

USING PARENT ACCESS FOR EMAIL COMMUNICATION

Note the new icon on your attendance page

Click on DETAILS to expand your course list

PD Course	ID	Name	actions
02	PE8100-02	PHYS ED	details... course content...
03	PE8100-03	PHYS ED	details... course content...
05	PE8100-05	PHYS ED	details... course content...
06	PE8100-06	PHYS ED	details... course content...

Click on the envelope in blue to email the entire class/the individual envelope to email a single parent

Student	Parent Access User	Views	Last View
Acres, Abigail	Novosel, Karla (default)	0	
Bogner, Justin M	Bogner, Justin (default)	1	09/08/13

Click on CREATE MESSAGE

Email Students and Parents

Bogner, Justin M | Parent 1 | jmb41402@yahoo.com | remove | create message... | clear list

jmb41402@yahoo.com

Current Courses

PD	Course		
01	AA6200-03	Discover	details... course content...
02	LA6200-02	LANG ARTS	details... course content...
03	LAI620-03	INC LA	details... course content...
03	LA6200-03	LANG ARTS	details... course content...
05	LAH620-05	HON LA	details... course content...
06	LA6200-06	LANG ARTS	details... course content...
07	LAI620-07	INC LA	details... course content...
07	LA6200-07	LANG ARTS	details... course content...

TYPE your message/click on SEND

Send Email Message

From: jgovert@highland.k12.in.us send a copy to me

Recipients: Bogner, Justin M | Parent 1 | jmb41402@yahoo.com | remove | clear

Subject:

Message: This is a test of the communication system for my classes

send | cancel