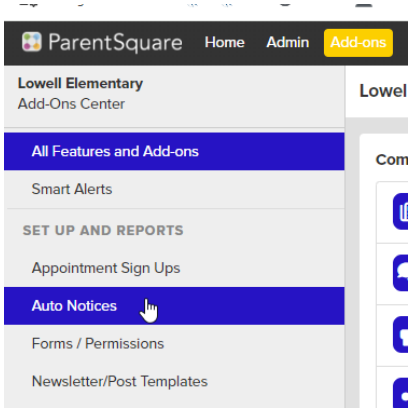
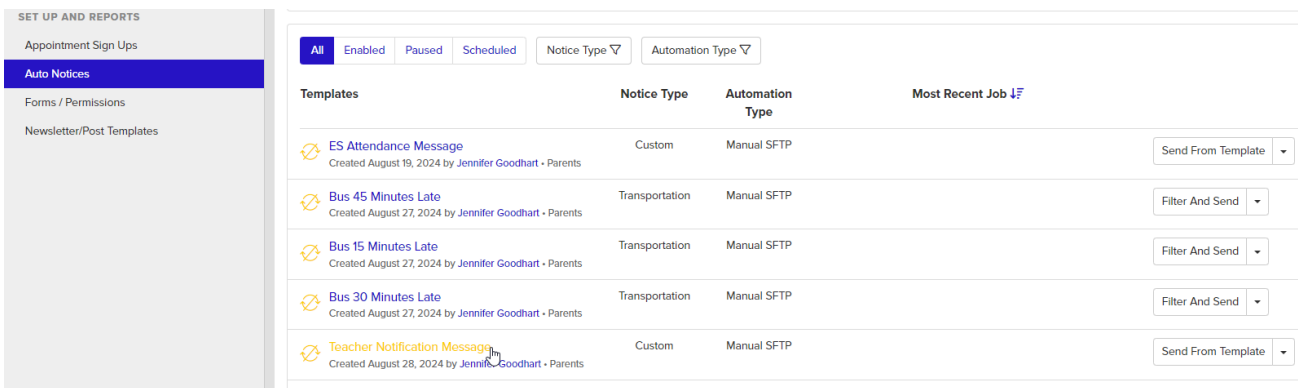


Sending Teacher Notification using a template

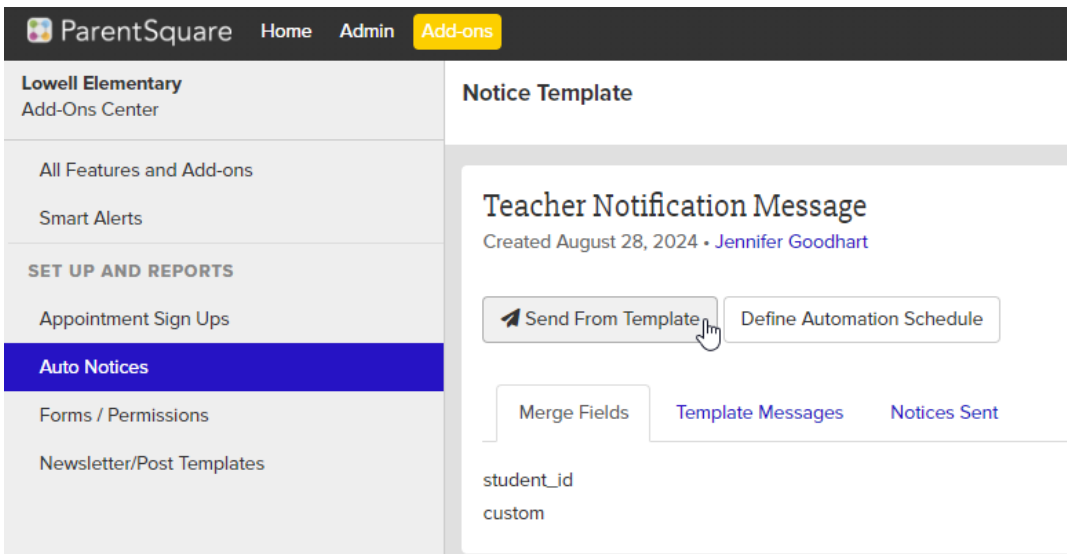
1. Go to Add-ons and click on Auto Notices



