Words of Wisdom

February 9, 2016

How to Send Email to a Selected Group of Students

Log in to MyEdBC > Go to your **Student Top Tab**

1. ### Select your Group: Who do you want to email?

Option 1: Select the students you would like to send an email to using the check boxes. Go to options > show selected.

Option 2: Use your filter to select the group of students you would like to work with.

An example of a filter for Elementary would be **Homeroom = ?** to choose a division (DIV.01) or **Grade Level = ?** to choose a particular grade (Gr. 6's only)
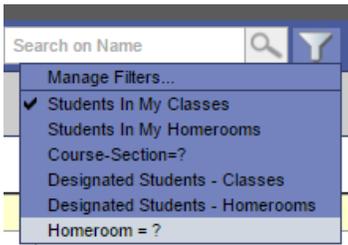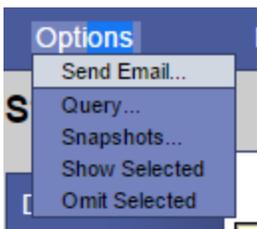
An example of a filter for Secondary might be **Course Section = ?** or **My Groups** (if you have groups)
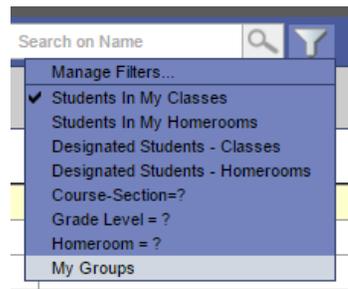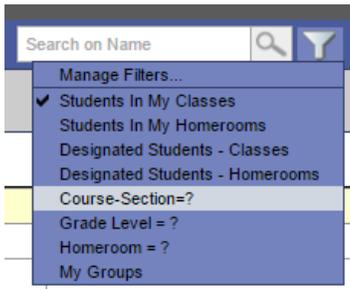
2. ### Send Email:

Once you have your selection of students on the screen, go to **Options > Send Email**.

The pop up will automatically populate the email addresses of the **Students** into the **To:** field. If you want to email the students, leave this as-is. <u>If you would like to email the **Contacts**, uncheck the Student and Check the Contacts.</u>

Enter the text for your email, add a subject, any attachments and click send.

<u>Note:</u> the program will send the email as a BCC (the recipients will not be able to see the other recipients) and will show as delivered from your SD42 email address. Any replies will come to your SD42 email as well.

<u>Adding Emails</u>: all email addresses need to be updated/added by the clerical staff as it is a part of the student's record. Teachers are not able to change or add emails in MyEd.