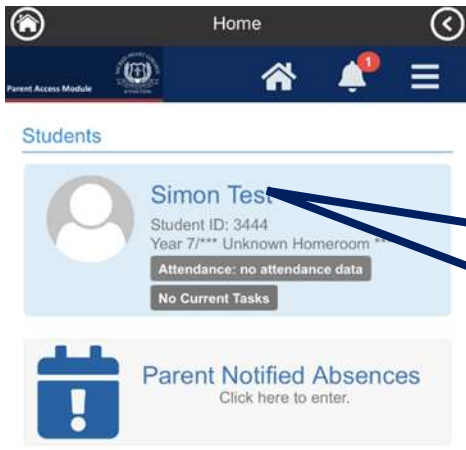
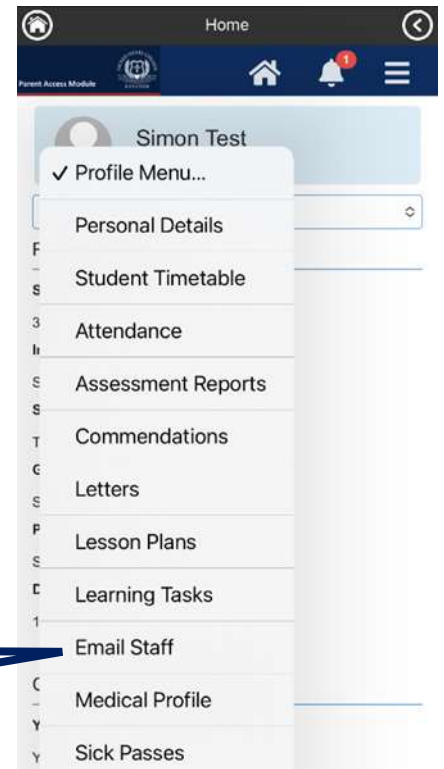


## EMAILING YOUR STUDENT'S TEACHER



1.

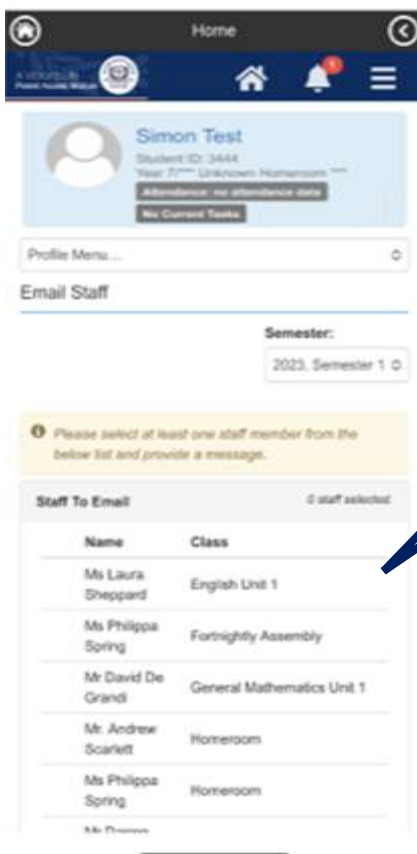
Click on the Home button. Then select your students name.



2.

Select the profile menu, and then select Email Staff from the drop-down menu.

3.



Select all staff you wish to send your email to by clicking on their name. Note: the list will only include your students' teachers.

4.



Type your email in the message box and when complete select Send Message