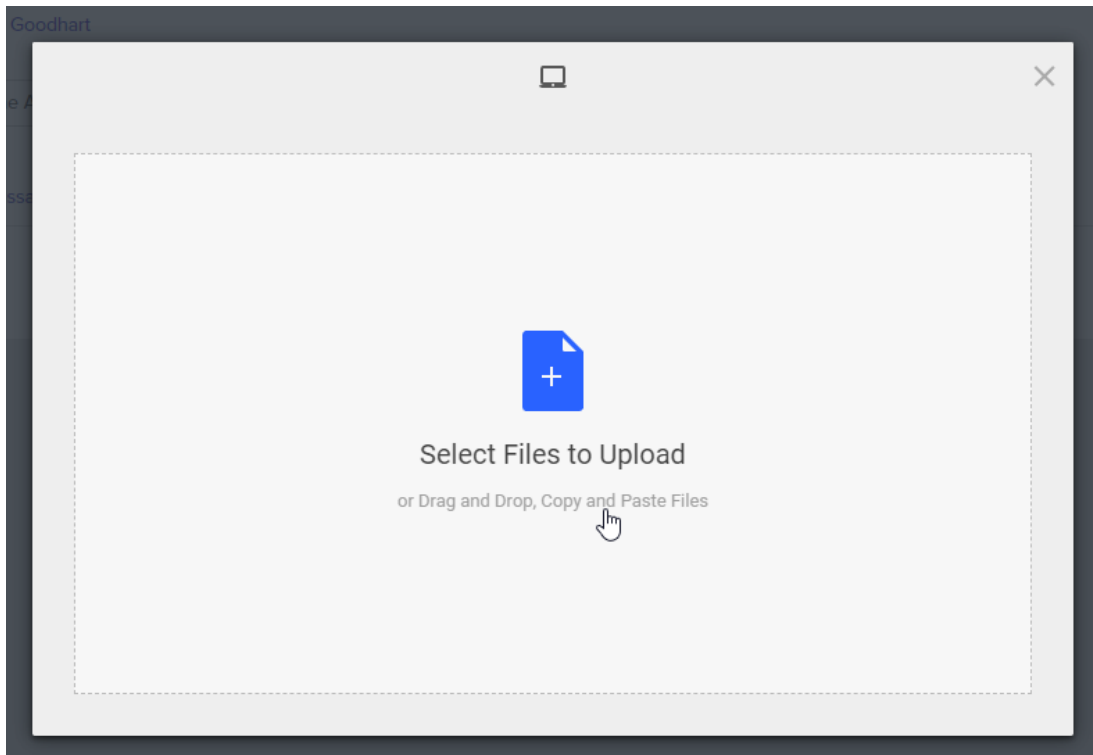
2. Click on Teacher Notification Message



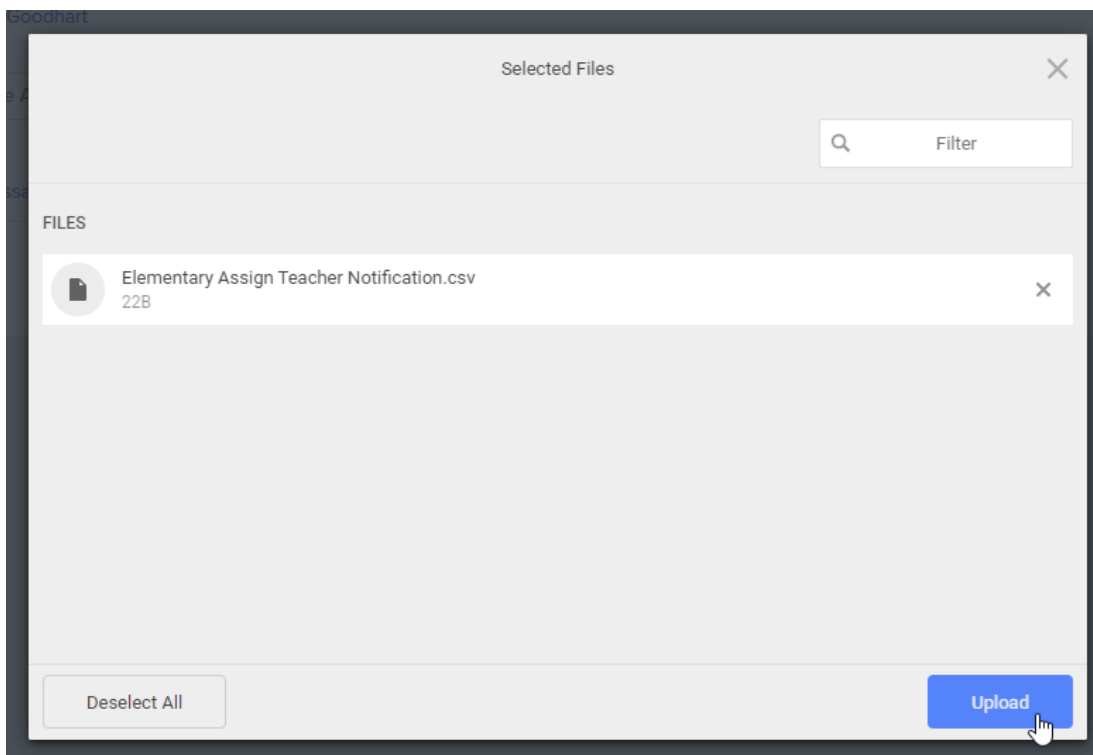
3. Click on Send From Template



4. Select File (click to browse or drag file into the box) to upload (your .csv file with first column labeled "student_id" and second column labeled "custom") The column headers must match what is listed as the merge fields in the template. Custom would be the teacher name.



5. Click Upload



6. Once you click upload, you will see the list of students, and you can preview the individual messages by clicking preview. The button under Valid Students says, “Send Notification” and that’s what you push to send the messages.

Teacher Notification Message

1
Students to Filter

1
Valid Students
Send Notification

0
Not Found

Search:

First Name	Last Name	Grade Level	student_id	custom	
Kate	Kaufman	10th Grade	170034	Mrs. Overstreet	Preview

Showing 1 to 1 of 1 entries