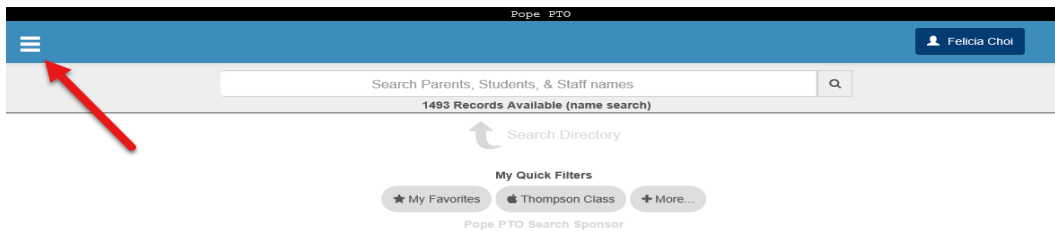


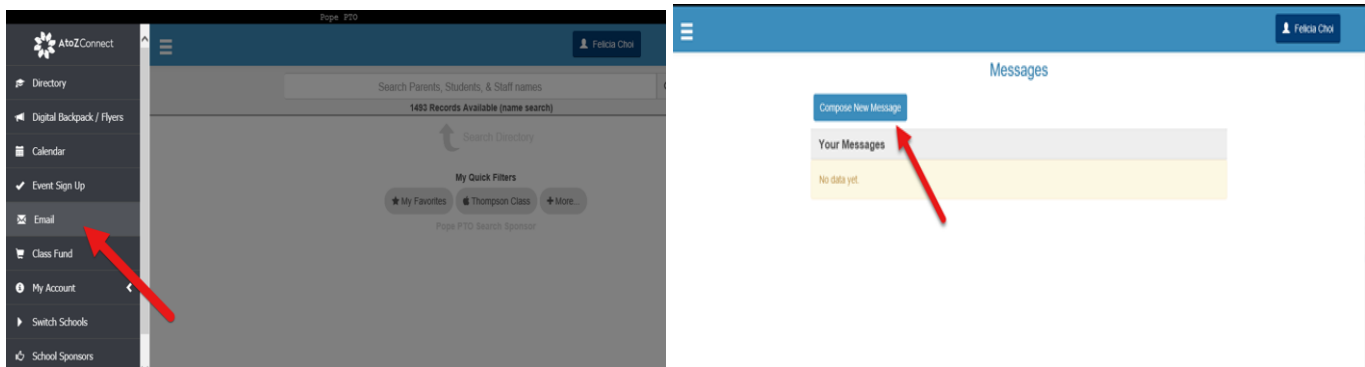
How To Email Your Class Parents Using AtoZConnect

Each of you has been setup in AtoZConnect as an HRC. This means you are linked to your home room class and your teacher as the HRC. AtoZConnect provides HRCs with awesome capabilities for staying connected with your home room parents, including email functionality and ability to post flyers in the “Digital Backpack” specific to your class. Below are instructions for emailing the parents in your home room. The instructions are similar for posting flyers to Digital Backpack but please let us know if you have any questions.

Step 1: Login to AtoZConnect and click on the “Hamburger” menu:



Step 2: Select “Email” then “Compose New Message”:



Step 3: Choose “Your Role As” for HRC and then choose the “Email” option. Continue on through the steps 1-4 to compose and send your email.

The screenshot shows the 'Compose Message' interface with four red numbered callouts (1-4) above the tabs: 1. Sender, 2. Compose, 3. Recipients, 4. Review. The 'Compose' tab is active. The form includes:

- Your Role As ***: A dropdown menu with the selected option 'Assists Bethany Thompson (Teachers) as Home Room Coordinators (HRC)'. A red arrow points to this dropdown.
- Display Name ***: A text field containing 'Felicia Choi (Home Room Coordinators (HRC) for Bethany Thompson)'.
- Reply To ***: A text field containing 'felicia.choi@mail.com'.
- From Email**: A text field containing 'feliciachoi-5042450'.
- Select Message Type ***: Two buttons, 'Email' (highlighted in green) and 'SMS'. A red arrow points to the 'Email' button.

At the bottom, there is a large blue 'Next' button and two smaller links: 'Cancel Message' and 'Delete This Draft'.

When composing your message, you can use “Merge Fields” that will then auto-populate with each parent’s information (i.e. the example below would display in the email as “Dear Felicia,”).

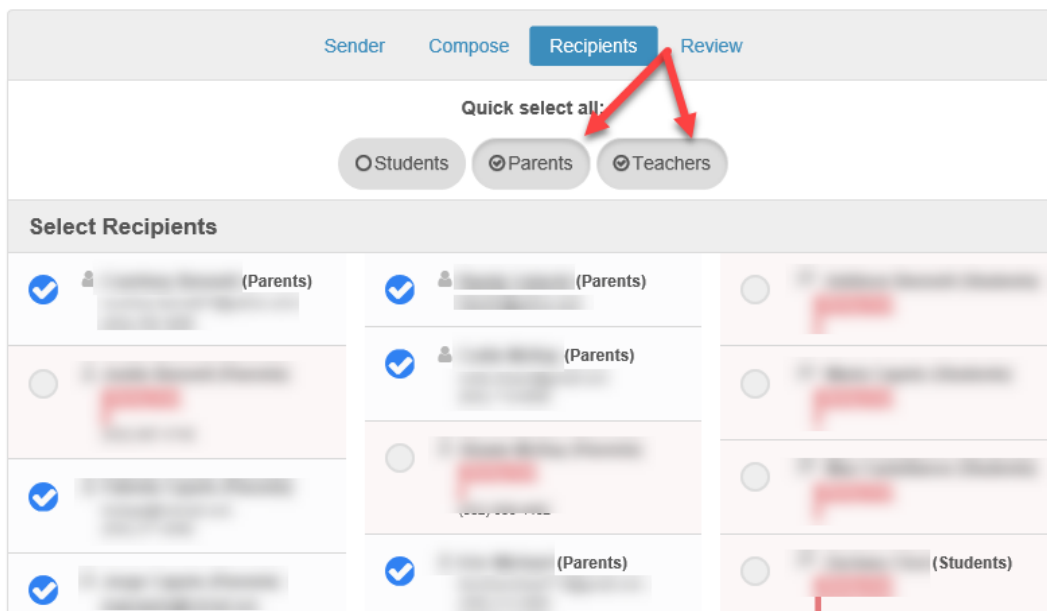
Compose Message

The screenshot shows the 'Compose Message' interface with the 'Compose' tab active. The form includes:

- Subject**: An empty text field.
- Merge Fields**: A dropdown menu with the selected option 'First Name'.
- Rich Text Editor**: A toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment, bulleted and numbered lists, and links. Below the toolbar, the text 'Dear %first_name%' is visible.

On the Recipients section, choose “Parents” and “Teachers”. This will automatically select your teacher and all parents in your class that have an email address in the AtoZConnect app.

Compose Message



On the final step, confirm that the total recipients includes your teacher and the approximate number of parents you have in your home room.

Compose Message

