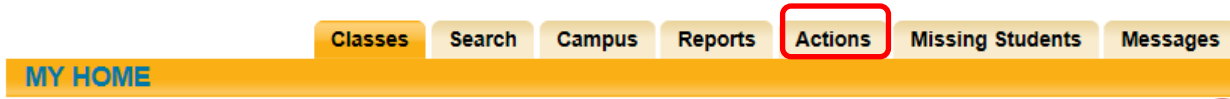


# SchoolTool Tips

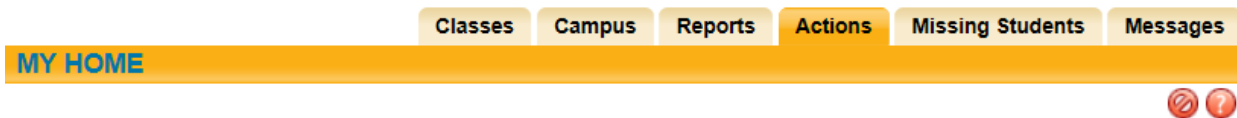
## Emailing Students and Parents Using the Actions Tab

From the **My Home** screen you have the ability to send emails to a class of students.

Click on the **Actions Tab**



You will see your list of classes. All classes will be checked by default. **Uncheck** any classes that you do not want to send the email to.



Select an Action:

- Send Email
- Create Document

Search for Students:

- By Class
- Advanced Search

<input checked="" type="checkbox"/>	Class	Period	Section	Days	Room	Semester
<input checked="" type="checkbox"/>	Math 8	1	16	A,B,C,D	234	Sem 1/Sem 2
<input checked="" type="checkbox"/>	Math 8	2	17	A,B,C,D	234	Sem 1/Sem 2
<input checked="" type="checkbox"/>	Algebra I 8	5	1	A,B,C,D	234	Sem 1/Sem 2
<input checked="" type="checkbox"/>	Math 8	6	18	A,B,C,D	234	Sem 1/Sem 2
<input checked="" type="checkbox"/>	STUDYHALL	7	16	A,B	234	Sem 1/Sem 2
<input checked="" type="checkbox"/>	Algebra I 8	8	2	A,B,C,D	234	Sem 1/Sem 2

**Search**

Once you have selected who you want the email to go to, click on **Search**. A list of students will appear and will all be checked by default.

**Click Continue.**

You will see the standard school**tool** email screen. Your email address will automatically populate in the 'From' field.

Type in the subject and body of the email. If you have a document to attach, you may do so at the bottom by clicking on the **Browse** button and locating the document on your computer; then click on the **Upload Attachment** button.

FROM: Karen Hunter (klhunter@gstboces.org)  
TO: Karen Hunter (klhunter@gstboces.org);  
BCC:  
SUBJECT:  
BODY:  
IMPORTANCE: Normal  
Attachments must be smaller than 10 MB.  
Browse... Upload Attachment

At the bottom of the screen, select the recipients of the email by clicking on the appropriate box.:

SEND TO:  Student  Primary  Receives Mail  Parent Portal Access

- **Student** - sends to the student's email address that is stored in school**tool**
- **Primary** – sends to the primary contact only
- **Receives Mail** – sends to any contact who has 'Receives Mail' checked under the contacts tab
- **Parent Portal Access** – sends only to parents who have signed up for Parent Portal

As you click on the options, the screen changes. You will see the student name, the contact name and if there is an email address you will see it under Contact Email

Student	Contact	Contact Email
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Once you are done, click on **Send Email**.

The email will be sent to the contacts you selected. A copy will also be emailed to you. Any responses from students/parents will come directly to your email account (not School**Tool**).