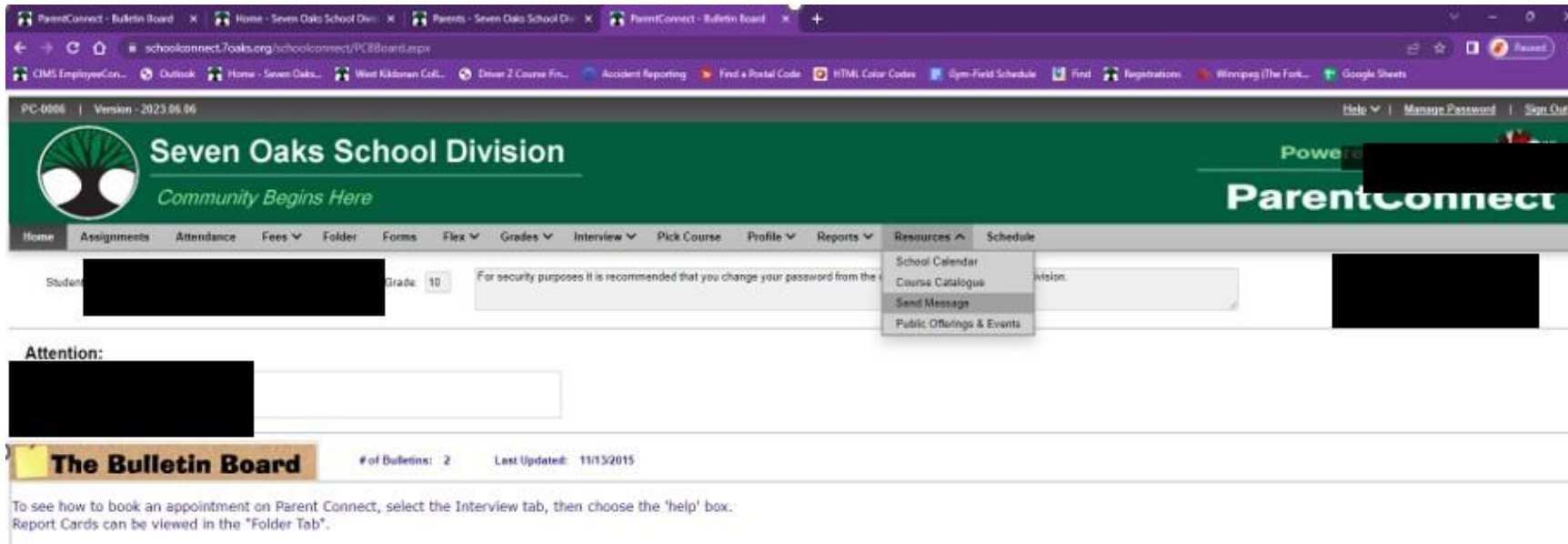


HOW TO EMAIL YOUR STUDENTS TEACHER (OR ALL OF THEM)

Step 1: Log In to Parent Connect

Step 2: Under the Resource Tab, Select Send Message



The screenshot shows a web browser window with the URL schoolconnect.7oaks.org/schoolconnect/PCBB/article.aspx. The page header includes the Seven Oaks School Division logo and the text "Community Begins Here". The navigation menu includes "Home", "Assignments", "Attendance", "Fees", "Folder", "Forms", "Flex", "Grades", "Interview", "Pick Course", "Profile", "Reports", "Resources", and "Schedule". The "Resources" dropdown menu is open, showing options: "School Calendar", "Course Catalogue", "Send Message", and "Public Offerings & Events". The "Send Message" option is highlighted. Below the navigation menu, there is a section for "Attention:" with a text input field. Below that is "The Bulletin Board" section with "# of Bulletins: 2" and "Last Updated: 11/13/2015". A note at the bottom says: "To see how to book an appointment on Parent Connect, select the Interview tab, then choose the 'help' box. Report Cards can be viewed in the 'Folder Tab'."

Step 3: From Here you can Select to email an individual teacher OR Click to box to “Message ALL teacher who teach this student in TERM” (Select SEM1 or SEM2 as per needed)

Send Message

Help

1. Select a teacher or 'OFFICE'

* No Teacher Selected *

- OR -

Message ALL Teachers who teach this student in TERM:

SEM2

Step 4: Compose your message.

2. Type a message and "FROM" information

750
Characters remaining

[Redacted]

Email address you can be contacted at:

Your name: (first last)

Step 5: Attach your Attachment (if applicable)

3. Attachment

No file chosen Attach Document

**Note - only 1 document may be attached

Step 6: Send your message!

4. Click "Send Message" and wait for "Message successfully sent" before closing window