Elementary email

Elementary emails are now integrated into eSchool and Gradebook for utilization with student families. Log in to Office 365 now includes the Outlook icon. The emails cannot be used to send emails but can work for students to receive notifications from Google Classroom, Canvas and Everett Public Schools staff members.
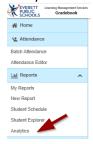
Staff will need to share with families how students can log in to Office 365 to retrieve their messages. Directions are linked here:
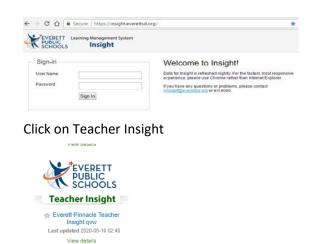
In Teacher Insight

Go to
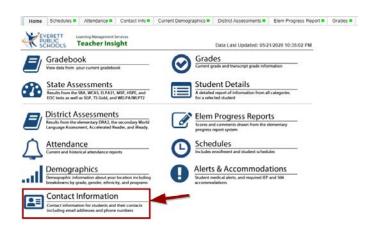https://insight.everettsd.org
and login

Or

From within Gradebook –
select under Reports –
Analytics

Log in with your district id/password (the same you use for your workstation)

Click on Teacher Insight

Navigate to the Contact Information

On Contact Information Tab teachers will want to

1. Click on the M in the Contact Type list to limit to only the student email addresses
2. Select the icon in the upper tight corner of the list with the x symbol as shown here.

Select the M and the list will be limited to just your students emails.

You can export to excel using the icon with the x.