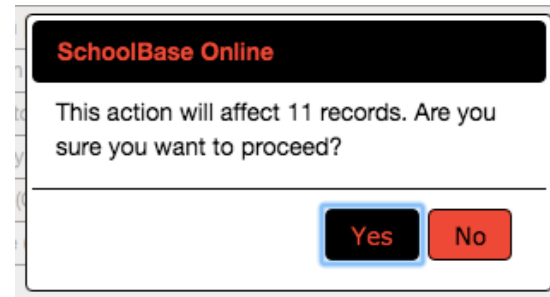
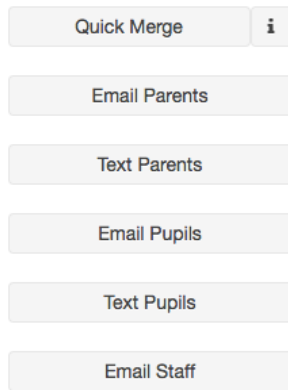


Finding groups of students is easy with tags. The students in your ASAs (for elementary) have been pre-tagged for you. Just use the “Tags” filter to find your ASA. In this case we will choose “ECC Soccer Monday”

Click “OK” and the list of your ASA students will show up. From here you can begin the process of contacting your parents.



Click on “Communicate” and select the option you would like to carry out. You can email students or parents from this menu. I will select email parents for this example.

Be sure the number of records you will affect is the number of students in your ASA. Click on “Yes”



Adult Selection Criteria

Primary:  Yes  No  N/A

Report:  Yes  No  N/A

Fee Payer:  Yes  No  N/A

Custody:  Yes  No  N/A

Priority: X

Relationship: X

Features: X

Email Address to Use

Priority 1  Priority 2  Both

→ CONTINUE

This is the selection of which parents will be emailed. Select "Both" to send to mom and dad. (Priority 1 is Dad, Priority 2 is Mom)

Email Parents

Send Individually To: mark\_1richard@hotmail.com; mrobertsonjones2@sis.org.cn; kuangyaoping2007@126.com; rickytsai@o-film.com; sunninan72@163.com; tl@vip.163.com

Send Summary To: [Text Box] SELECT CLEAR

From: Select an item

Subject: A subject line is required

Message: [Text Area]

Request Read Receipt

Attach: [Text Box] ADD CLEAR

Include Attachments in Summary Email

X EXIT SEND

The email addresses are already populated and SchoolBase will send a single email (bcc) to each addressee.

Email Parents

Send Individually To: mark\_1richard@hotmail.com; mrobertsonjones2@sis.org.cn; kuangyaoping2007@126.com; rickytsai@o-film.com; sunninan72@163.com; tl@vip.163.com

Send Summary To: acruz@sis.org.cn SELECT CLEAR

From: mmcelroy@sis.org.cn

Subject: Testing email

Message: Type your message here. There is no formatting but your signature will be added if you've added it in your profile.

Request Read Receipt

Attach: SIS Letterhead pages ADD CLEAR

Include Attachments in Summary Email

X EXIT SEND

This is where you will decide to whom you will send a Summary email (cc), the Subject, the Message and add any attachments. Click "Send" to deliver your email.

Lists & Reports Mail Merge  $f(x)$  Functions

Clear Filters - Retain Matched Open New Pupil Clear Selection Select All

10 record(s) selected

<input checked="" type="checkbox"/>	Cal, Qiqi (Coco) ☺
<input type="checkbox"/>	Cailliet, Leslie ☺
<input type="checkbox"/>	Ching, sze yui (Tia) ☺
<input type="checkbox"/>	Korhonen, Veikka ☺
<input type="checkbox"/>	Luo, Zi Mu (Benny) ☺
<input type="checkbox"/>	Nambiar, Milin ☺
<input type="checkbox"/>	Prunet, Marie ☺
<input type="checkbox"/>	Qin, Kelvyn Kaiwen (Kelvyn) ☺
<input type="checkbox"/>	Robertson-Jones, Talia ☺
<input type="checkbox"/>	Worthington, Cadence Raewyn (Cadence) ☺

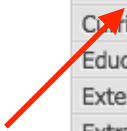
Want to see what communication has been sent? Select a student(s) and "Open" their record(s).



