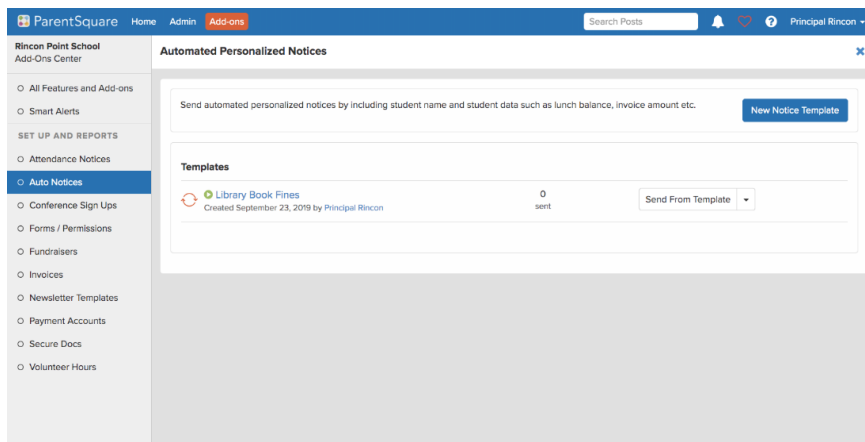


Auto Notices

Use Auto Notices to send automated, customized notices home with student-specific information.

How to Send an Auto Notice from a Template

1. From **Add-ons**, select **Auto Notices** in left sidebar.
2. Click Send from Template.



3. Upload a CSV file with student data. *Note: file must match header rows of the CSV defined in the template.*
4. Based on the file uploaded, view the student's name and row data. **Preview** notifications. Any student IDs not found will be displayed.
5. Click **Send Notifications** to send immediately.

