How to Email Parents

Below is a "How To" for when you want to send an email to a specific group of parents and the ListServe isn't an appropriate choice. You can use this to send an email to parents of a specific section, teacher, or grade level. By using this method you will be emailing all parent contacts associated to the student. You will use the Aeries Email function to access the email addresses, and then copy and paste them into your Outlook email. If at any point you have questions, please feel free to call Operations at extension 5150.

- 1. In order to use the Aeries Email function, you must first set some variables. This is a one-time setup so if you have used this function before, please skip ahead to step 5.
- 2. On your main Aeries screen, click on "View all forms".



3. Start typing "Aeries Variables" and select "Aeries Variables for Current User".

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Select form	ct form to be loaded. Clic to do both. You can also	k on OK to load select one grou	I form. Or o up of forms t	loublec o be dis	lick on played	
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Filt	ter is no longer necessary Simply type to limit:					
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AERIE	S VARIABLES		ок	E	хIT	
	Hit [Esc] to clear limit					

4. The screen below will open up. On the line "Email Address", please type in your Outlook IUSD email address. Once finished, click "Exit". This is a one-time set-up; you will not need to do this step in the future. Please do not change ANY other settings or you may disable your access to Aeries.

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Photo Path:			HELP		
Help Path:			PRINT		
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PAC Path:					Create New
SAV Path:					Cache DB
Update Path:	G:\InfoSrv\Eas	v\Latest custom CS\			Download ALL
Email Address:	myname@ius	d.org			Tables
System DB:	c:\aeries cs\s	/stemxp.mdw		_	
Client Server:	shackleton.iu	sd.org			
Database Name:	DST12000IUSI)			
Data source is E	AGLE1.INI				
Scanner Model:		Receipt Printer:			•
Scanner Type:	1		Max Character per Line:	¥	
Automati	c Backup 🗖	Fast Exit from Aeries 🔽	Use Quick Launch form 🔽		
Old Studer	nt Lookup 🗖	Student Enroll Form	Display New Features		
Show Stud	ent Photo 🔽	Use Aeries Colors	Filter Student Names		
Check Stude	ent Status 🔽	Use New Control Panel	Laser Printer Output? 🗹		
Show Red-Flag	g-O-Meter 🔽	New Teacher/Staff Lookup 🔽			
Nuke Cache o	on Close 🛛 🖵	CLIENT SERVER DATABASE			

- 5. Once you have exited the Variables screen, you will return to "View all forms". Please clear the filter by hitting ESC, and then typing "Email". Click on "Send Emails" and click "OK". The Send Emails screen (*shown below step 6*) will open. The following steps apply each time you want to send an email through Aeries.
- 6. The "Send Emails" form looks like a typical email box, but there are some differences. The first field is called "Email Content". This is a drop down box and you are required to make a selection. There is only one option "School Announcements".

😑 Send Emails				X	
From: myname@iusd.org	J	Email Content:			
To:			School An	nouncements (including grades) 01 Agg Recipients	
Subject:					
Email Body				* Use HTML Tags for text formatting	
ABI Parent Account Manager	nent System Details	Functions			
<u>S</u> end	<u>V</u> iew Pending Emails	<u>O</u> ptions	e <u>X</u> it	Print Preview Email in Web Browser	[

7. Click on "Add Recipients". A new screen will open so you can select the recipients of your email. In the second row, select which type of email addresses you want. If you want students and parents, please check all 4 of them. If you want all parent/guardian contacts only, uncheck students and leave the other three checked.

Show Students (ST	J.SEM) 🔽 Show Parents (STU	PEM) 🔽 Show Contacts (CON.	M) 🔽 Show ABI Acc	ounts (PWA.EM)
Sort • by Email	C by Student Number C by	Student Name	Chudoot #	CON FILTE Field Cod
Add Selec	cted Add All	Remove Selected Re	emove All	
				Cancel

8. You are now going to select the recipients of your email. You have five options: Student, Section, Teacher, Grade, or by All Students Kept. Below will show examples of how you can search.

BY STUDENT: Type in the name of the student and select OK.

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	Email Address Email Owner Student Name Student # Field Code													
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		doe												
		Student Nam	e	Student No	Grade	Sex	Student ID	Birthdate	Tag	LangFlu	Prog			
		Doe, Jimmy		5	10	М	900040003	1/1/1996						
		Doe, John J.		8	04	M	110050017	9/1/2000						
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BY SECTION: Choose which section you would like and click OK.

