



# 'Spider' Emailing via Student view

## Student Information – sending email or SMS

- 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.

Log in to Spider > Staff (General) > Student > Student Information

PCSchool simply better

Search and Filter

Logged in as Horsup, Christine

Student

ARMSTRONG K 1

CAREGIVER(S)

ADDRESS(ES)

EMERGENCY

ABSENCES

MEDICAL

ETHNICITIES

SPECIAL NEEDS

SUBJECTS

TIMETABLE

Mother [Lives with Child]

Name : Mrs Armstrong, Nicky

Home Number : 9480 1901

Mobile Phone : 0417 480 660

Email : christine@pcschool.nete

Occupation : Cedenco 3 months and Home

Father [Lives with Child]

Name : Mr Armstrong, Greg

Home Number : 9480 1901

Mobile Phone : 041222232

Email : test2@pcschool.net

Occupation : Labourer

No Image 2

Email the student/caregivers

Student : Armstrong, Kevin

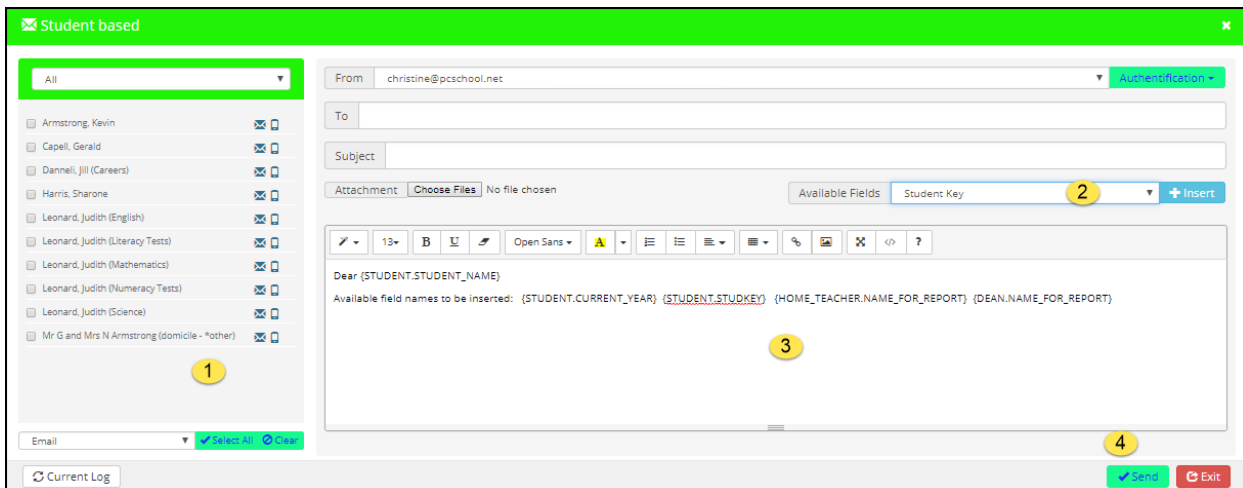
Nationality : AUS

Registration No : 2

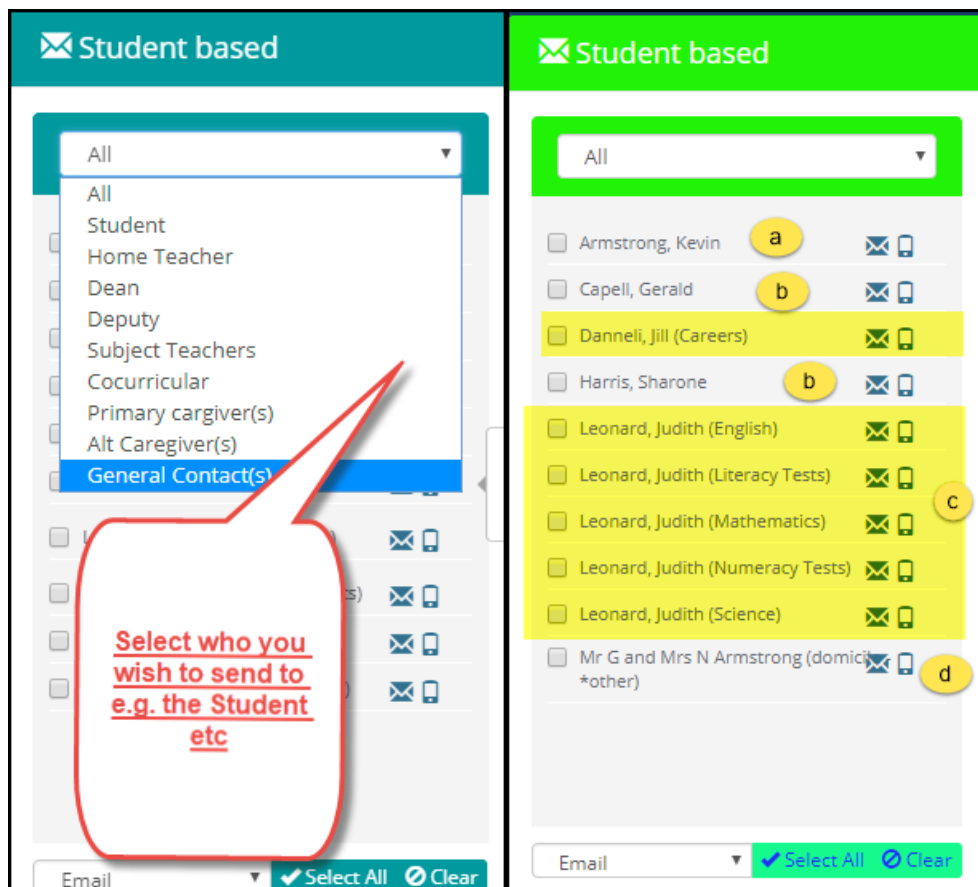
Barcode : 700947

Gender : Male

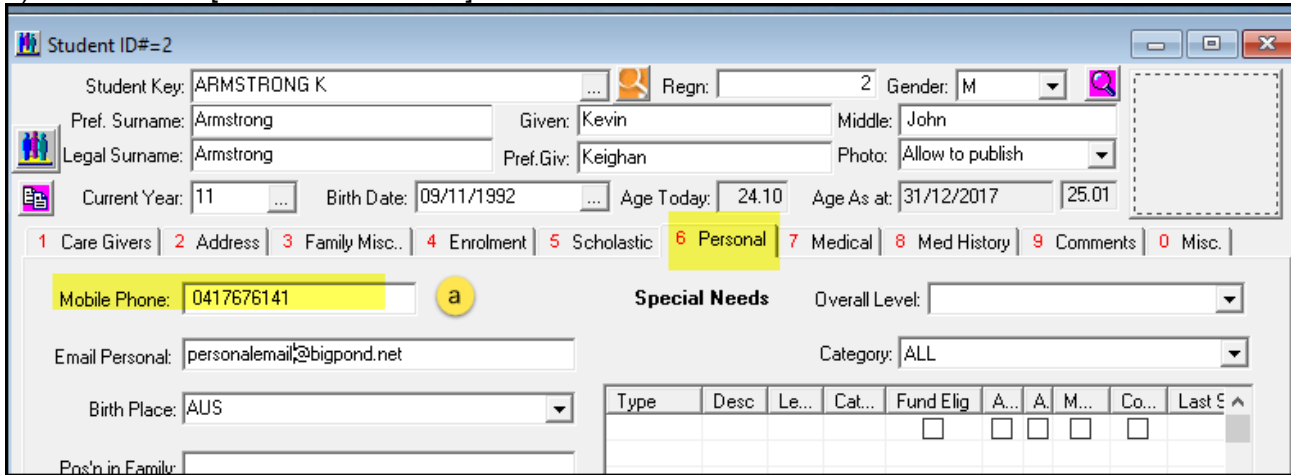
1. Select [Student]
2. Select [Email icon]



