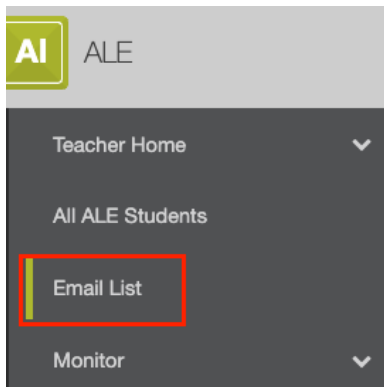


## ALE Email/Communication Tool V2

Users in the Certificated Teacher role can retrieve email addresses associated with parents and/or students.

1. Click on “**Email List**” from the left-hand navigation menu.



2. Choose from the following selections from the **Source** dropdown menu. Then select from the corresponding modal (pop-up)

**Email List** instructions

Selections

Source (optional) Class (required) ..... Select

Class

School Year (optional) ..... Select

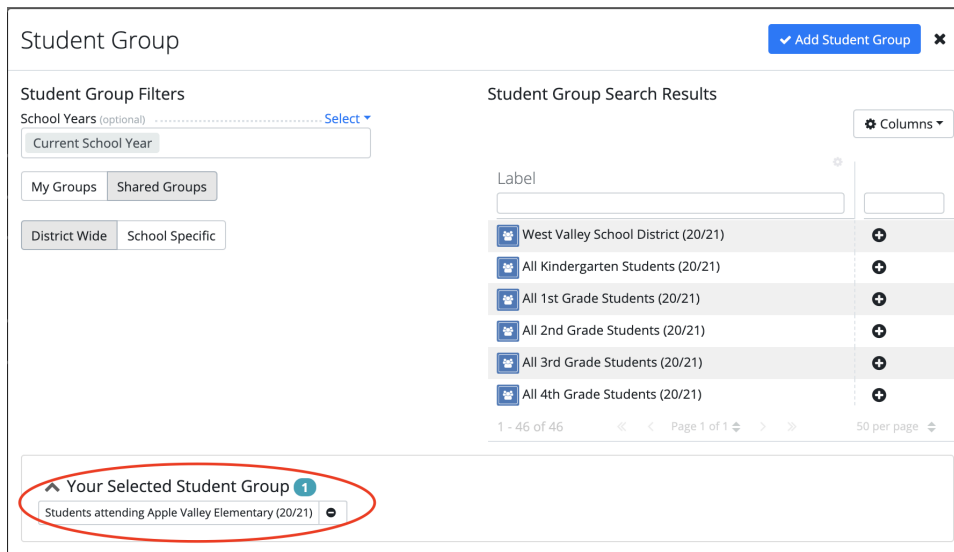
Last Name Start Range (optional) Last Name End Range (optional)

Student Email Address Email Output Format (optional)

Parent Email Address First Last <email>; First Last <email>;

Get Emails

- a. Class >> Select **Class (Required)**
- b. Grade Level >> Select **Grade Level (Required)**
- c. SLP Certificated Teacher >> Select **Teacher (Required)**
- d. Program >> Select **ALE Program (Required)**
- e. Student Group >> **Select Student Group (Required)**
  - i. If **Student Group** is chosen as the Source, the selections offer many options.
  - ii. The selected **Label** will appear at the bottom of the window under **Your Selected Student Group**.



Student Group

Student Group Filters

School Years (optional) .....Select ▾

Current School Year

My Groups Shared Groups

District Wide School Specific

Student Group Search Results

Columns ▾

Label

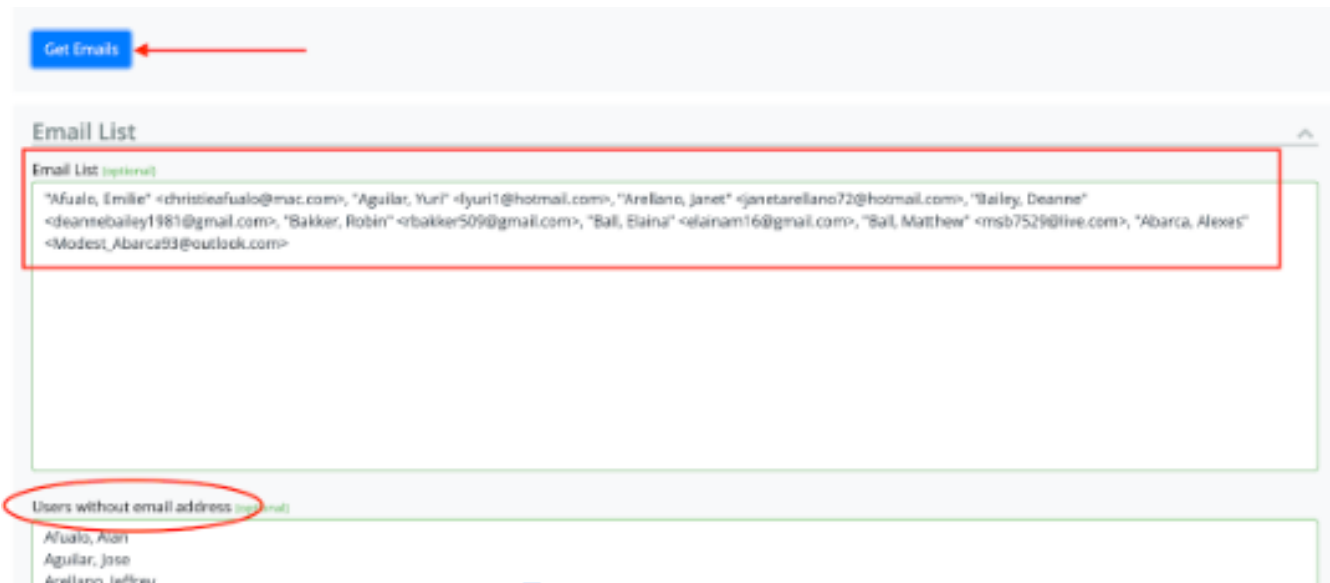
- West Valley School District (20/21) +
- All Kindergarten Students (20/21) +
- All 1st Grade Students (20/21) +
- All 2nd Grade Students (20/21) +
- All 3rd Grade Students (20/21) +
- All 4th Grade Students (20/21) +

1 - 46 of 46 < < Page 1 of 1 > > 50 per page

^ Your Selected Student Group 1

Students attending Apple Valley Elementary (20/21)

3. Next, select the
  - a. School Year (Optional)
  - b. Last Name Start Range (Optional)
  - c. Last Name End Range (Optional)
  - d. Student Email Address
  - e. Parent Email Address
  - f. Email Output Format (Optional)
4. Once you have selected it, click **Get Emails** to generate the email list. These email addresses can then be copied and pasted into your email service provider. Parents and/or students with no email addresses listed will be shown in the **Users without email address** box.



Get Emails

Email List

Email List (optional)

"Afualo, Emilee" <christinaafualo@mac.com>, "Aguilar, Yuri" <yuri1@hotmail.com>, "Arellano, Janet" <janetarellano72@hotmail.com>, "Bailey, Deanne" <deannebailey1981@gmail.com>, "Bakker, Robin" <rbakker509@gmail.com>, "Ball, Elaina" <elainam16@gmail.com>, "Ball, Matthew" <msb7529@live.com>, "Abarca, Alexis" <Modest\_Abarca93@outlook.com>

Users without email address (optional)

Afualo, Azari  
Aguilar, Jose  
Arellano, Jeffrey