

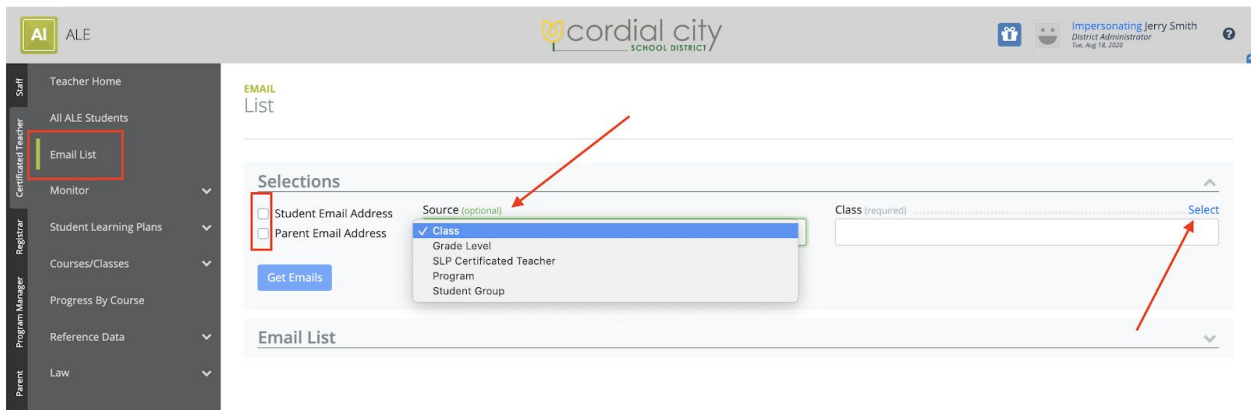


## ALE Application: Email/Communication Tool

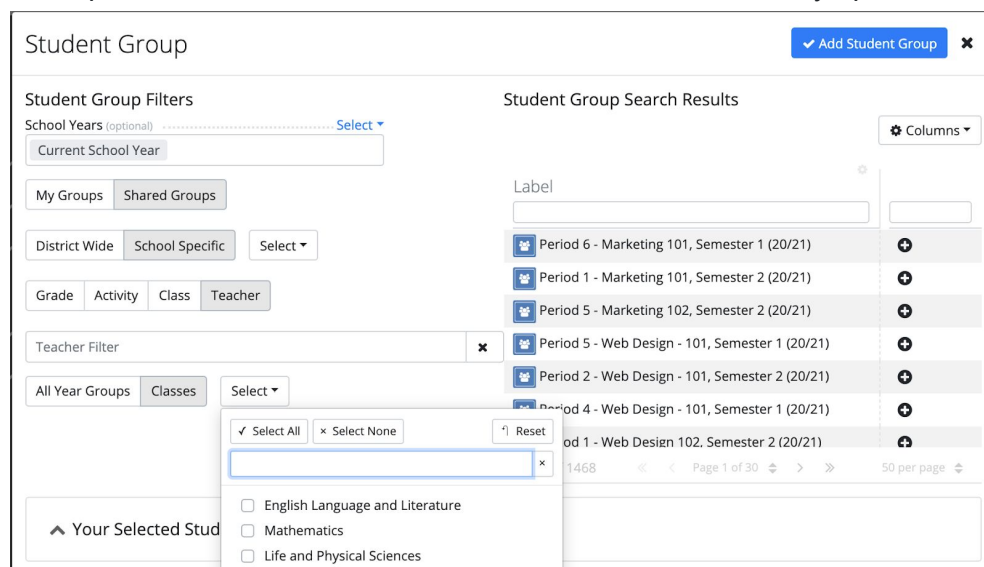
From the Certificated Teacher role, users can retrieve email addresses associated with parents and/or students. Click on “Email List” from the left hand navigation menu, choose from the following selections:

- Student Email Address
- Parent Email Address
- Source
  - Class
  - Grade Level
  - SLP Certificated Teacher
  - Program
  - Student Group

Then select from the corresponding modal (pop-up):



If “Student Group” is the chosen “Source,” then the selections have many options:



The selected “Label” will appear in the bottom of the window under “Your Selected Student Group.”

The screenshot shows a web interface for selecting student groups. On the left, under "Student Group Filters", there are options for "School Years" (set to "Current School Year"), "My Groups" and "Shared Groups" tabs, and "District Wide" and "School Specific" buttons. On the right, "Student Group Search Results" shows a list of groups with a "Label" input field above them. The groups listed are: West Valley School District (20/21), All Kindergarten Students (20/21), All 1st Grade Students (20/21), All 2nd Grade Students (20/21), All 3rd Grade Students (20/21), and All 4th Grade Students (20/21). At the bottom, a box labeled "Your Selected Student Group 1" contains the text "Students attending Apple Valley Elementary (20/21)", which is circled in red.

Once you have made all your selections, click on “Get Emails” to generate the email list below. These email addresses can be copied and pasted into your email service provider of choice. Parents and/or students with no email addresses listed will be shown in the “Users without email address” box.

The screenshot shows the "EMAIL List" interface. Under "Selections", the "Parent Email Address" option is selected, and the "Grade Level" is set to "12th Grade". A red arrow points to the "Get Emails" button. Below, the "Email List" section shows a list of email addresses: "Afualo, Emilie" <christieafualo@mac.com>, "Aguilar, Yuri" <yuri1@hotmail.com>, "Arellano, Janet" <janetaarellano72@hotmail.com>, "Bailey, Deanne" <deannebailey1981@gmail.com>, "Bakker, Robin" <rbakker509@gmail.com>, "Ball, Etaina" <etainam16@gmail.com>, "Ball, Matthew" <msh7329@live.com>, and "Abarca, Alexes" <Modest\_Abarca93@outlook.com>. At the bottom, a box labeled "Users without email address (0/0)" is circled in red, listing "Afualo, Atan", "Aguilar, Jose", and "Arellano, Jeffrey".