)

Student: Moore, Mary (31067) +

Title: Review Sessions

Message: Hello,
Just a quick reminder that I've scheduled the English 11 review session for this afternoon at 3pm.
Thank you,
Mrs. Copeland

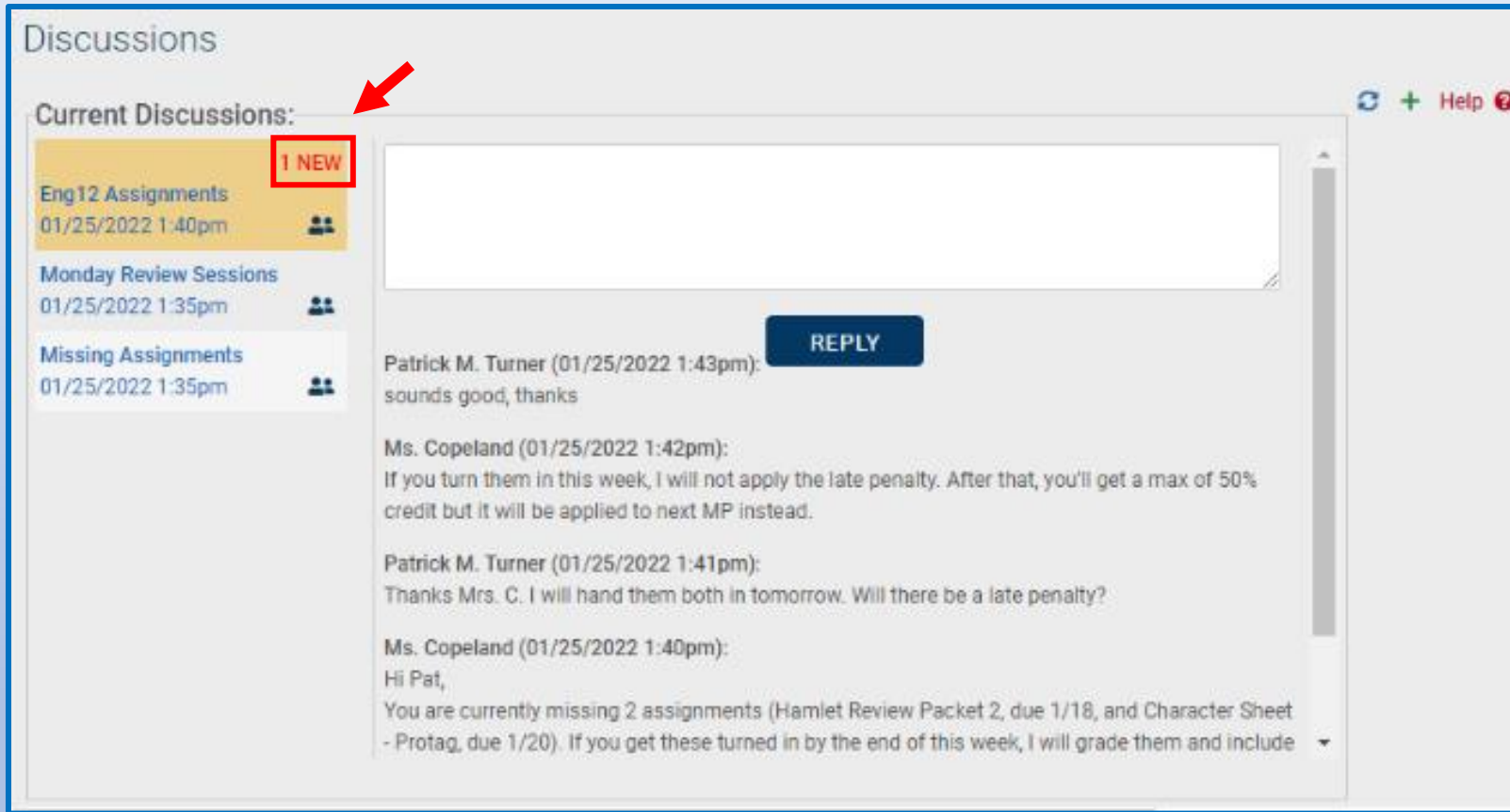
Recipients:

	Name	Type
✕	Black, Joseph (20797)	Student
✕	Cook, William (37938)	Student
✕	Cox, Jonathan (42042)	Student
✕	Flores, Irene (28858)	Student
✕	Hyphen, Doris (27258)	Student
✕	Moore, Mary (31067)	Student

SEND CANCEL

To send to recipients, you can find them in the dropdown list and click the green + to add more as necessary.

Actions Tab



The screenshot shows the 'Discussions' interface. On the left, under 'Current Discussions:', there is a list of topics: 'Eng12 Assignments' (01/25/2022 1:40pm), 'Monday Review Sessions' (01/25/2022 1:35pm), and 'Missing Assignments' (01/25/2022 1:35pm). A red arrow points to a red box containing the text '1 NEW' next to the 'Eng12 Assignments' topic. The main area displays a conversation thread with messages from Patrick M. Turner and Ms. Copeland. A 'REPLY' button is visible above the first message in the thread.

Check your *Home > Discussions* submodule to view messages in Discussions. A “New” alert will appear at the top if there is an unread post.

The most recent message will appear on top.

Actions Tab

Discussions

Current Discussions:

[Review Sessions](#)
01/25/2022 1:56pm 

[Eng12 Assignments](#)
01/25/2022 1:40pm 

[Monday Review Sessions](#)
01/25/2022 1:35pm 

[Missing Assignments](#)
01/25/2022 1:35pm

+ Add Participants

Monday Review Sessions

Brian Allen	Student
Irene Allen	Student
William Allen	Student
Russell Bennett	Student
Patrick Turner	Student

Hover over the Discussion participant icon  to view the participant list.

 Add Participants

Monday Review Sessions

Brian Allen	Student
Irene Allen	Student
William Allen	Student
Russell Bennett	Student
Patrick Turner	Student

Click the green + to add additional participants to the discussion.

Actions Tab Permissions

The screenshot shows a configuration interface for 'Actions Tab Permissions'. It features a tree view on the left with two items: 'My Home' and 'Actions', both of which are highlighted with yellow rectangular boxes. To the right of the tree is a list of permissions. Each permission entry consists of a checkbox, a red arrow pointing to the right, and the permission name. The permissions are: 'Allow Advanced Search' (checked), 'Create Document' (checked), 'Data Sets' (indicated by a plus icon in the tree), 'Enter' (checked), 'Send Email' (checked), 'Send Notifications' (unchecked), and 'User Defined Recipient List' (checked).

Item	Permission	Status
My Home	Allow Advanced Search	Checked
	Create Document	Checked
Actions	Data Sets	Plus Icon
	Enter	Checked
	Send Email	Checked
	Send Notifications	Unchecked
	User Defined Recipient List	Checked

Discussions Permissions

