



## Teacher Series 1.5



### Email/Notifications/SMS

#### Mass Email Communication

\*\*\*\*\*Note\*\*\*\*\*

1. At this point in our integration of Track CC for student management, we have one email address on file within trackCC it is designated as the student email address.
2. This email address was used by the Parent or Guardian to Register the child, and should be considered the primary point of contact for email communications.

- 1, Sign into Track CC as an Administrator, My administrator Account.
2. On the Right side of the student information is a section called “COMMUNICATION”.
3. Select Email Students (As stated above, this is the primary email contact address for this student.

(Please do not access or make any changes on the “Student Contacts” option or the “Notification settings”)

The screenshot shows the Track CC administrator interface. The top navigation bar includes 'Students', 'Guardians / Advisors', 'Teachers', 'Administrators', 'Resources', and 'Contact us'. The 'Administrators' menu is expanded, showing 'Administrator features', 'Sample administrator account', and 'My administrator account'. The 'Administrator info' section displays details for 'Northstar, Foundation', including 5 teachers, 7 classes, and 293 students. The 'School classes' tab is active, showing a table with columns for Photo, Class, Teacher, Students, and Remove. The 'COMMUNICATION' sidebar menu is visible on the right, with 'Email students' highlighted by an arrow. The 'Notification settings' and 'Student contacts' options are also visible in the sidebar.

Photo	Class	Teacher	Students	Remove
	After School Session	Abbott, Hana Mitchell, Michael Jackson, Jordyn	31	
	Day Session	Abbott, Hana	92	
	Open House Fall	KARBOWSKI, DANIEL	271	
	Holy Name	Abbott, Hana Mitchell, Michael KARBOWSKI, DANIEL	12	

4. After selecting the “Email Students” option, your screen will display the email composition portion in the upper section, and the List of Students/Email addresses to sent to.

The screenshot shows the TrackCC 'Email Students' interface. The top section is an email composition form with the following fields: 'From name' (Northstar, Foundation), 'From email' (studentadmin@northstar360.org), 'Subject' (empty), 'Attach file to email' (radio buttons for Yes/No, with No selected), and 'Message' (a large text area). Below the form is a table of students with columns for 'Select', 'Student', and 'Classes'. The table lists several students, including Abbott, Hana; Achonu, Destin; Adams, Elijah-Blue; Agonor, Royce; Agossou, Daniel; and Agossou, Godwin. Two callout boxes with arrows point to the 'Message' field and the student list table.

Information you would like to send out via email.

Registered students to select from.

5. You have a number of options when sending this communication, you can attach a file is just about any format, however it does have size limitations.

6. If you are sending something like a video similar to Scotts recent email communication, there are ways to compress, or simply send a link to the video stored on our webpage or elsewhere if the size is too large. (I am always available to help with the options we can use.)

My school » Email students

The detailed view of the email composition form shows the following elements: 'From name' (Northstar, Foundation), 'From email' (studentadmin@northstar360.org), 'Subject' (empty), 'Attach file to email' (radio buttons for Yes/No, with Yes selected), a file upload section with a 'Choose File' button and an 'Upload' button, and a 'Message' field with a character count of 5000. Below the message field is a section for formatting shortcuts: 'You may use the following formatting (no HTML is permitted): Header text in larger font: #HD3#header text#END#; Clickable text link to website url: #LNK#url#TXT#link text#END#; Website url to open in a new window: #LNO#uri#TXT#link text#END#; Recipient name substitution: [TONAME]; Image loaded from url: #IMG#uri#END#; Upload an image: radio buttons for No/Yes, with No selected. At the bottom are 'Done' and 'Cancel' buttons, and a 'Send a copy to myself' checkbox.

7. Subject line cannot be blank.

8. The Message field is listed to 5000 characters which is generally more than enough.

9. You can pre-fill pieces of information from the student record by using the shortcuts listed.

10. There are a number of options to send either to every registered student, or you can filter certain things to get a smaller targeted audience.

11. To send to everyone with a valid email address, simply click the select option at the top of the student data and a check mark will signify all records have been selected.

**Filter students**    **No filter**    Teachers    Classes    First name    Last name  
Showing 293 / 293

Select	Student Email	Classes
<input type="checkbox"/>	<b>Abbott, Hana</b> Hana@Northstar360.org	Open House Fall
<input type="checkbox"/>	<b>Achonu, Destin</b> vachonu@cox.net	After School Session Open House Fall Transportation Holy Name
<input type="checkbox"/>	<b>Adams, Elijah-Blue</b> bethany.paushan@gmail.com <b>Sending is blocked. Click for details</b>	Open House Fall
<input type="checkbox"/>	<b>Agonor, Royce</b> roagonor@yahoo.com	Day Session Open House Fall
<input type="checkbox"/>	<b>Agossou, Daniel</b> j.cpower@yahoo.com	Open House Fall
<input type="checkbox"/>	<b>Agossou, Godwin</b> j.cpower@yahoo.com	Open House Fall
<input type="checkbox"/>	<b>Alford, Carnell</b> lalford6@hotmail.com	Open House Fall
<input type="checkbox"/>	<b>Alford, Devon</b> lalford6@hotmail.com	Open House Fall
<input type="checkbox"/>	<b>Augustino, Emmanuel</b>	

If you see a “Sending is blocked message on a record, this is because this student has an invalid email address on file, or they have no email address on file.

**Filter students**    No filter    **Teachers**    Classes    First name    Last name  
Showing 122 / 293

Select teachers

- Abbott, Hana
- Mitchell, Michael
- KARBOWSKI, DANIEL
- Jackson, Jordyn
- Northstar, Foundation

**Apply filter**

12. If you want to send an email to just students in your classes or another particular class you can filter either by teacher, or Classes.

13. Click Apply Filter, and your targeted list will appear.

14. When you are done with the email content, and done with selecting your target audience Click the “Send email” button.

Select	Student Email	Classes
<input type="checkbox"/>	<b>Achonu, Destin</b> vachonu@cox.net	After School Session Open House Fall Transportation Holy Name
<input type="checkbox"/>	<b>Agonor, Royce</b> roagonor@yahoo.com	Day Session Open House Fall
<input type="checkbox"/>	<b>Avery, Maurice</b> willavery514@gmail.com	Day Session Open House Fall

**Edit message**

Send a copy to myself

**Send email**

