

Did you know that Teachers have the ability to email their Students and/or Parents directly from Gradebook?




From your class dashboard, simply select Class Notifications

The screenshot shows the ProgressBook Class Dashboard for 'AMERICAN LITERATURE: 42'. The interface includes a student roster on the left, a central 'Classroom Administration' menu, and an 'Assignments' section on the right. A red circle highlights the 'Class Notifications' link in the Classroom Administration menu, with a red arrow pointing to it. Other links in the menu include Seating Chart, Lunch Counts, Daily Attendance, Period Attendance, Post Homework, Post Class Information, View Parent Access Website, Lesson Plans, Online Learning, Assignments & Marks, Average Calc Setup, Gradebook Administration, and Reports.

From there, you have the ability to send an email to all of your students and/or parents with the click of a button!


The screenshot shows the 'Class Notifications' email sending interface. At the top, it says 'Select the students who should receive the message'. Below this, there is a dropdown menu for 'Message intended for:' with options: Students (selected), Parents, and Students and Parents. A list of 'Select Message Recipients:' includes: Church, Lincoln; Crosby, Mickey; Dotson, Carey; Maddox, Dan; Mays, Jamal; and Mcknight, Andrea. There are navigation buttons (>, <, >>>, <<<) and a large empty box for selecting recipients. Below the recipient list is a 'Subject:' field. At the bottom, there is a rich text editor for the 'Message:' with a 'Send Email' button.

Prior to sending an email, you will want to make sure that your email address is up to date on your Gradebook home screen.

ProgressBook - Teacher Home Page GradeBook |   

GradeBook

Welcome Mary Smiles

Classes Edit List AMERICAN LITERATURE 41 AMERICAN LITERATURE 42 COMPOSITION 61 COMPOSITION 62 MATHEMATICS 5 21 MATHEMATICS 5 22 READING 3 1 READING 3 2	Class Administration Seating Chart Daily Attendance (HR) Lunch Counts Period Attendance Post Homework Post Class Information Lesson Plans Enter Lesson Plans Search Lesson Plans 5 Day Planner Import Lesson Plan Schedules Online Learning Dashboard Assignments & Marks Assignment Details / Assignment Marks Add a Recurring Assignment / Assignment Maintenance GradeBook Grid / 5-Day View Standards-Based Grid / Progress By Student Enter Report Cards / Enter Interims Google Classroom Sync Students Student Information Submit Discipline	Reports Select a Report <input type="text"/> <input type="button" value="Run"/> Student Search Student Name <input type="text"/> <input type="button" value="Search"/> Average Calc Setup Set Up Assignment Types Set Up Calc Methods & Weights Set Up Grading Scales Administration Set Up GradeBook Access Set Up Lesson Plan Sharing Set Up Groups Within Classes Set Up Teacher Preferences Set Up Classes for ParentAccess Group Classes Together Transfer Student Marks Exclude Lowest Mark Update Email Address  Rank Maintenance Change Your Password
--	---	---