## Pupil Record

General    Prospective

- Academy Info
- Basic Info
- Bus Usage Info
- Consents
- Communication
- Curriculum** [ C ]
- Education To Date
- External Exams [ S ]
- Extra Curriculum
- Family Info [ ]
- Future Education [ ]
- Languages [ T ]
- Miscellaneous [ ]
- Movement History [ ]
- Other Information [ ]
- Passport [ T ]
- Rewards and Sanctions [ ]
- Secure Notes [ ]
- Shadow [ 2 ]
- Special Needs [ ]
- Timetable [ ]



### Email Log

Email Log Search

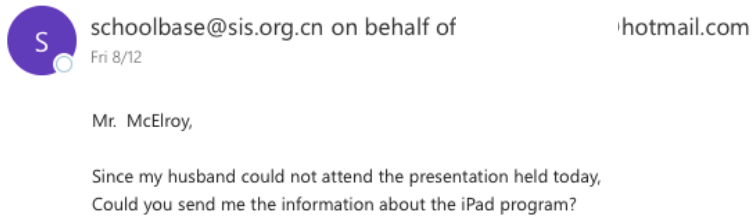
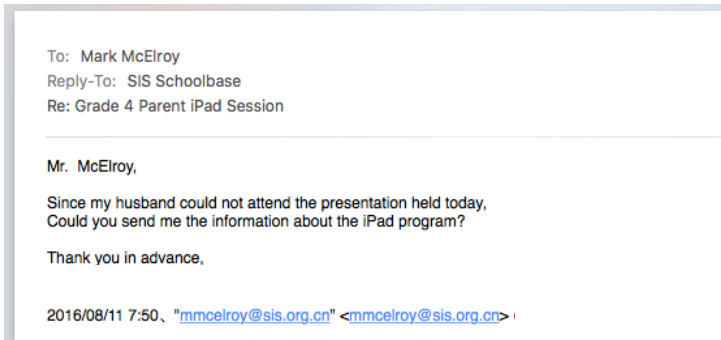
Sent By	Subject	Date Sent	View
Riley Laird	Welcome to Grade 6!	16-Aug-16	
Riley Laird	Welcome to Grade 6!	16-Aug-16	
Riley Laird	Welcome to 6th Grade Year	15-Aug-16	
Peggy Han	Welcome to 2016-17 at Shekou International School	9-Aug-16	
Peggy Han	Welcome to 2016-17 at Shekou International School	9-Aug-16	

### SMS Log

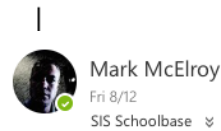
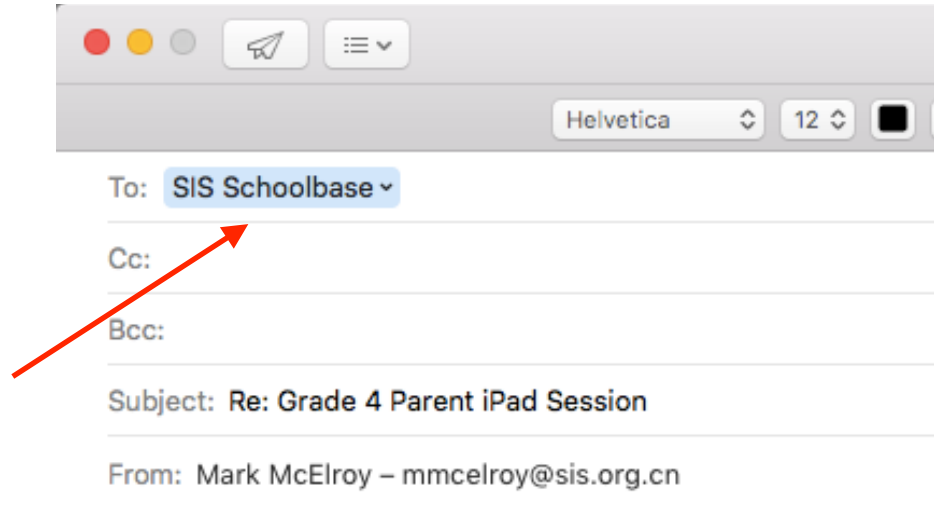
Sent By	Message	Date Sent
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You will now see all communications to that student or to the student's parent(s) made through the SchoolBase email system.

Click on "General" and then select "Communication".



Once initiated, you may use your favorite email application (including Office 365) to continue the conversation. Please note that any reply generated from your email application will address itself to "SIS Schoolbase". Don't worry, the email is sent to the original sender by SchoolBase. If you want, check the **communication log** in the student record after you reply, just be sure.



Sent Items

Of course! The best information will come from your homeroom teacher, and we know if you have more questions.

Cheers,  
mark