

Creating a Parent Email Address List For Your Class

1. Click on **Gradebook** → **Setup** → **Progress Reports** → **Available Email Lists**
2. At the top-middle, select the class for which you want to create the list:

User Email Lists

534/1 - Calc AB, ABC, Per. 5B (FY) ▼

3. At the bottom-left, enter your Email List Name:

Email List Name: AP Calculus AB 2011-2012

4. Check the box for “LR” (Legal Residence) contacts and click the “Add Email List” button

Include these email addresses: Counselors Case Managers Vice Principals 504 Coord. LR Contacts Gradebook Email

Add Email List

5. Click on the “View” icon for your list

List Name	Counselors	Case Managers	Vice Principals	504 Coordinator	LR Contacts	GB Email Address	View
AP Calculus AB 2011-2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

6. Select All contacts by checking the checkbox in the header row, just to the left of “Contact Type”

ID	Student Name	<input checked="" type="checkbox"/>	Contact Type	Contact Name	Email
120014	Patel, Arpan	<input checked="" type="checkbox"/>	LR - FCell	Bhanu Patel	bhanu822@yahoo.com
120644	McGee, Connor	<input checked="" type="checkbox"/>	LR - MCell	Julia McGee	wn_inc@hotmail.com
120154	Chiusolo, Daniella	<input checked="" type="checkbox"/>	LR - MCell	JoAnn Chiusolo	jccdr@aol.com
121025	Smythe, Frin	<input checked="" type="checkbox"/>	LR - MCell	Patricia Smythe	t.smythe2@verizon.net

7. In the bottom-left, click on **Generate an email line based on selected emails**

8. A box will appear with all of the email addresses of the parents. Use your mouse to highlight the entire block of addresses and Control-C to copy

Copy and Paste this text: [Close](#)

bhanu822@yahoo.com;gabecampos@verizon.net;mmmenendez@verizon.net;jccdr@aol.com; dar1565@comcast.net;dfoy20@comcast.net;rfoy23@comcast.net;judyhennig@msn.com; jimhennig@msn.com;wn_inc@hotmail.com;abartell1@comcast.net;abartell1@comcast.net; sandcastlemakers@msn.com;t.smythe2@verizon.net;cheryltruchan@comcast.net;markwrites@gmail.com; bthomas1975@msn.com;cthomas@veronaschools.org;carthom521@msn.com;hugh.tole@roche.com; iodvtole@comcast.net;

9. In your email, create a new email and click the button

10. In the field to the right of the button at the bottom left, type Control-V to paste the addresses,

bhanu822@yahoo.com;gabecampos@verizon.net;mmmenendez@verizon.net;jccdr@aol.com; dar1565@comcast.net;dfoy20@comcast.net;rfoy23@comcast.net;judyhennig@msn.com; jimhennig@msn.com;wn_inc@hotmail.com;abartell1@comcast.net;abartell1@comcast.net; sandcastlemakers@msn.com;t.smythe2@verizon.net;cheryltruchan@comcast.net;markwrites@gmail.com; bthomas1975@msn.com;cthomas@veronaschools.org;carthom521@msn.com;hugh.tole@roche.com; jodytole@comcast.net;

- then click the button