

The screenshot shows the PowerTeacher Pro interface for a teacher named HE in the 4B(A) Accounting - 19-20 - RHS course. The main content area displays a table of assignments. A dropdown menu is open in the top right corner, with the 'Email' option highlighted by a mouse cursor. The table below shows four assignments, all scored 14/14.

CATEGORY	ASSIGNMENTS	SCORED	DATE	POINTS	EDIT
Clas	1. Assignment 12	14 / 14 ✓			
Clas	2. Assignment 11	14 / 14 ✓			
Clas	3. Assignment 9	14 / 14 ✓	5/23/2020	pts: 20	
Clas	4. Assignment 10	14 / 14 ✓	5/6/2020	Points pts: 20	

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The Email option will pull the Students and related Contacts.

**Create Email**

Recipients Message

Classes  
1 Class: 4B(A) Accounting(RHS) Select Classes

To 0/14 Students  
Students (0) 0/56 Contacts  
Contacts (0)

<input type="checkbox"/>	RECIPIENT	<input type="checkbox"/>
<input type="checkbox"/>	Allred, Clint	
<input type="checkbox"/>	Allred, Shavon Mother	<input type="checkbox"/>
<input type="checkbox"/>	Allred, Agustin Father	<input type="checkbox"/>
<input type="checkbox"/>	Rose, Merle Neighbor	<input type="checkbox"/>
<input type="checkbox"/>	Sherman, Lucina Neighbor	<input type="checkbox"/>
<input type="checkbox"/>	Ascencio, Jonathan	
<input type="checkbox"/>	Ascencio, Constance Mother	<input type="checkbox"/>

Copy Emails Send

## Process

The PowerTeacher Pro Email functionality is not enabled by default. You must enable it by going to the District Office and then **District > PowerTeacher Pro Settings > Default Gradebook Settings**

The screenshot shows the 'Create Email' dialog in PowerTeacher Pro. The 'Recipients' tab is active, showing a list of recipients under the 'To' field. The list includes:

Students (0)	Contacts (0)
<input type="checkbox"/>	RECIPIENT
<input type="checkbox"/>	Allred, Clint
<input type="checkbox"/>	Allred, Shavon Mother
<input type="checkbox"/>	Allred, Agustin Father
<input type="checkbox"/>	Rose, Merle Neighbor
<input type="checkbox"/>	Sherman, Lucina Neighbor
<input type="checkbox"/>	Ascencio, Jonathan
<input type="checkbox"/>	Ascencio, Constance Mother

A yellow callout box with a red border points to the 'Copy Emails' button at the bottom right of the dialog, containing the text: "Or just copy the selected email addresses to the clipboard for use in another email program".

**Please note:** PowerTeacher Pro Email only allows plain text messages. You cannot add images, attachments, or special formatting.

Was this article helpful?

Yes

No

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