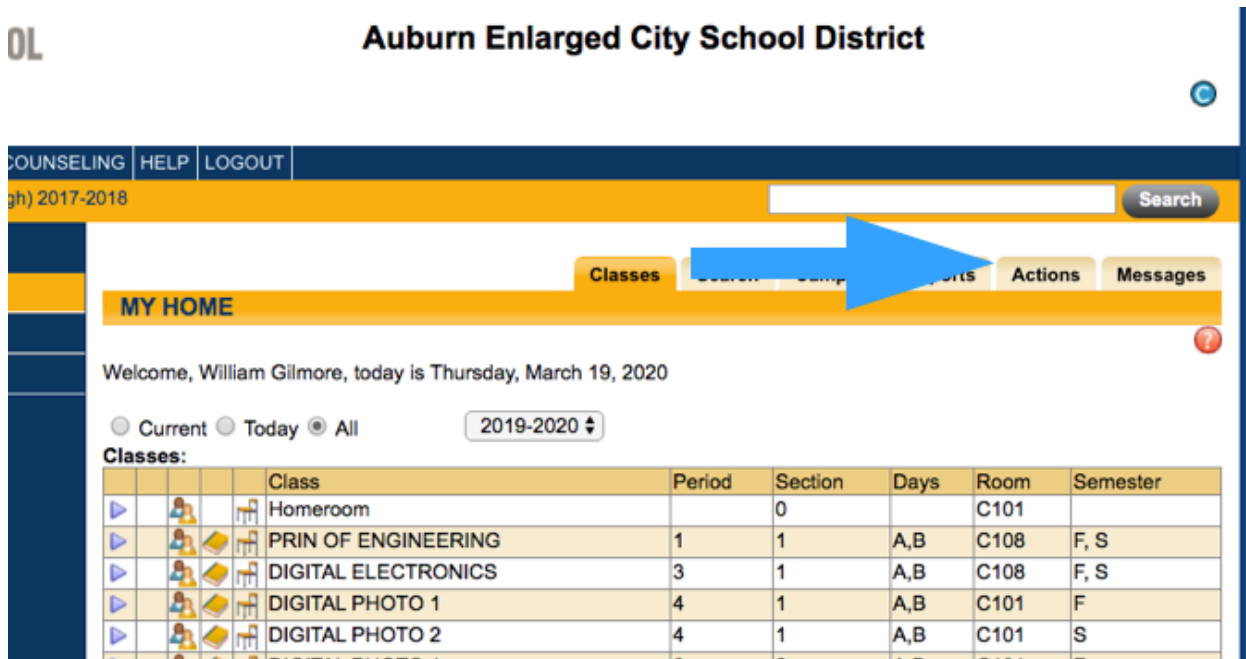


How to Email Students and Parents in SchoolTool:

1. Login to Schooltool
2. Click the actions tab on the upper right side. (blue arrow picture below)
3. Choose "send email" and choose which classes you'd like to include
4. Click continue.
5. Compose email
6. Prior to clicking "send email" choose if you'd like to send to Student, Primary, etc...
7. Click Send Email (white box, right side)



The screenshot shows the SchoolTool interface for Auburn Enlarged City School District. The user is logged in as William Gilmore. The interface includes a navigation bar with 'COUNSELING', 'HELP', and 'LOGOUT' options. A search bar is present with the text 'gh) 2017-2018'. The main content area is titled 'MY HOME' and displays a welcome message: 'Welcome, William Gilmore, today is Thursday, March 19, 2020'. Below the message, there are radio buttons for 'Current', 'Today', and 'All', and a dropdown menu for the school year '2019-2020'. A table of classes is displayed, with columns for Class, Period, Section, Days, Room, and Semester. A blue arrow points to the 'Actions' tab in the navigation bar.

Class	Period	Section	Days	Room	Semester
Homeroom		0		C101	
PRIN OF ENGINEERING	1	1	A,B	C108	F, S
DIGITAL ELECTRONICS	3	1	A,B	C108	F, S
DIGITAL PHOTO 1	4	1	A,B	C101	F
DIGITAL PHOTO 2	4	1	A,B	C101	S
DIGITAL PHOTO 4	6	0	A,B	C104	F