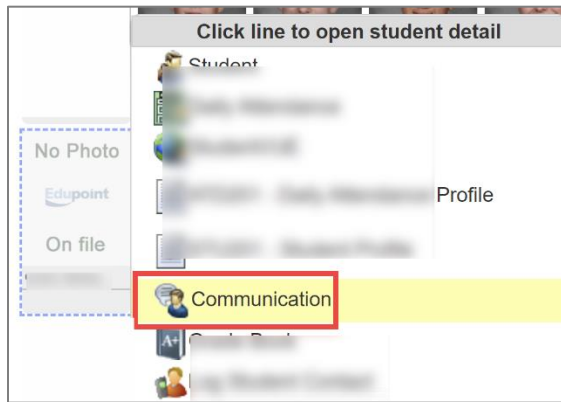


Sending Student and Parent Communications from TeacherVUE

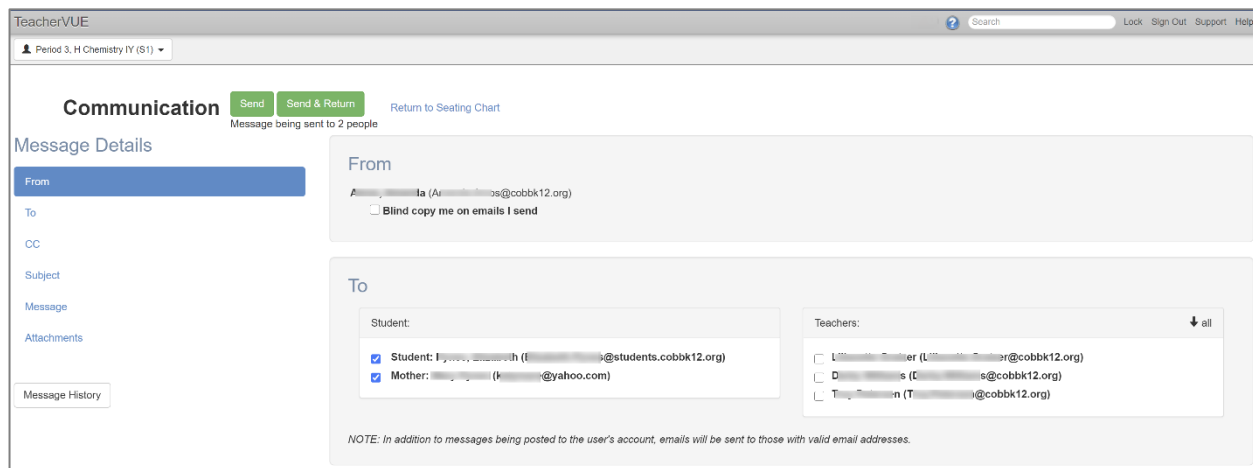
To send a message or email to **one student or the parent**, click the student's picture in the seating chart and select the Communication link.



When the Communication screen displays, teachers will decide if they want to be blind copied on the email.

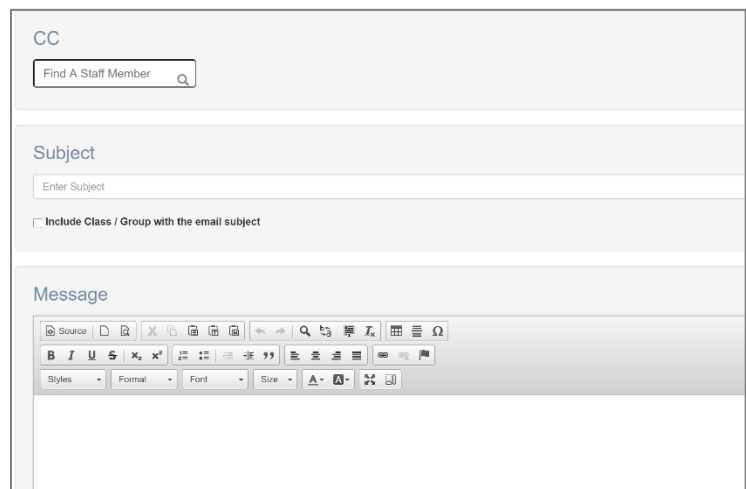
Teachers will select the recipient(s) for the message and email: student only, parent only, or both.

Teachers can choose to include the student's other teachers by selecting their names.

