Sending Group Emails to Parent/Guardians

As you may have noticed the ability to email parents or guardians. We have installed a plugin that will allow you to grab emails from Power Teacher and paste them into an email. You can also create a group in your email once you have the email addresses. (Please Note: I have tried to cover actual student names and parent emails in this guide.)

Current Classes	
B1(D1-D1A) Foundation of Art	Log into Power Teacher
B1(D2-D2A) 3-D Design	Click on the Backpack
B1(D2-D2A) 3-D Design PowerTeacher Pro	Class Information PowerSchool
At the top Left of the next screen you will see Em Click on Email Addresses	nail Addresses Foundation of Art B1(D1-D1A) Student Names for this class list.
	Email Addresses & Lists
	Select student, guardian and/or parent portal emails to copy, and scroll to the bottom
In the next screen you will see student names an	ry emails
we have on file for their Parent/Guardian Check the box to the right of Student Name to se	elect all
emails in that class.	
Once selected click Build Email List	Build Email List Select the delimiter required by your email program and click Build List Delimiter type: Existing Build List
This creates an email list with semi-colons separa	ating the emails that can be pasted into your email address box.
Copy the email list	Build Email List
Paste into your email	Select the delimiter required by your email program and click Build List Delimiter type: Existing Build List Build List
Image: state stat	You will se guardian emails listed here.