Class notifications let you send e	mail notifications to your students and/or their parents. When you send a notification,
the email address associated wit	h your account receives a copy, and all other recipients receive a blind carbon copy (BCC)
Your district must set up class no	otifications in order for you to use them.
1 On the Class Dashboard fo	r the desired class, below Classroom Administration, click Class Notifications.
	Classroom Administration
	Seating Chart Lunch Counts Daily Attendance by Seating Chart
	Period Attendance by Seating Chart Post Homework Post Class Information
	1 Class Notifications
On the Class Notifications	screen in the Message intended for dron-down list select Students Parents or Students
and Parents.	screen, in the message intended for drop-down ist, screet students, rarents, or students
Note: Regardless of your se	lection in the Select Message Recipients dual listhox only student names display. If you
selected Parents , select the	students whose parents you want to receive the notification.
3 In the Select Message Reci	pients dual listbox, select the students you want to receive the notification (and/or select
the students whose parent	s you want to receive the notification) by selecting the names in the left dual listbox and
clicking b to move the	names to the dual listbox on the right. You can hold down CTRL or SHIFT to make multiple
selections and use any of the	ne arrow icons to move students between the dual listboxes.
In the Subject field, enter th	
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a in the Subject held, enter th	he subject of the email notification.
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