## **Email Students**

Jackrabbit offers you multiple ways to send emails and student schedules to your students and families. *Note:* Email Families & Email/Print Student Schedules from the Families category must be selected as the user permission in order to use this functionality. To learn how to update User permissions, see Manage User IDs.

## **Email Students**

Depending on why you are sending the email and which students you want to communicate with, select from one of the following options:

- Email students from Families (menu) > All Families, or Students (menu) > All Students
- Email students in all or selected classes from the Classes menu > All Classes.
- Email students in a single class from the Classes menu > All Classes.



Email Students from All Families or All Students

Email Students in All or Selected Classes from the Classes (menu) > All Classes

Email Students in a Single Class from the Classes (menu) > All Classes



In addition to emailing students, you can also print their schedules as needed from the **Students** menu > **Students Schedules** > **Print**. Refer to **Email/Print Student Schedules** for additional information.