

Sending Student Communications from Synergy using Mass Email

The Synergy Mass Email screen can be used by **principals and assistant principals** to send emails to **students**.

Please use CTLS Parent to email parents.

Unlike messages and emails sent from TeacherVUE, communication from the Mass Email screen does not create Messages in StudentVUE. Students will receive the email in their Office 365 account.

Synergy Navigation: PAD Tree > Synergy SIS > Student > **Mass Email**

Quick Launch: Type **Mass Email** and press *enter*.

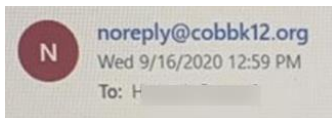
Check the box next to Students.

Do not check Parents. Use CTLS Parent to email parents.

To use the grade level option, it is recommended that the students are emailed **one grade level** at a time. Use the *Extra Filters Tab*, discussed on the next page, to select specific sections or Student Groups.

Confirm your name displays in the From Staff dropdown list and remove the override for noreply@cobbk12.org, if desired.

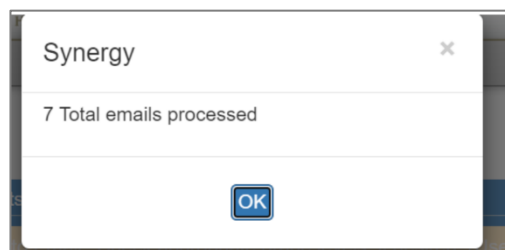
If the override is left in place, the emails will not come from the sender and will look like the example below.

A screenshot of the 'Mass Email' interface. At the top, there's a 'Menu' dropdown and a 'Send Email' button. Below are tabs for 'Options', 'Extra Filters', and 'Attachments'. The 'Options' tab is active. Under 'Filters', 'Students' is checked with a green checkmark, and 'Parents' is unchecked with a red 'X'. To the right, a 'Grade' section is highlighted with a red box, containing a grid of checkboxes for grade levels: Pre, KK, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 12+, UNG- Elem, and UNG- Sec. Below the filters is the 'Email Options' section, which includes a 'From Staff' dropdown, an 'Override From Email Address' field with 'noreply@cobbk12.org', a 'Message Subject' field, and a 'Message Body' text area.

Type in a subject and the email message in the fields provided.

Click the **Send Email** at the top of the screen to send the email to the selected grade level.

Remain on the screen while the system processes. A message will display with the number of emails that are queued up to send.



If specific classes or student groups are needed instead of using the grade level options, continue with the steps below.

To send an email to Student Groups, or to students in specific classes/sections click the *Extra Filters Tab*.

The screenshot shows the 'Mass Email' window with the 'Extra Filters' tab highlighted in red. The 'Filters' section on the left has a green checkmark next to 'Students' and a red X next to 'Parents'. The 'Grade' section on the right shows a grid of checkboxes for various grade levels: Pre, KK, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, and 12+. There are also checkboxes for 'UNG- Elem' and 'UNG- Sec'.

To use the Student Groups filter, the groups must be setup beforehand. Directions for creating student groups can be found in the Period Attendance and Daily Attendance Guides under the [Synergy Help link](#) > CCSD-ES/MS/HS > Office Attendance menu.

- A.** To use the Student Groups filter, select the Chooser button.

The screenshot shows the 'Mass Email' window with the 'Extra Filters' tab selected. The 'Student Groups' section has a 'Chooser' button highlighted with a red circle and the letter 'A'. Below it is a table with columns 'Line' and 'Code'. The 'Class Selection' section also has a 'Chooser' button, with a table below it having columns 'Line', 'Section ID', and 'Course ID'.

- When the Chooser screen displays, type the Code or Description for the Student Group in the Find Criteria field.
- Click the blue Find button or press the enter key.
- The group will display in the Selected Items column.
- Find other groups, as needed. When all desired groups are in the Selected Items column, click the green **Select** button.

The screenshot shows the 'Chooser' window. At the top are buttons for 'Find', 'Select', and 'Close'. Below is a 'Search Results' section with 'Find Criteria' containing input fields for 'Code' (with '5YR Senior' entered) and 'Description'. An 'Add All Row(s) >>' button is below. The 'Find Result' section shows a table with columns 'Line', 'Code', and 'Description'. The 'Selected Items' section shows a table with columns 'Line', 'Code', and 'Description', containing one row: '1', '5YR Senior', and '5th Year Seniors'.

To select from a **list** of all Student Groups, click the blue Find button or press the enter key without typing a code or description in the fields.

- All groups setup at the school will display in the Find Result column.

Chooser

Find Select Close

Search Results

Find Criteria

Code Description

Add All Row(s) >>

Find Result

Line	Code	Description
1	5YR Senior	5th Year Seniors
2	BseballJV	Baseball - JV
3	BseballV	Baseball - Varsity
4	BsktbJVB	Basketball - JV Boys
5	BsktbVB	Basketball - Varsity Boys
6	CCntry	Cross Country
7	CheerJV	Cheerleading - JV
8	CheerV	Cheerleading - Varsity
9	Club01	Club 01
10	Club02	Club 02

Selected Items

X	Line	Code	Description
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- Click once on a row to select the desired group and move it to the Selected Items column.
- Select multiple groups by clicking each row needed.
- When all desired groups are in the Selected Items column, click the green **Select** button.

