

# Sending Class Notifications

Class notifications let you send email notifications to your students and/or their parents. When you send a notification, the email address associated with your account receives a copy, and all other recipients receive a blind carbon copy (BCC). Your district must set up class notifications in order for you to use them.

- 1 On the **Class Dashboard** for the desired class, below **Classroom Administration**, click **Class Notifications**.



- 2 On the **Class Notifications** screen, in the **Message intended for** drop-down list, select **Students, Parents, or Students and Parents**.

**Note:** Regardless of your selection, in the **Select Message Recipients** dual listbox, only student names display. If you selected **Parents**, select the students whose parents you want to receive the notification.

- 3 In the **Select Message Recipients** dual listbox, select the students you want to receive the notification (and/or select the students whose parents you want to receive the notification) by selecting the names in the left dual listbox and clicking  to move the names to the dual listbox on the right. You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the dual listboxes.

- 4 In the **Subject** field, enter the subject of the email notification.

- 5 In the **Message** field, enter or paste the content of the email notification. You can use the rich-text editor to format the text as desired.

- 6 Click **Send Email**.