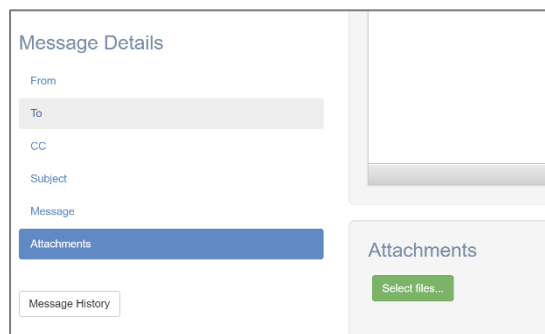


Teachers can search for another staff member, at their school, to copy them on the email.

Teachers will enter a Subject and type in the Message for the message and email.



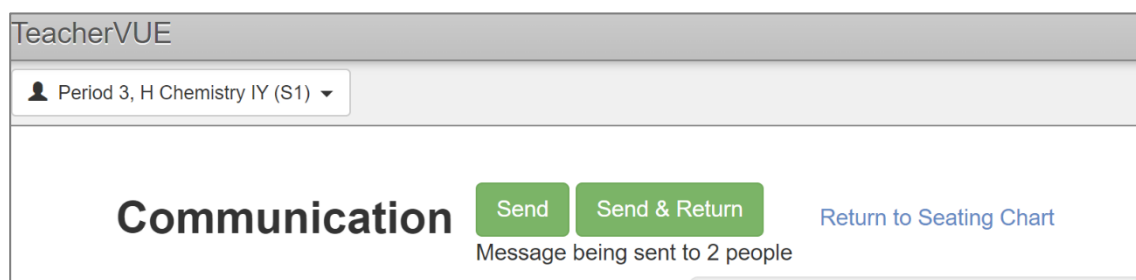
If an attachment is needed, click the Select Files button to add the files.



The screenshot shows a 'Message Details' form. On the left, there are input fields for 'From', 'To', 'CC', 'Subject', and 'Message'. Below these is a blue 'Attachments' button and a 'Message History' button. On the right, there is a 'Select files...' button under the 'Attachments' heading.

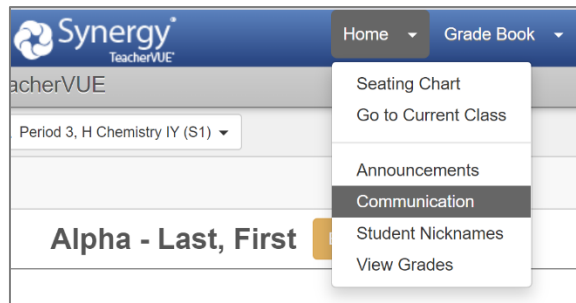
When all options are entered and the email message is complete, click the **Send** button at the top of the Communication screen.

Clicking Send & Return will send the email and return the teacher to the seating chart.



The screenshot shows the 'TeacherVUE' interface. At the top, there is a dropdown menu showing 'Period 3, H Chemistry IY (S1)'. Below this, the word 'Communication' is displayed in large bold text. To the right of 'Communication' are two green buttons: 'Send' and 'Send & Return'. Further right is a blue link that says 'Return to Seating Chart'. Below the 'Send' and 'Send & Return' buttons, it says 'Message being sent to 2 people'.

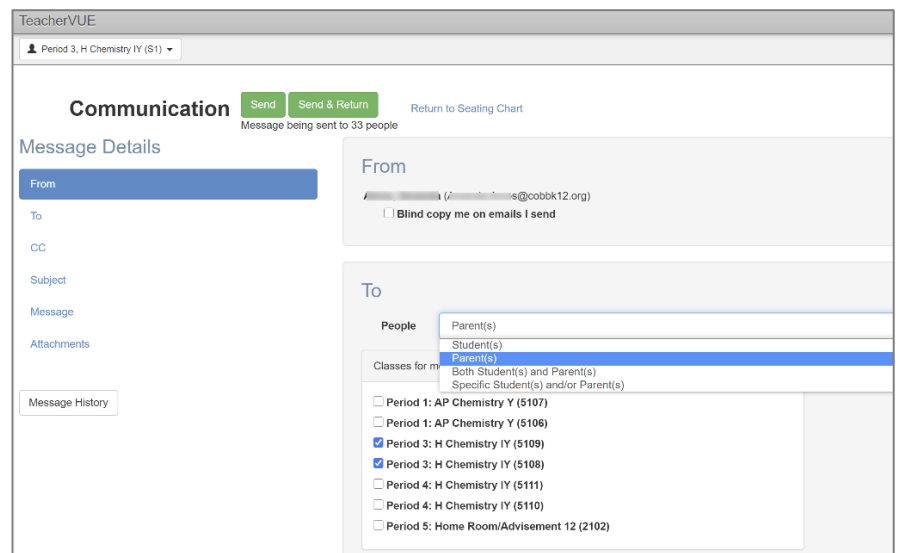
To send a message or email to **all students and/or parents, or selected students and/or parents**, click the Communication link under the Home menu.



