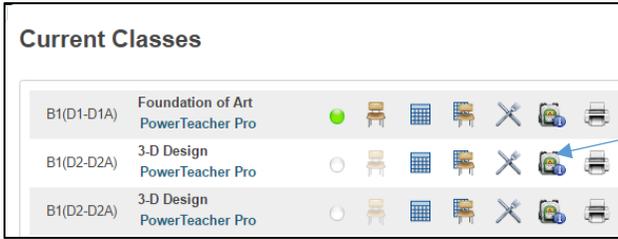


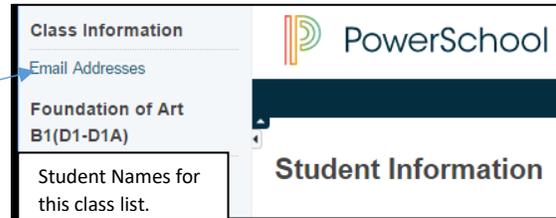
Sending Group Emails to Parent/Guardians

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.)



Log into Power Teacher

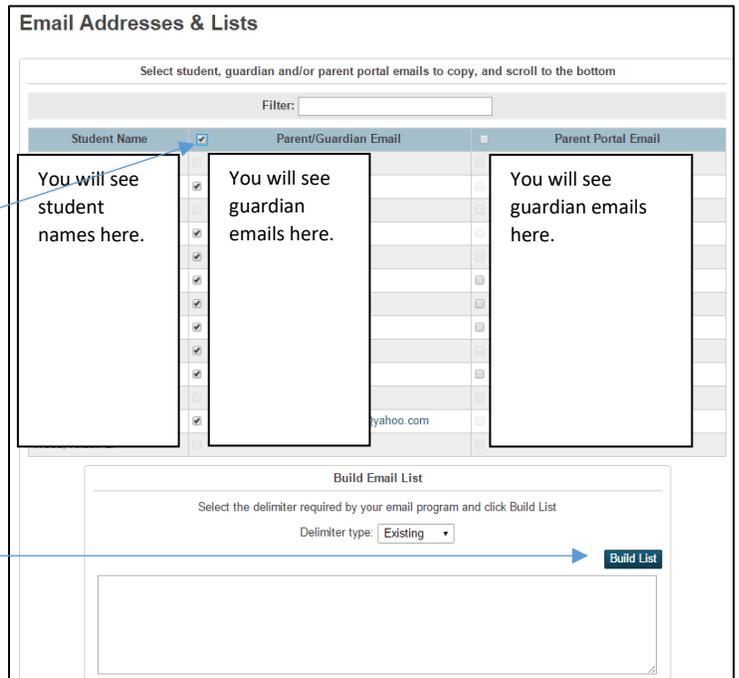
Click on the Backpack



At the top Left of the next screen you will see Email Addresses

Click on Email Addresses

In the next screen you will see student names any emails we have on file for their Parent/Guardian



Check the box to the right of Student Name to select all emails in that class.

Once selected click Build Email List

This creates an email list with semi-colons separating the emails that can be pasted into your email address box.

Copy the email list

Paste into your email

