



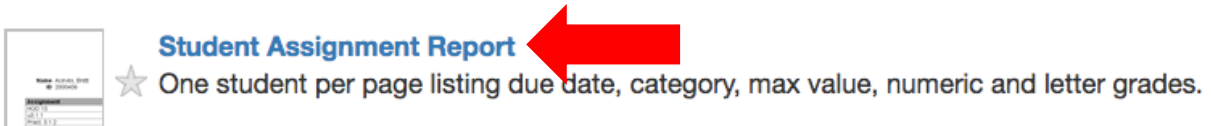
Emailing Parents Entire Class at Once

1. Select "New Reports" from the home screen.



2. Scroll down and select "Grading" then select "Student Assignment Report".

- Attendance
- Demographics
- Grading
- Notes
- Objectives
- Other



3. Select the **Parameters for Student Assignment Report**:

- Classes
- Terms
- Students

Parameters for Student Assignment Report

Classes:
Select the class.

School Year: 2018

01-PHYSICS C MH AP
 02-PHYSICS C MH AP
 03-PHYSICS C MH AP
 05-PHYSICS C MH AP

Terms:
Select the Grading Term.

1st Nine Weeks
 2nd Nine Weeks
 1st Semester Exam
 3rd Nine Weeks
 4th Nine Weeks
 2nd Semester Exam

Students:
Select the student / students.

Active
 All
 Passing
 Failing
 Select

4. Scroll to the bottom of the page and select **"Include Mailing Addresses"**

Include Mailing Addresses:

Include a student mailing address in the header of the report.

Include Mailing Addresses

5. Click the **"Email"** button at the bottom of the page.



6. Select **"show recipients"** then choose either **"All students"**, **"All other contacts"** or check each student/parent to email individually.

Check **"Me"** will carbon copy you on each email sent.

Emailing Student Assignment Report

Carroll, David <David.Carroll@pisd.edu>

All students All other contacts [show recipients](#)

Me



7. Customize the **Subject** line of the email then compose your message.

Subject:

A rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Link, and Unlink. Below the toolbar is a large empty text area for composing the message body.

8. Click send when finished.

