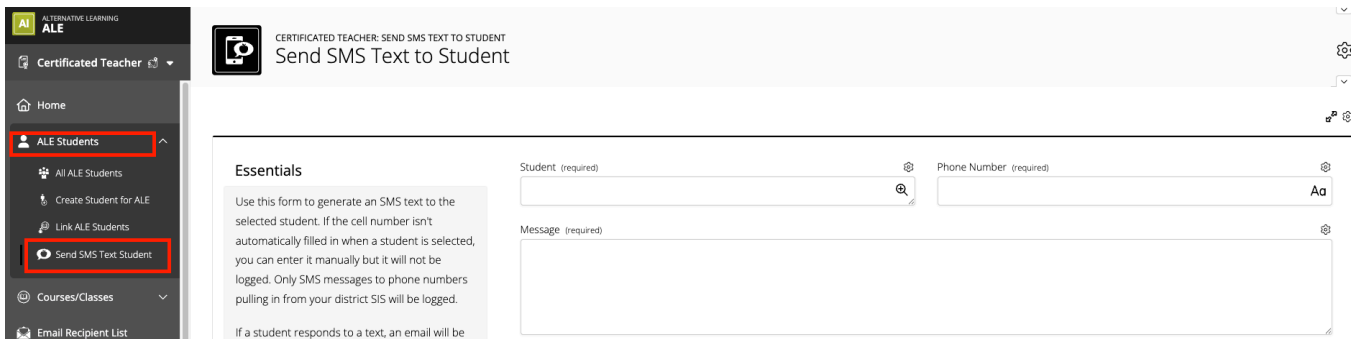


ALE Communication Tools (Connect)

Send SMS Text to Student

MULTIPLE ROLES: Certificated Teacher, Program Manager, Registrar, Secretary, Staff

1. Start by going to **ALE Students** in the left navigation menu, then choose **Send SMS Text Student**.
2. Click the **magnifying glass** in the **Student** field, then check the **checkbox** for the student.
 - a. The **phone number** field will auto-populate if you are collecting this information in your district Student Information System (SIS).
 - i. If the phone number field is blank, you may enter it manually. However, messages sent to manually entered numbers will not be logged in the SMS Phone Log.
 - b. Fill in the **Message**.



3. Student responses will be sent to your district email.
4. Texts sent to students will be recorded in the **SMS Phone Log** on the **Manage Student Page**.
 - a. Access the **SMS Phone Log** via **All ALE Students**.
 - b. Click on a **student's name** to open the **Manage Student Page**.
 - c. Click the **Contacts Tab** at the top of the page and choose **SMS Phone Log**.

ALE Email/Communication Tool


MULTIPLE ROLES: Certificated Teacher, Program Manager, Registrar, Secretary, Staff

Here, you will learn to create a parent or student email recipient list by class, teacher, grade level, or student group.

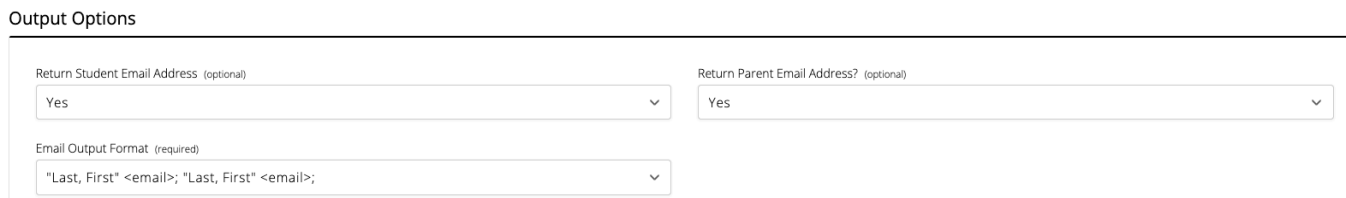
1. Start in the left navigation menu and choose **Email Recipient List**.



2. Select the **Source** from the dropdown menu in the **Search Criteria** section. (Class, Teacher, Grade Level, Student Group)
 - a. Click the **magnifying glass** to filter the source to a specific class, teacher, grade level, or student group. Click the **checkmark** next to one or more choices and click **Accept**.
3. Next, leave the fields in the **Results Filters** section blank to return all results, or enter one letter in the **Last Name Start Range** and **Last Name End Range** fields. For example, A-D will return last names beginning with A, B, C, or D.



4. Last, in the **Output Options** section, select **Yes** or **No** in the **Return Student Email Address** and **Return Parent Email Address** field dropdown menus. Select yes if you wish to collect the email address and no if you do not.
 - a. Select the **Email Output Format** (last/first or first/last name) from the dropdown menu.



5. Click **Save**.
6. Click the **Copy Email List** to copy the email addresses and paste them into the bcc line of your outgoing email.

