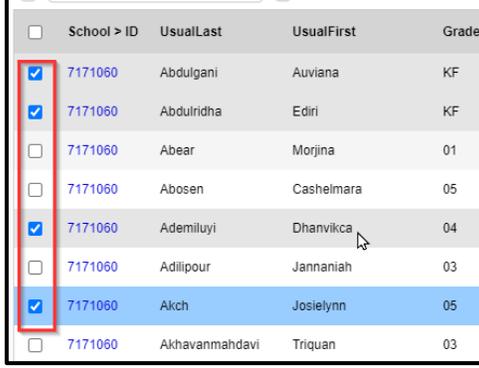
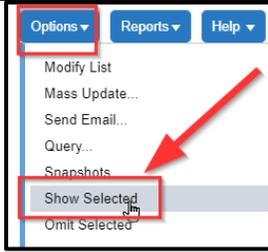
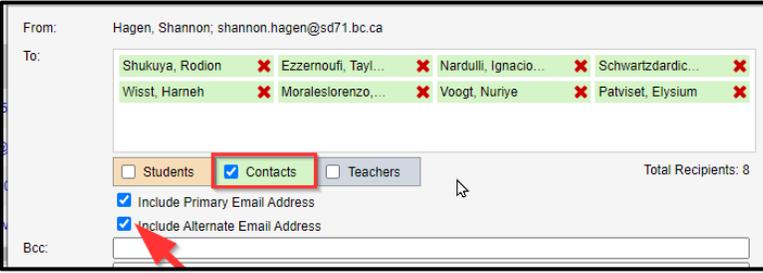


Emailing Selected Group of Students

<p>1 Log in to MyEd</p>	 <p>The screenshot shows the MyEducationBC login interface. At the top right, there is a language dropdown menu set to 'English (De...'. Below it is the MyEducationBC logo and 'BC - Production'. The main area contains 'Login ID' and 'Password' input fields. At the bottom, there are 'Log In' and 'Request Account' buttons, along with a link for 'Trouble logging in?'.</p>
<p>2 Click on “Student” top tab. Use the check box beside the student’s name to select them. Click on the box for all the students you’d like to email.</p>	 <p>The screenshot shows a table of students with columns for 'School > ID', 'UsualLast', 'UsualFirst', and 'Grade'. A red box highlights the first column, and several rows have their checkboxes checked. The checked rows are: (7171060, Abdulgani, Auviana, KF), (7171060, Abdulridha, Ediri, KF), (7171060, Ademiluyi, Dhanvikca, 04), (7171060, Akch, Josielynn, 05), and (7171060, Akhavanmahdavi, Triquan, 03).</p>
<p>3 Click on “Options drop-down” -> Show Selected. This will display <i>just</i> the students you have selected.</p>	 <p>The screenshot shows the 'Options' dropdown menu. The 'Options' button is highlighted with a red box. The menu items are: 'Modify List', 'Mass Update...', 'Send Email...', 'Query...', 'Snapshots', 'Show Selected', and 'Omit Selected'. A red arrow points to the 'Show Selected' option, which is also highlighted with a red box.</p>
<p>4 Go back to “Options drop-down-> Send Email”. <i>Be sure to check the box for “Contacts” – uncheck Students if not intended for students.</i></p>	 <p>The screenshot shows the 'Send Email' dialog box. The 'From' field is 'Hagen, Shannon; shannon.hagen@sd71.bc.ca'. The 'To' field lists eight recipients: Shukuya, Rodion; Ezzemoufi, Tayi...; Nardulli, Ignacio...; Schwartzdardic...; Wisst, Hameh; Moraleslorenzo, ...; Voogt, Nuriye; and Patviset, Elysium. Below the recipient list, there are three radio buttons: 'Students', 'Contacts', and 'Teachers'. The 'Contacts' radio button is selected and highlighted with a red box. There are also two checked checkboxes: 'Include Primary Email Address' and 'Include Alternate Email Address'. A red arrow points to the 'Bcc' field at the bottom.</p>