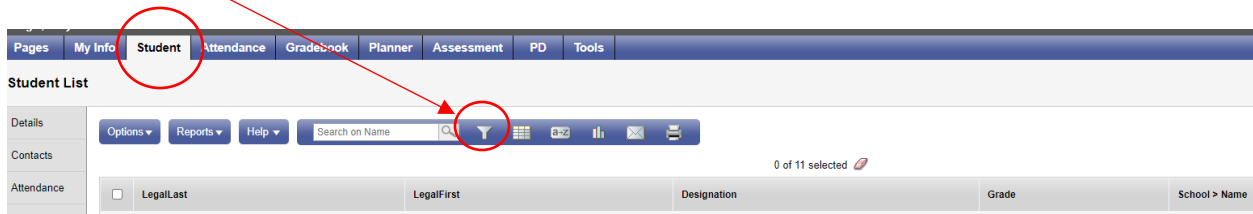


CREATING AN EMAIL LIST FROM YOUR STUDENT LIST

This would be useful if you were wanting to send an email to students who are attending class and a separate one to those who are doing online learning.

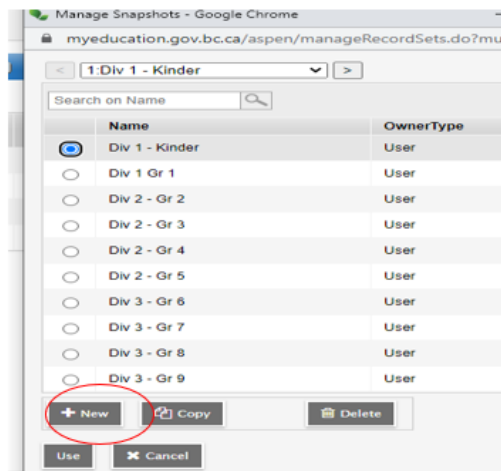
Make sure you are in Staff View, Student Top Tab, and have your filter set at 'Students in my Classes'



Check the box beside each of the student names that you want included in the same group (i.e. those attending).

Go to the blue 'Options' button and select 'Show Selected'. Click on the Options button again and select 'Snapshot'.

Click on 'New' at bottom:



Give your snapshot an appropriate name and click 'Save as Filter'. Records to include "Current List":

Snapshot Definition - Google Chrome
sdt.myeducation.gov.bc.ca/asp/asp/createRecord

Name: Appropriate Name
Owner: Nuttall, Jane
Save as filter:
Move to top of my list:

Records to Include

Current List
 Snapshot Combination
DIV2
Union
DIV2

Save Cancel

Click Save and then Cancel.

Click on the filter and choose 'Students in my Classes' again, to get your full class list. Now select the students in the next group and follow the same steps above.

Both groups are now saved as a filter. When you want to email one group, click on the appropriate filter, then Options>Send email.