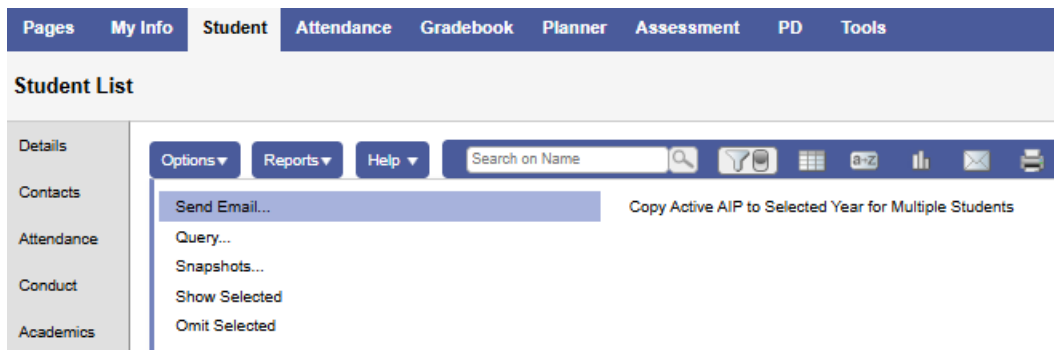


Sending Email through MyEdBC

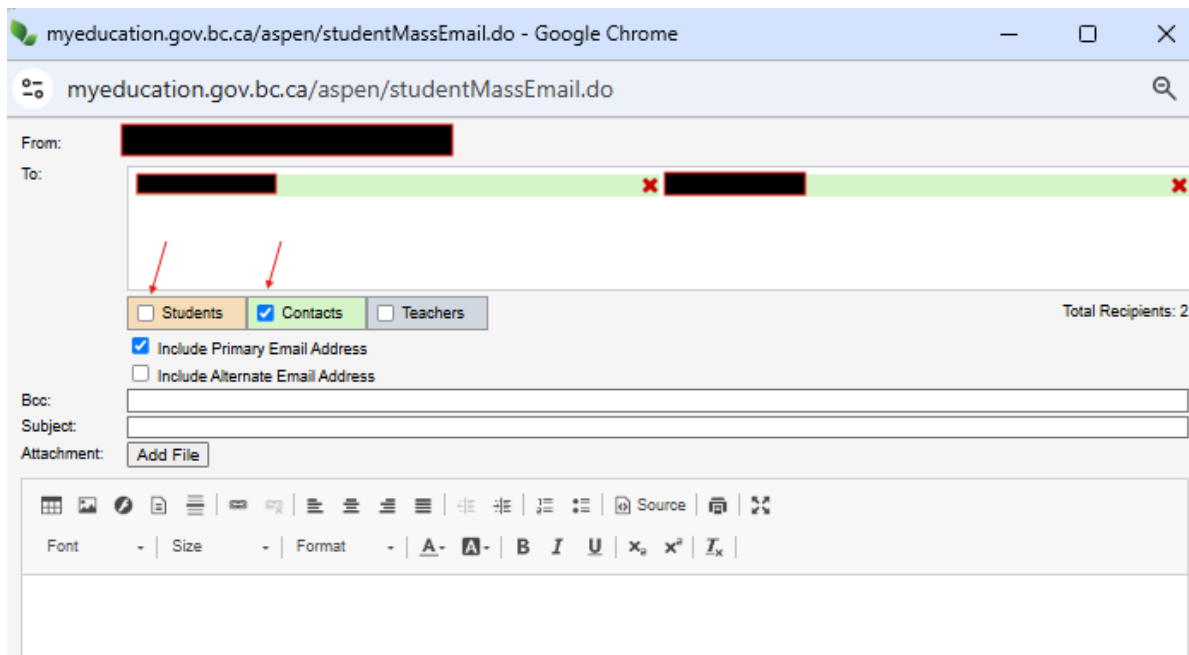
This document will explain how to use email functionality in MyEdBC appropriately so that only students and their eligible contacts receive email from the teachers. While the students may have multiple contacts, the email should only be received by appropriate contacts (such as parents), not by grandparents, relatives, step-parents, etc.

When sending email to students and their parents, please navigate to:

- Student TT
- Select Student(s) or you may use a filter to list specific students
- Options > Send Email



In the following pop up, select students (if you wish to send an email to the students) or you may select Contacts (if you wish to send an email to the contacts of the students). This pop up will display contacts who are configured to receive an email through MyEdBC.



Please do not do the following:

Do not send email from the Contact ST of the student as it will send an email to all contacts for the student who have a valid email regardless of them being authorized to receive an email.

The screenshot shows a web application interface for a student's contact list. At the top, there is a navigation bar with tabs: Pages, My Info, Student, Attendance, Gradebook, Planner, Assessment, PD, and Tools. Below this, the page title is 'Student List :: [redacted]' with a notification bell icon. A sidebar on the left contains menu items: Details, Contacts (with a sub-item 'Details' and a red arrow pointing to it), Related Students, Attendance, Conduct, and Academics. The main content area has a toolbar with 'Options', 'Reports', and 'Help' dropdowns, a search box labeled 'Search on Priority', and icons for filters, grid view, sort (a-z), and print. A dropdown menu is open under 'Options', showing 'Send Email...', 'Query...', 'Show Selected', and 'Omit Selected'. Below the menu is a table of contacts with columns: Name, Email1, Type, and Relationship. The table contains five rows of contact information, with the first two rows having red boxes over the 'Name' and 'Email1' columns.

Name	Email1	Type	Relationship
[redacted]	[redacted]	Regular Contact	Mother
[redacted]	[redacted]	Regular Contact	Father
[redacted]	[redacted]	Emergency	Relative
[redacted]	[redacted]	Emergency	Relative
[redacted]	[redacted]	Emergency	Relative

In this example the student has 5 contacts with 4 contacts with a valid email. Sending email from this screen, you will send email to not only the parents but also the student's emergency contacts.