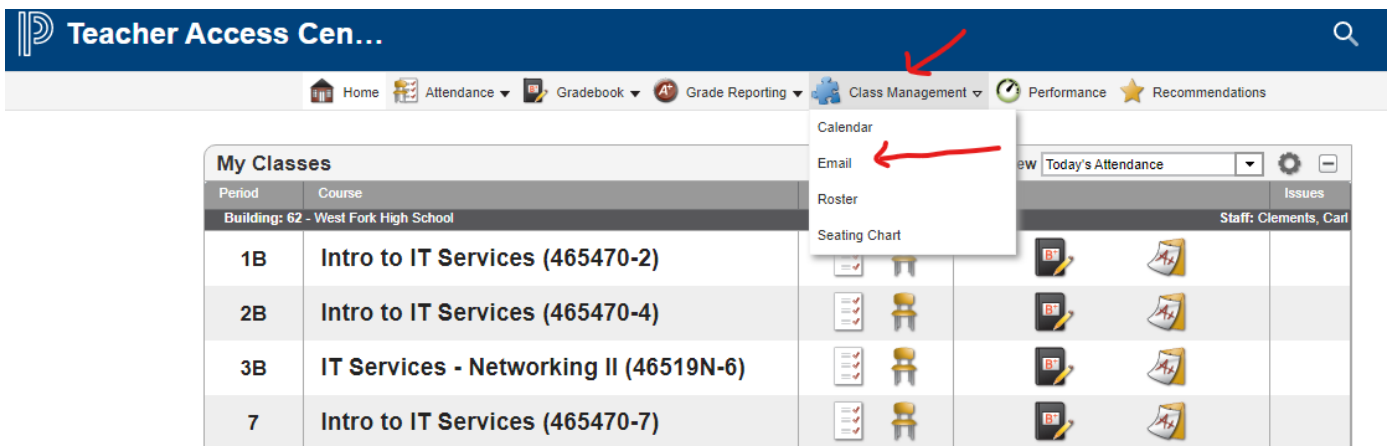


Emailing Students and/or Parents from TAC

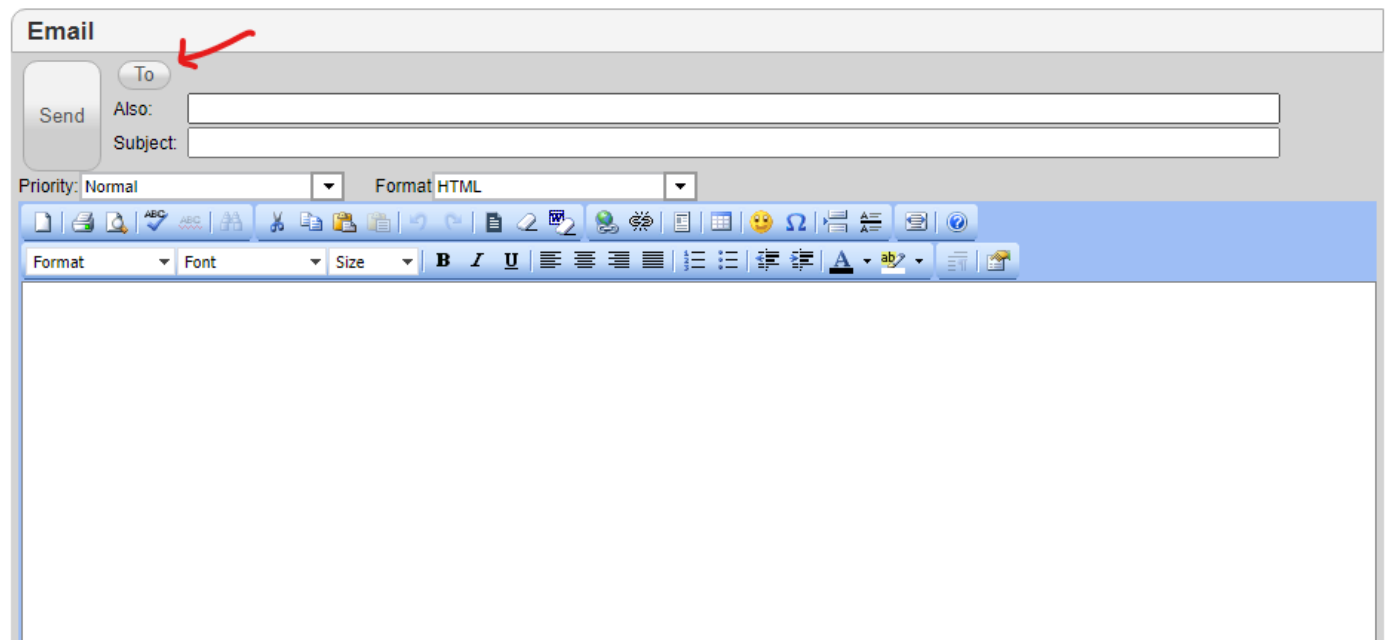
There is a handy email tool built into TAC that allows teachers to email students and/or guardians by class. To use it, log in to TAC and select Email from the Class Management Menu.



