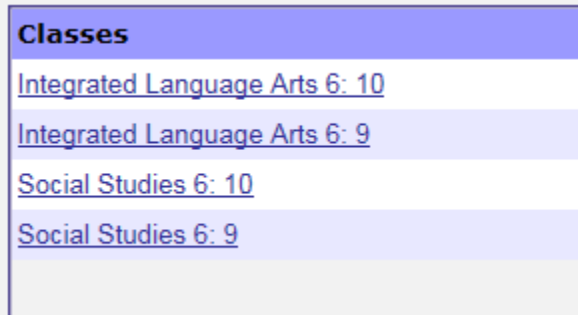


New in ProgressBook GradeBook – Send Class Notifications (email) to Parents

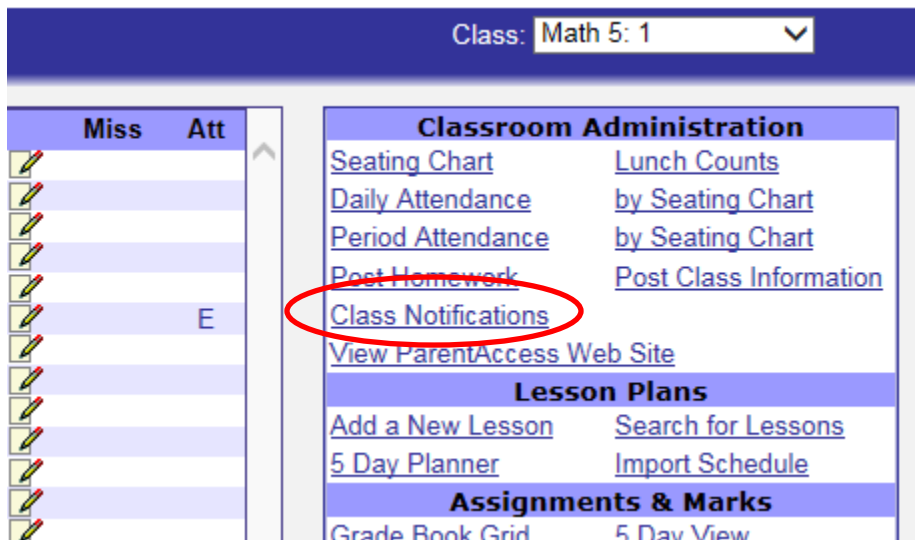
Once Parent Access letters are distributed, parents will have signed up with an email address. Teachers can send notifications to those parents without creating their own email list.

Choose and click on a Class in your Gradebook.



On your class dashboard, in the center under Classroom Administration,

Choose Class Notifications.



Use the Dropdown to choose Parents (not all students were offered Parent Access).

Previous Next Options

Home | Grade Book | Principal | Guidance | Clerical | Curriculum | Food | Attend

Select the students who should receive the message

Message intended for: Students
Parents
Students and Parents

Select Message Recipients:

Subject:

Message:

You will see the parents who have registered for Parent Access and can choose all or some of them to send a message to.

Use the arrows to move parents to the right hand side. Type your message and send.

Select the students who should receive the message

Message intended for: Parents

Recipients:

Subject: Hello

Message: Welcome to my class.

Send Email