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Show Students (STU.SEM) 🔽 Show Parents (STU.PEM) 🖾 Show Contacts (CON.EM) 🔽 Show ABI Accounts (PWA.EM)											
Sort Con FILTER											
Select A Class or Class	Select A Class or Classes Student # Field Code										
Choose one of the follo	wing pri	nting	options:								
All Sections	Click	on he	ading to sort by the	at field; eg: Course	Title.						
All Secuolis	Sec#	Per	Course Title	Teacher Name	Roo	m		• •			
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Area:	2	0	Yearbook B	Unassigned							
Sections in	3	0	H Biology A	Unassigned							
Department:	4	0	Grade 1 Voarbook P	Mrs. Irvine							
	100	1	Grades 4.6	Unassigned	1						
Sections in Course:	101	- i	A Capella Chr A	Unassigned	E1		Remove All				
	102	1	Physical Ed	Unassigned	E1		Romove All				
Sections:	103	1	Grade 1	Unassigned							
Sections.	104	1	US History A	Unassigned	E5						
You can choose	105	1	Grades 4-6	Mrs. Irvine	2						
more than one	106	1	Physical Ed	Mrs. Irvine	B5			Cancel			
	107	1	US History A	Mrs. Irvine	B7						
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BY TEACHER: Select the teacher you would like and click OK.

subSelectEmails		23
Search for Email Addresses Include Inactive Students		
C by Student C by Section C by Teacher C by Grade C by All Students Ke	ot Search Again	
♥ Show Students (STU.SEM) ♥ Show Parents (STU.PEM) ♥ Show Contacts (CO	I.EM) 🔽 Show ABI Acco	ounts (PWA.EM)
Sort 🕫 by Email 🔿 by Student Number 🤇 by Student Name		CON FILTER
Email Address Email Owner Student Name	Student #	Field Code
Select A Teacher		
Tch# Teacher Name		
11 Blakemore2		
0 Unassigned		
Add Selected d	Remove All	
		-
		Cancel
		ок

BY GRADE: Select the grade you would like and click OK.

subSelectEmails	X
Search for Email Addresses Include Inactive Students	 counts (PWA.EM)
Sort 🕝 by Email 🔿 by Student Number 🖓 by Student Name	CON FILTER
Email Address Email Owner Student Name Student #	Field Code
WHICH GRADE Which Grade would you like to print for? OK Cancel IZ Add Selected Add All Remove Selected	
	Cancel OK

BY ALL STUDENTS KEPT: If you used a KEEP query, this will honor it. If no KEEP query was used, this will select all students at your school.

9. Once you have selected the search criteria and clicked on OK, you will see the email addresses appear in the top box of the form. You can select a specific student and click on "Add Selected", or you can add all the emails by clicking on "Add All". Once you have added the email addresses, you can continue to use the search engine above until you have all the email addresses you want. After you have all the email addresses you want in the bottom box, click on OK in the bottom right corner.

Search for Email Addresses	Include Inactive Statistics C by Teacher C	idents by Grade ⓒ by All Students Kept J.PEM) ᅜ Show Contacts (CON.EM	Search Again	ounts (PWA.EM)
Sort 🕝 by Email 🔿	by Student Number C by Email Owner	y Student Name Student Name	Student #	CON FILTER
Add Selected	Add All	Remove Selected Rem	ove All	
Add Selected 2test@mcdanko.com Itest@mcdanko.com Itest@mcdanko.com iflores@iusd.org	Add All David Want Mr. Doe Nut	Remove Selected Rem Doe, John J. Doe, John J. Doe, Six Doe, Six Doe, Nut	ove All	

10. You are now back in the original email screen. Select all the email addresses in the "To" area and right click on your mouse and select "Copy".

From: myname@iusd.org Email Content: School Announcem	ents	(includin	g grad	es) 💌
To: irvineunified@gmail.com; iusdparent@yahoo.com; iusdparentportal@gmail.com; kconnor	@ius	d.org <mark>;</mark>	^	Add
parent@iusd.mail; portaltest@mcdanko.com; mork@mark6.com; mreider@iusd.org; parent@gi parent@iusd.mail; portaltest@mcdanko.com; portalteststu@mcdanko.com; test1@exam	*	Cu <u>t</u>		pients
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ABI Parent Account Management System Details Functions				
<u>S</u> end <u>V</u> iew Pending Emails <u>O</u> ptions e <u>X</u> it <u>P</u> rint	Previ	ew Email ir	n Web E	rowser

11. Go into your Outlook email and click on "New E-mail". In the "Bcc" field, right click and select "Paste". **Make sure that you always paste the email addresses in the Bcc field so that parents can't see any other email addresses**.

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	Cli	ipboard	G.	Basic Text	G.	Names	Include	Tags 🕞	Zoom	
	Send	From ~ To Cc Bcc Subject:	Myiusdf (eedback@iusd.org						
										V

*If you don't see the Bcc field displayed in your email, click on the Options tab at the top of the email and click on the Bcc button in "Show Fields".



12. Compose your email, attach any necessary documents, and hit send! 😊