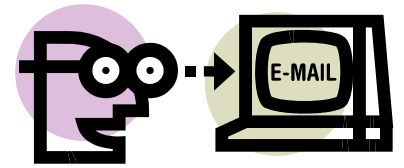


① The Power of e-mail

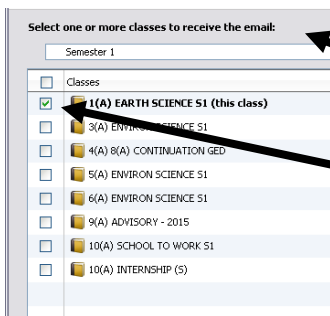
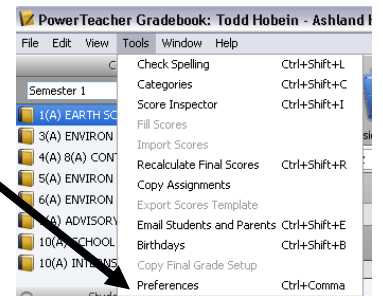
3.0



Distribution lists are one of the most powerful communication tools I have used in teaching! I find that parents are very appreciative when I communicate with them this way. Also, this strategy reduces the excuses students have for not doing assignments or studying for a test.

Option 1:

1. On the Tools menu, select **Email Students and Parents**.



2. The Email Students and Parents dialog appears.

3. Select the checkbox next to the class or classes to receive the email.

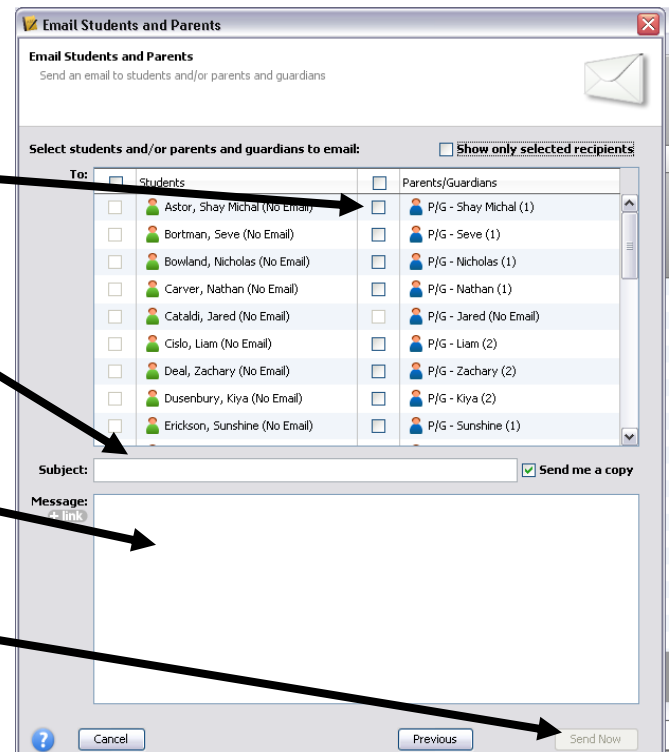
4. Click **Next**.

5. Select the checkbox next to the parent or guardian to receive the email in the **Parents/Guardians** column.

6. Enter a subject in the **Subject** field.

7. Enter the email content in the **Message** field.

8. Click **Send Now** to send the message.



Option 2:

1. Open PowerTeacher (gradebook)
2. Click on the "Reports Tab"
3. Choose "Student Roster"
 - a. Choose "Export (CSV)"
 - b. Uncheck all boxes except "Guardian Email"
 - c. Run Report
 - d. Open Report (this will open EXCEL)

Name: Student Roster
Description: Student demographic information listed one row per student
Output Type: PDF Export (CSV)
Sections: Selected Class Active Classes
Students: All Enrolled Selected Groups and/or Students
Student Info: Student Name Student Number Birthday Gender Grade Level
Parent Info: Mother's Name Father's Name Home Phone Guardian Email Emergency Contacts
 Blank1 Blank2 Blank3 Blank4 Blank5 Blank6
Sort: Gradebook Preference Student Last Name Student First Name Student Number Birthday

4. In EXCEL
 - a. Ctrl-H (to open Find and Replace)

✓ Find What: ,

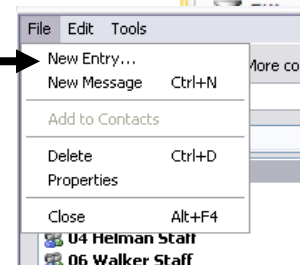
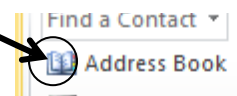
✓ Replace with: ;

Find and Replace dialog box with tabs for Find, Replace, and Go To. The Find what: field is empty, and the Replace with: field is empty. Buttons include More, Replace, Replace All, Find Next, and Cancel.

