

SISK12: Email

School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

Path: Student Data Links → Email

Overview

The email function may be used to email all parties connected to a particular student, including the student, parents, alternate parents, advisors, counselors, and teachers.

Address an Email

Email Body
Email Addresses
Email Attachments
Signature Text

Update Email Addresses and Continue

Teacher List:

Today

This Term

This Semester

This Year


All Advisors

All Counselors

All Building Admins

To	CC	BC	Relationship	Name	Email-Addresses
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This - User	SDMAdmin, SDMAdmin	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student	Barker, Jeanne Marie	jeanne@barker.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Prnt) Father	Barker, Joe	joe@barker.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Prnt) Stepmother	Barker, Renee	renee@barker.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(AltP) Mother	Appleton, Nancy	nancy@appleton.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(AltP) Stepfather	Appleton, Greg	greg@appleton.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advisor	Spacek, Katherine H	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Counselor	Miller, Gracie Faye	gmiller@edwardsHS.k12.mo.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Home Room Teacher	Curlin, Jamie Lyn	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 - Y - BUSINESS ECONOMICS	Curlin, Jamie Lyn	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 - S2 - 9TH HEALTH GIRLS	Clives, Hillary	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 - Y - ENGLISH I - M	Magee, Kaleigh	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 - Y - APPLIED MATH I	Mathman, Jim	jmathman@EdwardsCountyR-2.k12.mo.us
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 - Y - KEYBOARDING	Gilmore, Joseph	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 - Y - STUDY SKILLS	Sands, Wendy	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7 - Y - PHYSICAL SCIENCE	Jasper, Kathleen	

1. The grid defaults to show the student's current term teachers, advisor, and counselor. To change the teachers shown, or to show all advisors or counselors at the building select the appropriate option and click .
2. Check the appropriate boxes in the **To**, **CC** (carbon copy), or **BC** (blind carbon copy) columns for all parties who should receive this email.

3. To carbon copy a group of people, select the group from the drop-down list and click .


Select...

- Parents
- Teachers
- Advisors
- Counselors
- Administrators

4. Click . The **Email Body** tab displays.

Compose an Email

Email Body | Email Addresses | Email Attachments | Signature Text

 Auto-Add this information to the Student/Parent Contact Log


To:

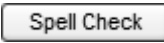
CC:

BCC:

Subject:

Attachments:




1. Type the **Subject**
2. Type the **Body** of the email and click .
3. Check the box for **Auto-Add this information to the Student/Parent Contact Log** if desired.

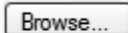
Note: The email may only be auto-added to the Contact Log if it is being sent or copied to primary or alternate parents.

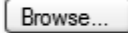
Attach Files to an Email


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

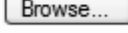
Email Body | Email Addresses | **Email Attachments** | Signature Text



Attachments: 







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

Add Signature Text

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



The screenshot shows a software interface with four tabs: "Email Body", "Email Addresses", "Email Attachments", and "Signature Text". The "Signature Text" tab is selected and active. Inside this tab, there is a "Save" button at the top left. Below it is a text area containing the following signature text: "Karen Rhodes", "System Administrator", "Edwards School District", and "314-555-0001". A vertical scrollbar is visible on the right side of the text area.

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 an Email

1. Click the **Email Body** tab.
2. Click the **Send** button. The email has been sent to all designated parties.
3. Click **Done** to exit.