On the Communication screen, teachers will select to send the email to:

- Students
- Parents
- Both Students and Parents
- Specific Students and/or Parents

Teachers will also select which classes or sections to include for the email.



When the option for specific students and/or parents is selected, teachers can check the boxes next to the students and parents' names. When all selections are checked, click **Done**.



To

People

Specific Student(s) and/or Parent(s)

Students/Parents for message (click to select students and/or parents)

☒ A [REDACTED]

☒ A [REDACTED]

☒ K [REDACTED] n (parent of [REDACTED])

☒ M [REDACTED] (parent of Al [REDACTED])

NOTE: In addition to messages being posted to the user's StudentVUE/ParentVUE account, emails will be sent to those Specific students and/or parents with valid email addresses.

[illegible]

Message Details

From

To

CC

Subject

Message

Attachments

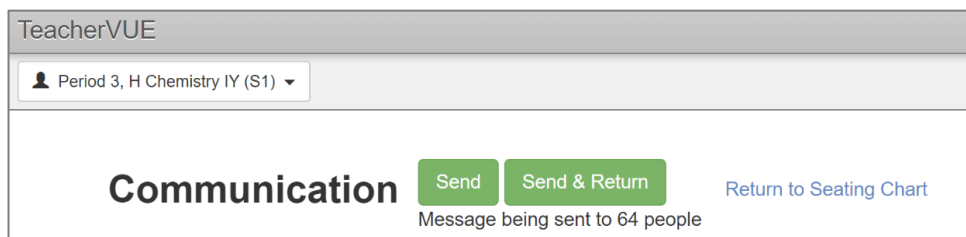
Message History

Attachments

Select files...

When all students and/or parents are selected, all options are entered, and the email is complete, click the **Send** button at the top of the Communication screen.

Clicking Send & Return will send the email and return the teacher to the seating chart.



TeacherVUE

Period 3, H Chemistry IY (S1)

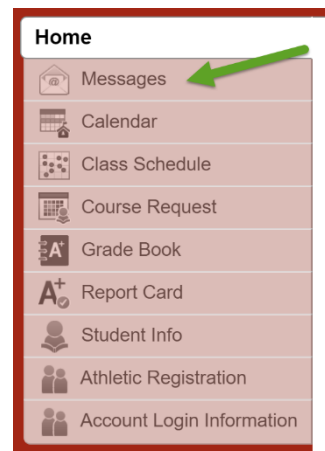
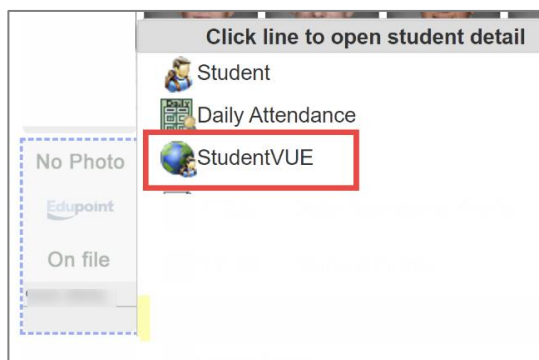
Communication

Send Send & Return Return to Seating Chart

Message being sent to 64 people

Viewing the Teacher's Message Using StudentVUE

To review a message the teacher will click the student's picture in the seating chart and select the StudentVUE link.



When the StudentVUE window opens, click **Messages**.

All emails sent from TeacherVUE display as Messages in StudentVUE. They are also sent to the students' CCSD Office 365 email.

Home	MESSAGES	
Messages	Date	Subject
Calendar	08/25/2020 12:47:00	Elizabeth - Ex Weight Cont Y: Weight training grade book is updated. (8/25/2020)
Class Schedule	08/25/2020 11:50:00	Elizabeth - Ex Weight Cont Y: Weight training Grade Book is updated. (8/25/2020)
Course Request	08/25/2020 09:14:00	Elizabeth - H Chemistry IY: Honors Chemistry Remind group invitation (8/25/2020)
Grade Book	08/24/2020 09:42:00	Elizabeth - Ex Weight Cont Y: Mondays workout is attached (8/24/2020)
Report Card		
Student Info		
Athletic Registration		
Account Login Information		