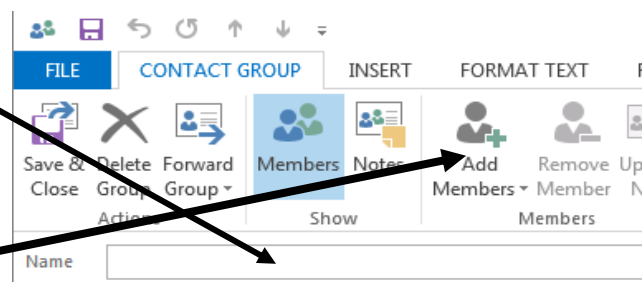
- b. Highlight all cells with emails
- c. Ctrl-C (to copy)

Creating Distribution list in Outlook

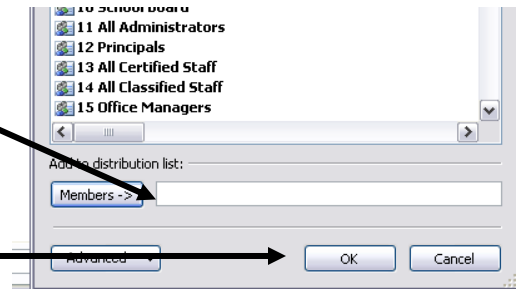
5. Open Outlook
 - a. Click on the "Address Book" Button
 - b. Go to File and then "new entry"
 - c. Choose "New Contact Group"
 - d. Name your distribution list (ex. Earth Science 14-15)



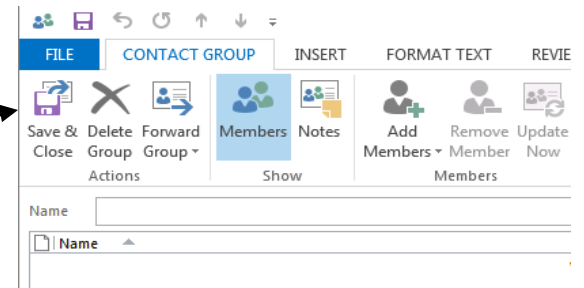
- e. Choose "Add Members"



- f. Left click in the space next to the "members" button to place the cursor.
- g. Ctrl-V (this will paste from Excel)
- h. Click "OK"

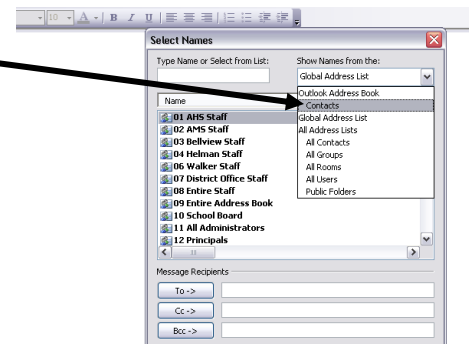


- i. All of the addresses should be listed
- j. Click "Save and Close"
- k. If an error message appears, an e-mail may be inputted wrong in PowerSchool. You will need to manually fix that.



Sending an e-mail

6. Click the "To" button
 - a. Choose contacts in the "show names from the" pull down menu.
 - b. Choose the distribution list you want and...
MAKE SURE THAT IT IS IN THE "Bcc" PART OF THE E-MAIL!!!!



Shortcuts I Use Everyday:

- | | |
|--------------------------|---|
| ✓ Ctrl-A - Highlight All | ✓ Ctrl- [-- Decreases font size |
| ✓ Ctrl-C - Copy | ✓ Ctrl-] - Increases font size |
| ✓ Ctrl-V - Paste | ✓ Ctrl-L - Left Justification |
| ✓ Ctrl-F - Find | ✓ Ctrl-E - Center Justification |
| ✓ Ctrl-B - Bold | ✓ Ctrl-R - Right Justification |
| ✓ Ctrl-I - Italics | ✓ One Left Click - Puts cursor in place on document |
| ✓ Ctrl-U - Underline | ✓ Two Left Clicks - Highlights Whole Word |
| ✓ Ctrl-1 - Single Space | ✓ Three Left Clicks - Highlights entire line or paragraph |
| ✓ Ctrl-5 - 1.5 Space | ✓ Shift F3 - Changes Capitalization |
| ✓ Ctrl-2 - Double Space | |

