



'Spider' Emailing & SMS via My Classes V2

Sending Email or SMS from My Classes

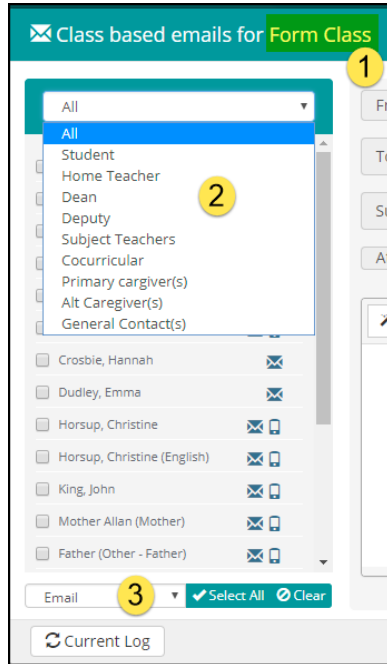
- An **email** can be sent from the Student Information
- **SMS** can be sent but your school would need have registered with PCSchool for this to be used and have appropriate security.
- [See manual on how to set your parents up for Emails and SMS](#)

Log in to Spider > Staff (General) > Student > My Classes

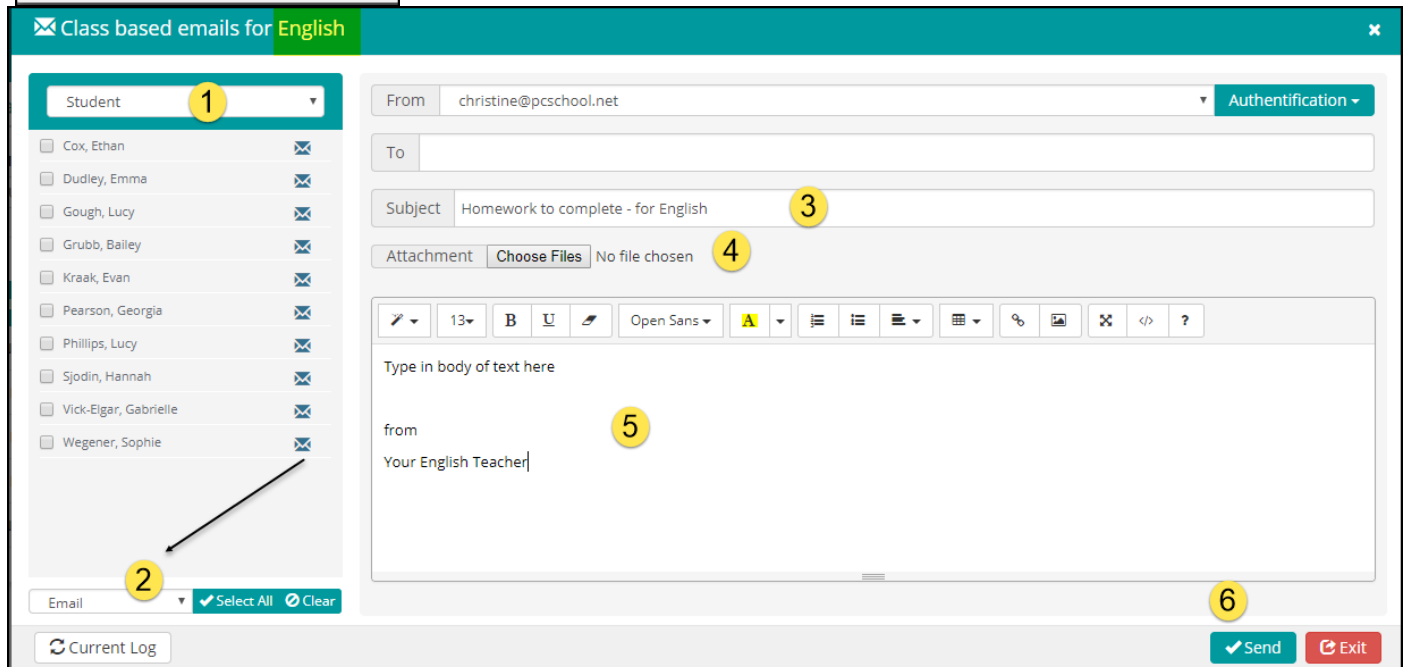
The screenshot displays the PCSchool 'My Classes' interface. At the top right, the PCSchool logo and 'simply better' tagline are visible. Below the header, there is a search bar labeled 'Search and Filter' and a notification 'Logged in as Horsup, Christine'. The main area is divided into several sections:

- Staff Member:** A search box containing 'HORS' with a magnifying glass icon and a 'Select Period' dropdown menu set to '2017 Semester 1'.
- FORM CLASS:** A list of classes including '8 1 ENGLISH', '9 1 ENGLISH', '10 2 ENGLISH', '11 2 ENGLISH', '12 2 ENGLISH', and '8 2 ENGLISH'. A '3' callout points to this list.
- Form Class Details:** A section for a selected class showing 'Form Class has 4 students'. It includes a toolbar with icons for email, SMS, and other actions. A '5' callout points to this toolbar.
- Student List:** A list of students with names and status indicators. A '4' callout points to this list.

1. If you signed in as a Teacher this will automatic populates with your name and your classes otherwise you will need to select the teacher
2. [Select Period] if you require a different one
3. Select the [Subjects] this show the subjects this teacher teachers – so select the subject you wish to send an email or SMS too
4. Student in the subject will show
5. Select the [Email icon]



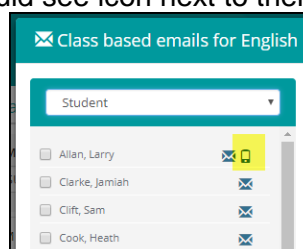
1. This show what Subject you have selected
2. [Drop down] select who you wish to email or SMS
3. Select [Email] or [SMS]



Example: Sending email about English assignment –

1. Select [Students] not subject is English and show list of students
2. In this example students only have Email so select [Email]
3. [subject] type in subject
4. [Attachment] attach file
5. Type in body of message
6. [Send]

If they had mobile/cell numbers you would see icon next to their name e.g.



Sending SMS

SMS can be sent but your school would need have registered with PCSchool for this to be used and have appropriate security

SMS are sent the same way as emails but select SMS instead of the email option.

1. Select from the drop down who you wish to SMS e.g. Student – then tick the student
2. Select [SMS]
3. Type in the Body of your text message
4. [Send]