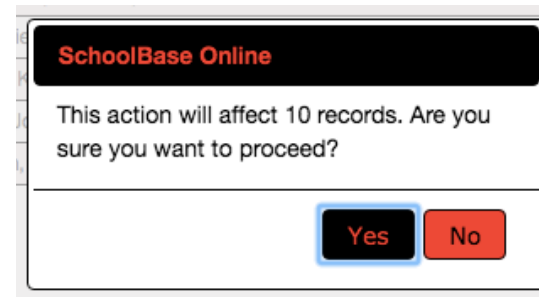


SchoolBase is able to generate emails for any group of students that you can group. You can use any search filter to group students and send emails to them or their parents. It all begins in the student finder.

Filter for any students. In this case, the filter is for 6Metal students. Select "Communicate".

- Quick Merge i
- Email Parents
- Text Parents
- Email Pupils
- Text Pupils
- Email Staff

Select the option you would like to carry out. You can email students or parents from this menu. I will select parents for this example.



Be sure the number of records you will affect is the number of students selected from your filtered list.



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:

Relationship:

Features:

Email Address to Use

Priority 1 Priority 2 Both

This is the selection of which parents will be emailed. Select "Both" to send to mom and dad.

Email Parents

Send Individually To:

Send Summary To:

From:

Subject:

Message:

Request Read Receipt

Attach:

Include Attachments in Summary Email

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

Email Parents

Send Individually To:

Send Summary To:

From:

Subject:

Message:

Request Read Receipt

Attach:

Include Attachments in Summary Email

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

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) ☺

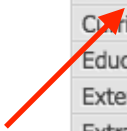
Want to see what communication has been sent? Select a student(s) and "Open" their record(s).



Pupil Record

General Prospective

- Academy Info
- Basic Info
- Bus Usage Info
- Consents
- Communication
- Curriculum**
- Education To Date [C]
- 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".





To: Mark McElroy
 Reply-To: SIS Schoolbase
 Re: Grade 4 Parent iPad Session

Mr. McElroy,

Since my husband could not attend the presentation held today,
 Could you send me the information about the iPad program?

Thank you in advance,

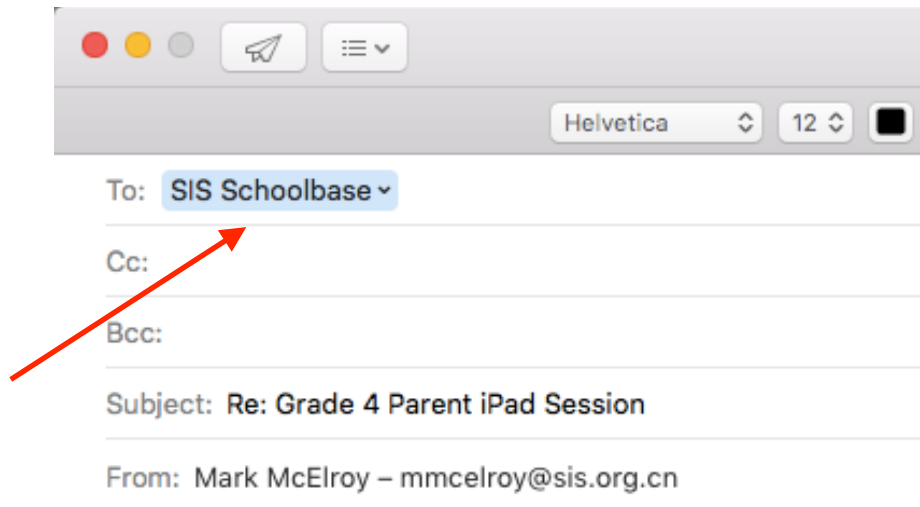
2016/08/11 7:50, "mmcelroy@sis.org.cn" <mmcelroy@sis.org.cn>

 schoolbase@sis.org.cn on behalf of  hotmail.com
 Fri 8/12

Mr. McElroy,

Since my husband could not attend the presentation held today,
 Could you send me the information about the iPad program?

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.



Helvetica 12


To: SIS Schoolbase ▾

Cc:

Bcc:

Subject: Re: Grade 4 Parent iPad Session

From: Mark McElroy – mmcelroy@sis.org.cn

 Mark McElroy
 Fri 8/12
 SIS Schoolbase ▾

Sent Items

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

Cheers,
mark