

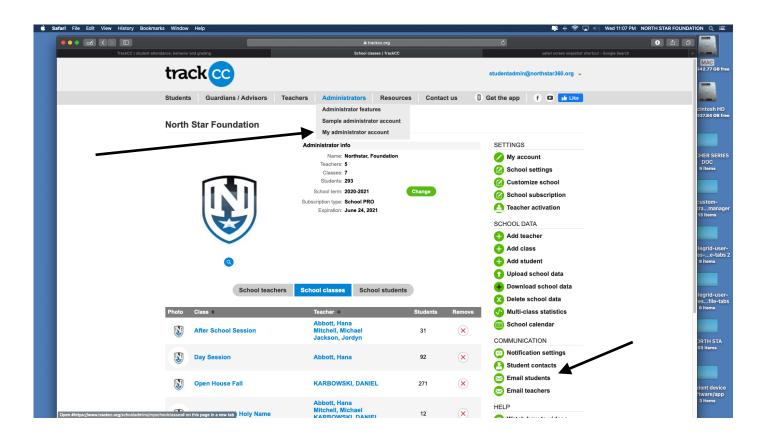


Mass Email Communication

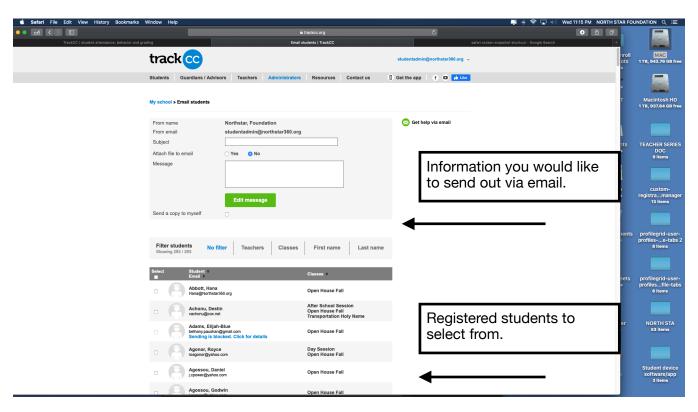
******Note******

- 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.

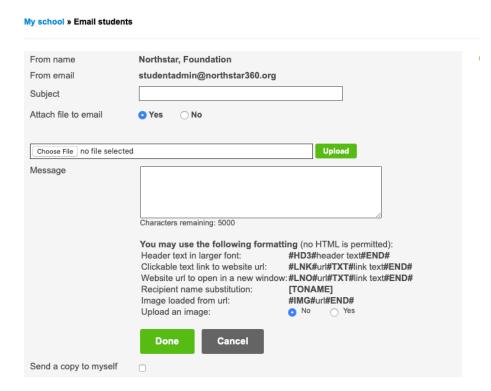
(Please do not access or make any changes on the "Student Contacts" option or the "Notification settings")



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.

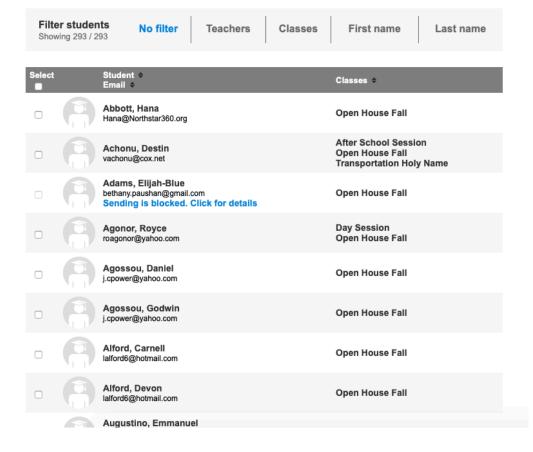


- 5. You have a number of options when sending this communication, you can attach a file is just about any format, however it does have size limitations.
- 6. If you are sending something like a video similar to Scotts recent email communication, there are ways to compress, or simply send a link to the 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.)

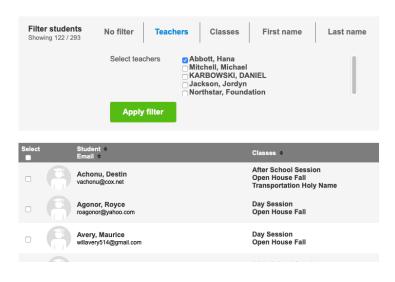


- 7. Subject line cannot be blank.
- 8. The Message field is listed to 5000 characters which is generally more than enough.
- 9. You can pre-fill pieces of information from the student record by using the shortcuts listed.

- 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.



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.



- 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.

