

Email Students in Grid

To schedule individual training for your district, contact SISTraining@tylertech.com.

Path: View/Maintain → Student → Student Data Grid and Groupings

Overview

This function allows users to send a mass email to a group of students and/or parents from the Data Grid without having to maintain your own private address book. You may use this feature in several ways:

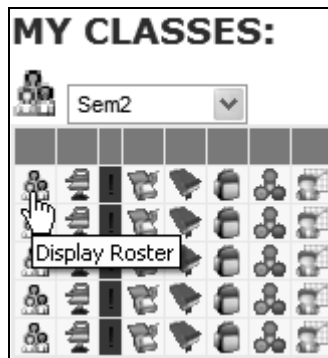
- Any selection criteria can be used for the email (e.g. 8th graders going to a particular HS site)
- Any Group of Names can be emailed (e.g. Freshman Football Team)
- Teachers can easily communicate with students/parents from 1 class or all classes to send weekly communications, upcoming tests, homework attachments, etc.

Email addresses are pulled from the following screens:

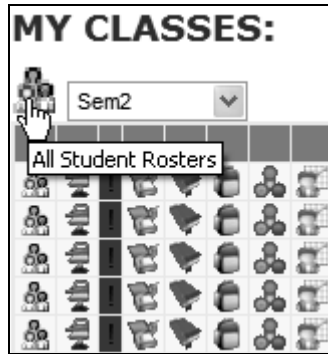
- **Student Basic Information**
- **Family Registration → Primary Parents** tab. If no email exists there, then the email address is pulled from the **Work Information** tab
- **Family Registration → Alternate Parents** tab


Select Students

1. Select the students to email. You may do this from the **My Classes** section of the **Staff Home** screen or from the **Student Data Grid and Groupings** screen.
 - a. From **My Classes**, you may email students and/or parents from one class or all classes.
 1. To email all students/parents from one class, click the Display Roster icon.





- To email all students/parents from all classes, click the All Student Rosters icon.



- From the **Student Data Grid and Groupings** screen, click the student selection criteria icon .
- As always in the Data Grid, you may use checkboxes to remove names, Add 1+ Students from Name/ID Select, or use different student selection criteria to pull up a different group of students. See the Quick Reference Sheet, *Student Data Grid*, for more information on this topic.

Compose a Mass Email

- Once you have the appropriate students selected, click **Actions** → **Email Students in Grid** or use the email icon .

- Check the appropriate boxes to designate to whom the email will be sent.
- Type the **Subject** of the mass email.
- Type the body of the mass email and click .

Attach Files to a Mass Email

1. Click the **Email Attachments** tab.

2. Type in the file path(s) or click **Browse...**.
3. Once you have selected up to 4 attachment(s), click **Attach All Files and Continue**. The **Email Body** tab displays with the appropriate **Attachments**.
4. To attach more than four files, click the **Email Attachments** tab again and repeat steps 2-3.

Add Signature Text to a Mass Email

1. Click the **Signature Text** tab.

2. Type the signature text and click **Save**. This text will display below the body of the email and on all future emails, but may be edited or deleted.

Send a Mass Email

In the **Email Body** tab, click **Send Emails**. The **My Reports** queue displays. When the **Status** is complete, the Journal report displays the number of emails sent per student. This also sends a copy of the email to the user who submitted it.

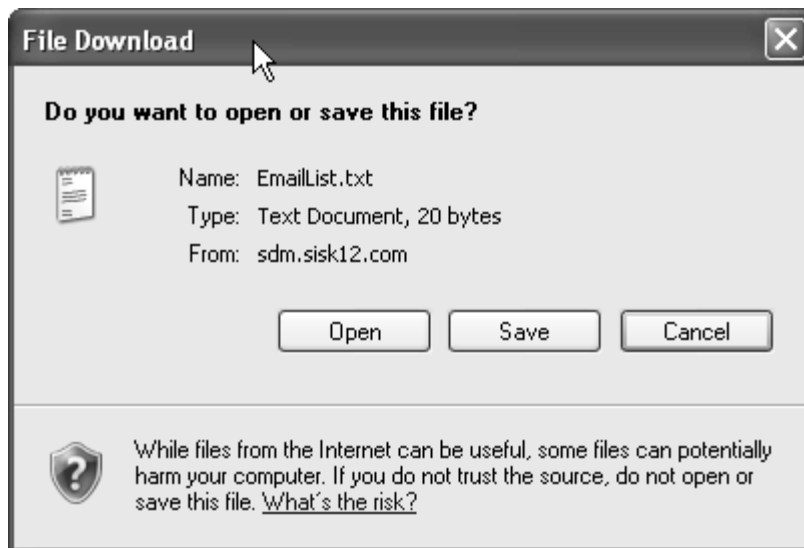
Journal Only

1. In the **Email Body** tab, click **Journal Only**. The **Display Reports** screen displays the number of emails found per student without sending the mass email.
2. Click **Done** to return to the **Email Students in Grid** screen.

Export Addresses to Text File

This button creates a text file listing all emails found per student.

1. In the **Email Body** tab, click **Export Addresses to Text File**.
2. On the **File Download** window, you have the option to **Open** or **Save** the file, or **Cancel**.



- a. If you choose to open the file, you may still save it after it has been opened.
- b. If you choose to save the file, a **Save As** window displays. From there, you may use the default location and name of the file, or choose a different location and type a different name, then click **Save**. The file will be able to be opened from the established location.