



# Send Emails to Students and Guardians through TAC

To send email to student and/or guardians via TAC:

1. Log into TAC
2. On the left side menu click the Email student/Guardians link
3. A new window will display a list of your classes.

	01READ - 1	1st Gr Reading	3	T0, T1, T2, T3	M, T, W, R, F
	05MATH - 1	5th Gr Math	3	T0, T1, T2, T3	M, T, W, R, F
	01WRITE - 1	1st Gr Writing	4	T0, T1, T2, T3	M, T, W, R, F

- View Student List
- Take Attendance
- Morning Bulletin
- Define Assessments
- Score Assessments
- Enter Interim Progress
- Enter Report Cards
- Enter Competencies
- View Student Test Scores
- Email Students/Guardians**
- Teacher Preferences
- Select Theme
- Set Environment






4. You can isolate addresses for Students only, Guardians only, or Students and Guardians by using the drop down menu at the top of the page.

**Teacher E-Mail**

Send To:

Students  
Guardians  
Students and Guardians


5. Click on the folder next to the class. This will display the email addresses that have been entered by students and/or guardians.
6. You can click individual checkboxes next to the people you want to send to or you can click on the checkbox next to the unopened folder to send to all people in the list that you identified using the drop down box in #4.

	ATT-PM - 1	ATT-PM	2	T0, T1, T2, T3	M, T, W, R, F
	01READ - 1	1st Gr Reading	3	T0, T1, T2, T3	M, T, W, R, F
	<input checked="" type="checkbox"/>	<a href="mailto:i-m-special@bedford.k12.mi.us">Test, Ima O &lt;i-m-special@bedford.k12.mi.us&gt;</a>			
	<input checked="" type="checkbox"/>	Test, Dad <carol.olszewski@bedford.k12.mi.us> - Father			
	<input checked="" type="checkbox"/>	Test, Mom <jennifer.earl@bedford.k12.mi.us> - Mother			
	05MATH - 1	5th Gr Math	3	T0, T1, T2, T3	M, T, W, R, F
	01WRITE - 1	1st Gr Writing	4	T0, T1, T2, T3	M, T, W, R, F

**Check the boxes to include people in the email.**

7. Scroll down the page to create your email message then click Send button. (See backside)
8. Your Bedford email address is used as the sender's address. As the teacher you will automatically receive a copy of the email you send out through TAC.

**Subject:**\*  **Priority:** Normal **Format:** HTML



Normal Verdana 2 (1... **B** *I* U a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z a b c d e f g h i j k l m n o p q r s t u v w x y z A B C D E F