The screenshot shows the Teacher Access Center (TAC) interface. The top navigation bar includes links for Home, Attendance, Gradebook, Grade Reporting, Class Management, Performance, and Recommendations. The Class Management menu is open, showing options for Calendar, Email, Roster, and Seating Chart. The Email option is highlighted with a red arrow. Below the menu, the 'My Classes' table is visible, listing classes for Building: 62 - West Fork High School.

Period	Course
Building: 62 - West Fork High School	
1B	Intro to IT Services (465470-2)
2B	Intro to IT Services (465470-4)
3B	IT Services - Networking II (46519N-6)
7	Intro to IT Services (465470-7)

The email window will open. Click the To button to select your recipients.



The screenshot shows the Email window in TAC. The window has a 'Send' button and fields for 'Also:', 'Subject:', and 'Priority:'. The 'To' button is highlighted with a red arrow. Below the fields is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and font color.

By default, both parents and students will be selected. To email students only or guardians only click “Both” and change the selection.

Choose a class or multiple classes by selecting the tick box to the left of the period name. To choose all classes, select the tick box in the upper left.

Email

Send To: Both

Select Recipients

☐	Period	Description	Marking Periods	Cycle Days	
☐	1A	Intro to IT Services (465470-1)	1, 2, 3, 4	M, W, F	
☐	1A	IT Services - Cybersecurity (46528C-1)	1, 2, 3, 4	M, W, F	☒
☐	1A	IT Services - Networking (465180-1)	1, 2, 3, 4	M, W, F	☒
☐	1A	IT Services - Networking II (46519N-1)	1, 2, 3, 4	M, W, F	☒
☐	1A	IT Services - Networking III (46593N-1)	1, 2, 3, 4	M, W, F	☒
☐	1A	Minions (99983M-1)	1, 2, 3, 4	M, W, F	☒

To select certain students from a class (for example those who are missing a particular assignment), click the plus sign to expand the roster. Click the tick box next to any student you would like to email. When your selections are complete, click Close.

Select Recipients

Send To: Both

☐	Period	Description	Marking Periods	Cycle Days	Include Only Currently Enrolled Students	
☐	1A	Minions (99983M-1)	1, 2, 3, 4	M, W, F	☒	
☐	1B	Intro to IT Services (465470-2)	1, 2, 3, 4	T, R, F	☒	
☒	Student Name					
☒	Email					
☒	☒	Allen, Alexis Genoah				Alexis.Allen@wftigers.org
☐	☒	Billbe, Braxton Wesley				braxton.billbe@wftigers.org
☒	☒	Cisneros, Madison Kayla				madison.cisneros@wftigers.org
☐	☒	Deitsch, Hailey Renee				hailey.deitsch@wftigers.org
☐	☒	Hallauer, Owen Lee				owen.hallauer@wftigers.org
☐	1B	IT Services - Cybersecurity (46528C-2)	1, 2, 3, 4	T, R, F	☒	
☐	1B	IT Services - Networking (465180-2)	1, 2, 3, 4	T, R, F	☒	
☐	1B	IT Services - Networking II (46519N-2)	1, 2, 3, 4	T, R, F	☒	
☐	1B	IT Services - Networking III (46593N-2)	1, 2, 3, 4	T, R, F	☒	
☐	1B	Minions (99983M-2)	1, 2, 3, 4	T, R, F	☒	
☐	2A	Intro to IT Services (465470-3)	1, 2, 3, 4	M, W, F	☒	

Close

If you like carbon-copy (cc) yourself be aware TAC email uses the term “Also” instead of cc. In addition, a subject is required. Other than that it is pretty self-explanatory. It has a rich text editor and links and attachments can be included. Once the email is composed click the send button.

Email

Send To Also: Subject:

Priority: Normal Format: HTML

Format Font Size B I U

Design HTML Preview

Attachments Refresh

Choose File No file chosen

Finally, a record of sent emails is available on the TAC Home screen under Reports.

News

No news.

Reports

Name	Date	
Email - Programming assignment	1/31/2023 9:09:13 AM	☐
Email - Unit 8 Coding Project and Walkthrough	1/31/2023 2:30:00 AM	☐
Student Scores Printable - 465180-1 (IT Services - Networking)	10/14/2022 2:56:23 PM	☐

Delete

Originally posted by Carl Clements on the West Fork Technology Hub (2023-01-31).

