

Send your customized email to an individual class.

To send your customized email to an individual class, you may either:

Classes > All Classes

1. Go to Classes on the menu bar and select All Classes.
2. Locate the Class by adding filters with the Filter icon or by entering a search in the Search Row (Class column).
3. Use the Row Menu (three vertical dots) for the Class and select Email/Text Class.
4. Select your customized template from the drop-down list in the Template field.
5. Review Search Criteria for additional families to include and the Recipients section.
6. Click the Preview List button at the bottom
7. When logged into your own Jackrabbit system, you will select Send Now after reviewing the Recipients List and the message in the Results section. When using the Practice Database, for security reasons, you do not have the ability to send emails.

Class Record

1. Open a class page and select the Email/Text Class button.
2. Select your customized template from the drop-down list in the Template field.
3. Review the Search Criteria and Recipients sections and make changes if needed.
4. Select Preview List
5. When logged into your own Jackrabbit system, you will select Send Now when you are ready to send the email. When using the Practice Database, for security reasons, you do not have the ability to send emails.

Families > Email Text Families

1. Go to Families on the menu bar and select Email/Text Families.
 2. Select your customized template from the drop-down list in the Template field.
 3. Select the class from the Classes (select one or more) field in the Class Search Criteria section.
 4. Select Preview List
 5. When logged into your own Jackrabbit system, you will select Send Now when you are ready to end the email. When using the Practice Database, for security reasons, you do not have the ability to send emails.
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