

Send Email from the Staff Portal

Last Modified on 11/03/2020 12:29 am EST

Communicating with their student's contacts is made easy for your instructors with two ways to send emails in the Staff Portal.



*The ability to send an email in the Staff Portal is controlled by the **Allow staff person to send emails** setting on the Portal Settings tab of the instructor's Staff record.*

Email Multiple Students in a Class

The **Email button** located on the *Manage Classes* tab is at the class level and allows the instructor to email some, or all, students in a class at one time.

Manage Classes
EDU

NewsMy ScheduleMy Time CardManage Classes

Clock-InActions

> Class Filters

Show All of Today's Classes ☐

Mon, Apr 15 2019

6 Classes

☒ Partial Attendance☒ Complete Attendance

Times	Class	Actions
5:00pm 5:30pm	> Ballet I Mon 5pm with Dianne H. Studio B 2 enrolled / 0 makeups	<div>Attendance →</div> <div>Skills/Levels →</div> <div>Email →</div>

In the *Compose your email* window, the instructor can select which students they want to email. The email is sent to all Contacts in the Family record with a unique email address. If two contacts in the Family record have the same email address, only one copy will be sent.

×

Compose your email

Subject

Special Guest Next Class

Message

Hi Everyone,

We will be having a special guest in our next class! I would like to invite you all to join us, it is going to be a very 'hoppy' occasion :)

See you soon!

Miss Dianne

Replies sent to

dilinh@gmail.com

The email reply to address is displayed

Recipients - sent to Contact's email

☒ Dani Ager

☒ David Dierksen

☒ Dylan Dierksen

☒ Olivia Smith

Send

Cancel

A history of this email is kept in the *Family* record on the *Misc* tab for 180 days from the date sent. The email can also be viewed in the *Parent Portal* on the *News* tab in the *Recent Communications* section.

Note: Your organization does not receive a copy of the email.

Email a Single Student in a Class

When on the *Attendance* page in the Staff Portal, an instructor can use the **SEND EMAIL** link to send an email to an individual student.


Attendance News My Schedule My Time Card **Manage Classes** Clock-In Actions

Return Save All Present All Absent Undo

Monday, Apr 15 2019

> Class Ballet I Mon 5pm Skills/Levels → Email →

Students 4 enrolled, 0 makeups



Dani Ager

Balance: 120.00
16 yrs, Female, 07/11/2002
Holly Ager (704) 374-2415

Teacher's helper for April

ATTENDANCE | **SEND EMAIL** | DETAILS

Present Present Absent

Use the **Email** button to email to multiple students in the class.

Use the **SEND EMAIL** link to email the individual student.

In the *Compose your email* window, the instructor can select which Contacts in the Family record to send the email to. If two or more selected Contacts in the Family record have the same email address, only one copy will be sent.

Compose your email

Subject

Permission Slip

Message

Hi There,

I haven't received Dani's permission slip for the Expo. Please have her bring it to next class.

Thank you!

Miss Dianne

Replies sent to dilinth@gmail.com

Recipients

☒ Holly Ager ☒ Victor Ager

Send Cancel

Select which Contacts should receive the email.

A history of this email is kept in the *Family* record on the *Misc* tab for 180 days from the date sent. The email can also be viewed in the *Parent Portal* on the *News* tab in the *Recent Communications* section.

Note: Your organization does not receive a copy of the email.

Reply Email Address for Staff Portal Emails

The reply email address for emails that your instructors send through the Staff Portal is defaulted to your Organization email address (as designated on the *Edit Settings* page from the *Tools* menu). You can opt to change this default to instead have replies sent directly to the instructor who sent the email.

To change the reply email address for an instructor's Staff Portal emails, go to their *Staff* record.

The **Email replies sent to** setting is located on the *Portal Settings* tab, in the *Manage Classes Tab* section.

[Manage Classes Tab](#) [?](#)

What classes should this staff person see?

☐ Their Classes Only

☒ Their Classes with option to Show All of Today's Classes (this helps when substitute teaching another staffs' classes)

☐ Their Classes AND All Classes with Category 1: Swim

☐ All Active Classes at Staff Portal Location

☐ None

Allow staff person to enter attendance Yes

Allow staff person to update skills/levels Yes

Allow staff person to send emails Yes

Email replies sent to

☐ Organization email [?](#) [Organization Defaults](#)

☒ Staff person's email [dilinht@gmail.com](#)