



Send Classroom Notifications

How To Series by LACA

From the **Class Dashboard**, you can send emails to students, parents, or students and parents who have registered an email address in ParentAccess if your district has enabled the feature.

STEP 1: On the **Class Dashboard** under **Classroom Administration**, click **Class Notifications**.



If you set up an email address that is not a district supplied email address, the following message displays:



Your email address is not in the 'example.com' domain. Please update it to your district supplied email address (i.e., email@example.com). Your message may not be delivered if you are using a different email address.



If you have not entered an email address in GradeBook, the following message displays:




You have not entered an email address. Please use the Update Email Address link on the Teacher Home Page to update your email address.

STEP 2: On the **Class Notifications** screen, in the **Message intended for** drop-down list, select **Students, Parents, or Students and Parents**.






A student's name only appears in the **Select Message Recipients** field if the student or the student's parent has entered the student's email address in ParentAccess.

STEP 3: In the **Select Message Recipients** field, select the student to whom you want to send an email, and then click . The student's name appears in the box on the right side of the screen.



On the **Class Notifications** screen, students display in the order you selected on the **Class Roster** screen, if applicable. If you hid a student on the **Class Roster** screen, the **Class Notifications** screen hides the student.



If you want to select all students, click . To remove a student, click , or to remove all students, click .

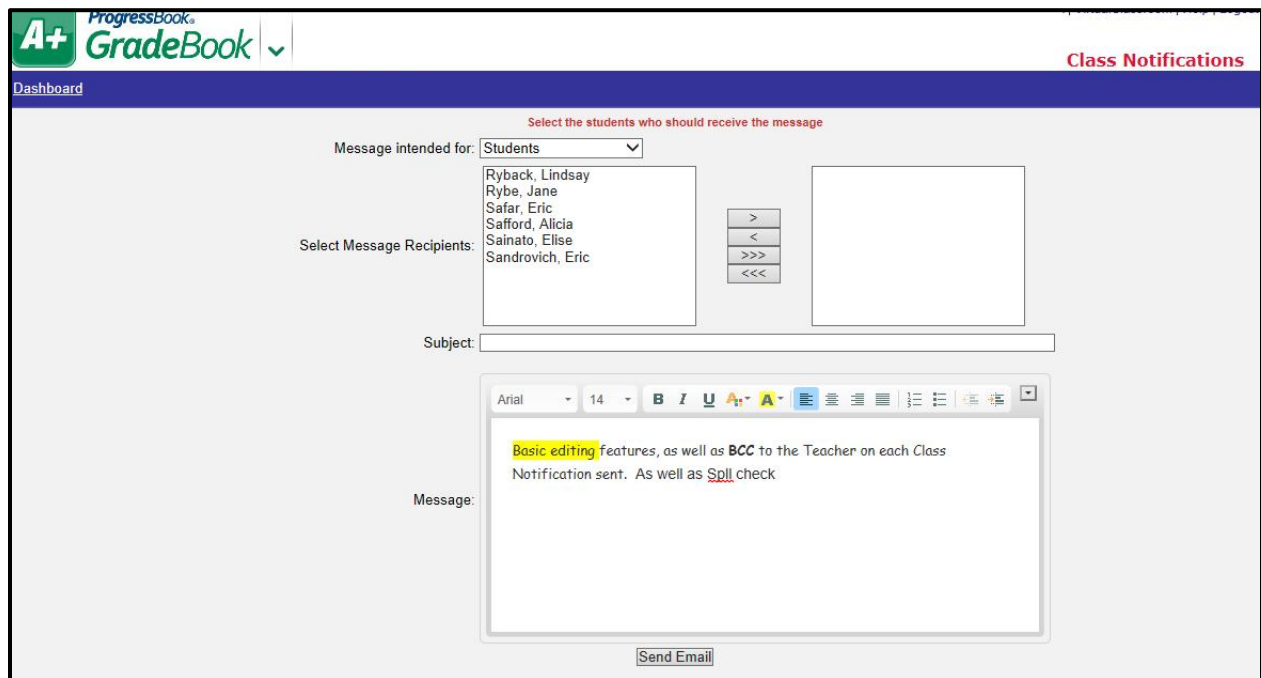
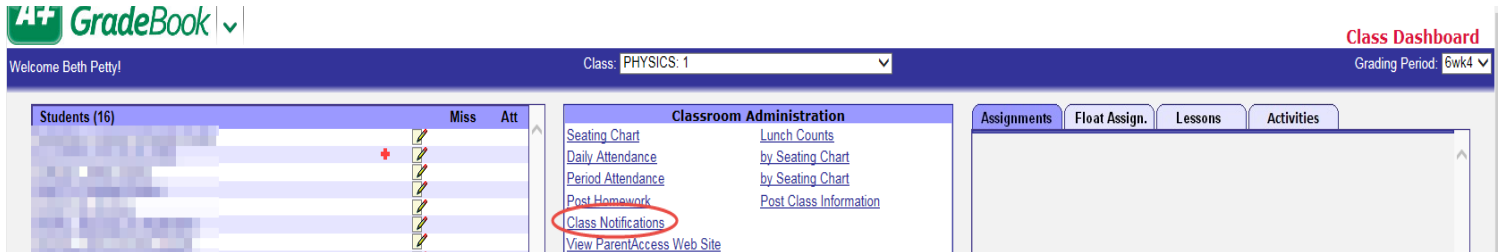
STEP 4: In the **Subject** field, enter the email's subject.

STEP 5: In the **Message** field, enter the email's message.



STEP 6: Click **Send Email**.

The message, **“Your message has been sent.”** displays.



Class Notifications Screen