Chooser

Find Select Close

Search Results

Find Criteria

Code Description

Add All Row(s) >>

Find Result

Line	Code	Description
2	BseballJV	Baseball - JV
6	CCntry	Cross Country
7	CheerJV	Cheerleading - JV
8	CheerV	Cheerleading - Varsity
9	Club01	Club 01
10	Club02	Club 02
11	Club03	Club 03

Selected Items

X	Line	Code	Description
<input type="checkbox"/>	1	BsktbVB	Basketball - Varsity Boys
<input type="checkbox"/>	2	BseballV	Baseball - Varsity
<input type="checkbox"/>	3	BsktbJVB	Basketball - JV Boys

- The Chooser screen will close, and the selected Student Group or Groups will display.

Mass Email

Menu Send Email

Options Extra Filters Attachments

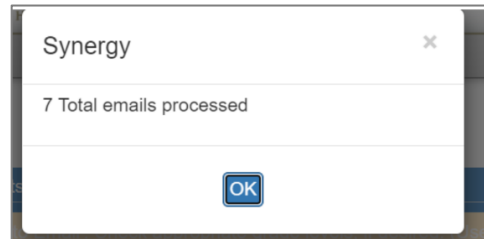
Student Groups Chooser

X	Line	Code	Description
	1	5YR Senior	5th Year Seniors

Class Selection Chooser

X	Line	Section ID	Course ID	Course Title	Teacher	Begin Period	Term Code
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- If all selections are made, click the **Send Email** button.
- Remain on the screen while the system processes. A message will display with the number of emails that are queued up to send.



If students in specific classes/sections need to receive the email, continue with the steps below.

- B.** To use the Class Selection filter, select the Chooser button.

BY SECTION NUMBER:

- When the Chooser screen displays, enter the section number in the Find Criteria field and click the blue Find button or press the enter key.

- The class for the section number entered will display in the Selected Items column.
- If multiple sections are needed, search and add them one at a time to get the list of desired classes.
- When all desired classes are in the Selected Items column, click the green **Select** button.

Line	Section ID	Course ID	Course Title	Last Name	First Name	Middle Name	Suffix	Term Code
1	1082	21.4720099	Engineering Applicat Y	Smith				S2
2	1083	21.4710099	Engineering Concepts Y	Smith				S2
3	0550	23.0430095	AP Lang/Comp Y	Smith				S2
4	1078	21.4250096	Foundations Engineering Tech A	Smith				S1

BY TEACHER'S NAME:

- A second option for the Find Criteria field is to enter the teacher's name and click the blue Find button or press the enter key.
- All classes for the teacher will display in the Find Results column.
- Click once on a row to select the desired class and move it to the Selected Items column.
- Select multiple classes by clicking the rows needed.
- When all desired classes are in the Selected Items column, click the green **Select** button.

Chooser

Search Results

Find Criteria

Section ID Course ID Course Title Last Name First Name Middle Name Suffix Term Code

Smith

Add All Row(s) >>

Find Result

Line	Section ID	Course ID	Course Title	Last Name	First Name	Middle Name	Suffix	Term Code
2	7061	00.0012000	Home Room/Advisement 12	Smith				YR
4	1076	21.4250099	Foundations Engineering Tech Y	Smith				S1
5	1074	21.4250099	Foundations Engineering Tech Y	Smith				S1
6	1077	21.4250099	Foundations Engineering Tech Y	Smith				S1
7	1079	21.4250099	Foundations Engineering Tech Y	Smith				S2
8	1081	21.4710097	Engineering Concepts B	Smith				S2

Selected Items

* -	Line	Section ID	Course ID	Course Title	Last Name	First Name	Middle Name	Suffix	Term Code
■	1	1082	21.4720099	Engineering Applicat Y	Smith				S2
■	2	1083	21.4710099	Engineering Concepts Y	Smith				S2
■	3	0550	23.0430095	AP Lang/Comp Y	Smith				S2
■	4	1078	21.4250096	Foundations Engineering Tech A	Smith				S1

- The Chooser screen will close, and the selected classes will display.
- If all selections are made, click the **Send Email** button.

Mass Email

Menu Send Email

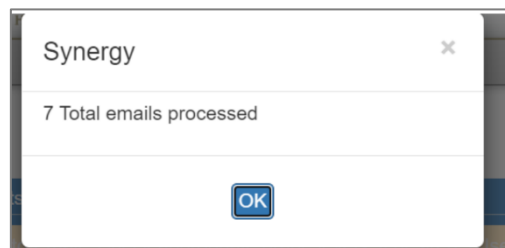
Options Extra Filters Attachments

Student Groups Chooser

Class Selection Chooser

* -	Line	Section ID	Course ID	Course Title	Teacher	Begin Period	Term Code
■	1	1082	21.4720099	Engineering Applicat Y	Smith,	3	S2
■	2	1083	21.4710099	Engineering Concepts Y	Smith,	4	S2
■	3	0550	23.0430095	AP Lang/Comp Y	Smith,	2	S2
■	4	1078	21.4250096	Foundations Engineering Tech A	Smith,	4	S1

- Remain on the screen while the system processes. A message will display with the number of emails that are queued up to send.



The emails from the Mass Email screen are not sent immediately. They are added to a job queue that runs once every hour beginning at 7:55 AM each day.