1.[ALL] or [drop down] – this shows you all the contacts for this student



a) Student [mobile/cell number]



Student ID#=2

Student Key: ARMSTRONG K Regn: 2 Gender: M

Prof. Surname: Armstrong Given: Kevin Middle: John

Legal Surname: Armstrong Pref. Giv: Keighan Photo: Allow to publish

Current Year: 11 Birth Date: 09/11/1992 Age Today: 24.10 Age As at: 31/12/2017 25.01

1 Care Givers 2 Address 3 Family Misc.. 4 Enrolment 5 Scholastic 6 Personal 7 Medical 8 Med History 9 Comments 0 Misc.

Mobile Phone: 0417676141 **a**

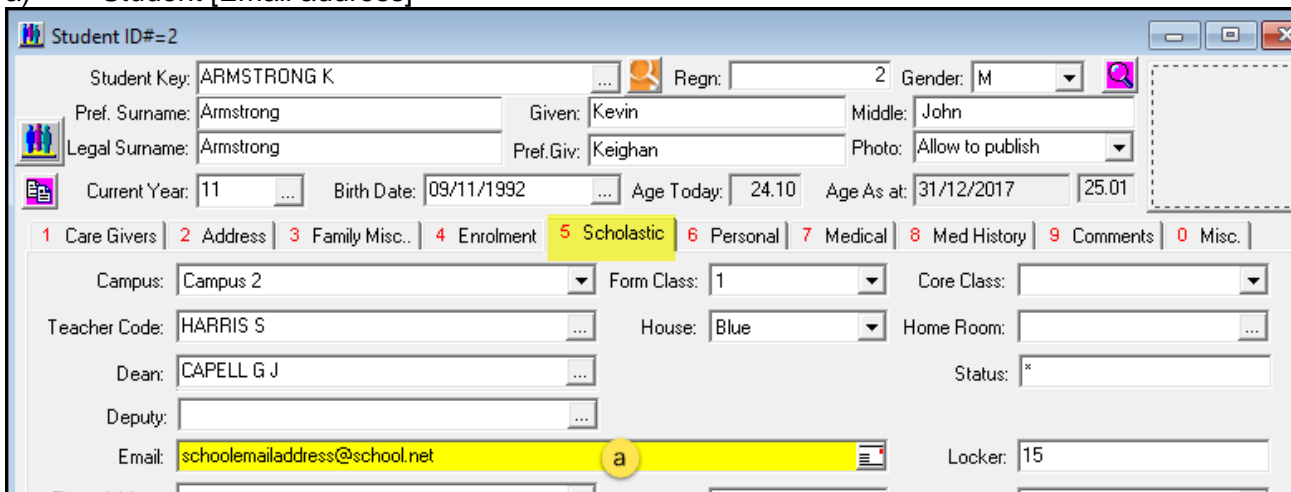
Special Needs Overall Level: [dropdown]

Email Personal: personalemail@bigpond.net Category: ALL

Birth Place: AUS

Type	Desc	Le...	Cat...	Fund Elig	A...	A...	M...	Co...	Last S
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

a) Student [Email address]



Student ID#=2

Student Key: ARMSTRONG K Regn: 2 Gender: M

Prof. Surname: Armstrong Given: Kevin Middle: John

Legal Surname: Armstrong Pref. Giv: Keighan Photo: Allow to publish

Current Year: 11 Birth Date: 09/11/1992 Age Today: 24.10 Age As at: 31/12/2017 25.01

1 Care Givers 2 Address 3 Family Misc.. 4 Enrolment 5 Scholastic 6 Personal 7 Medical 8 Med History 9 Comments 0 Misc.

Campus: Campus 2 Form Class: 1 Core Class: [dropdown]

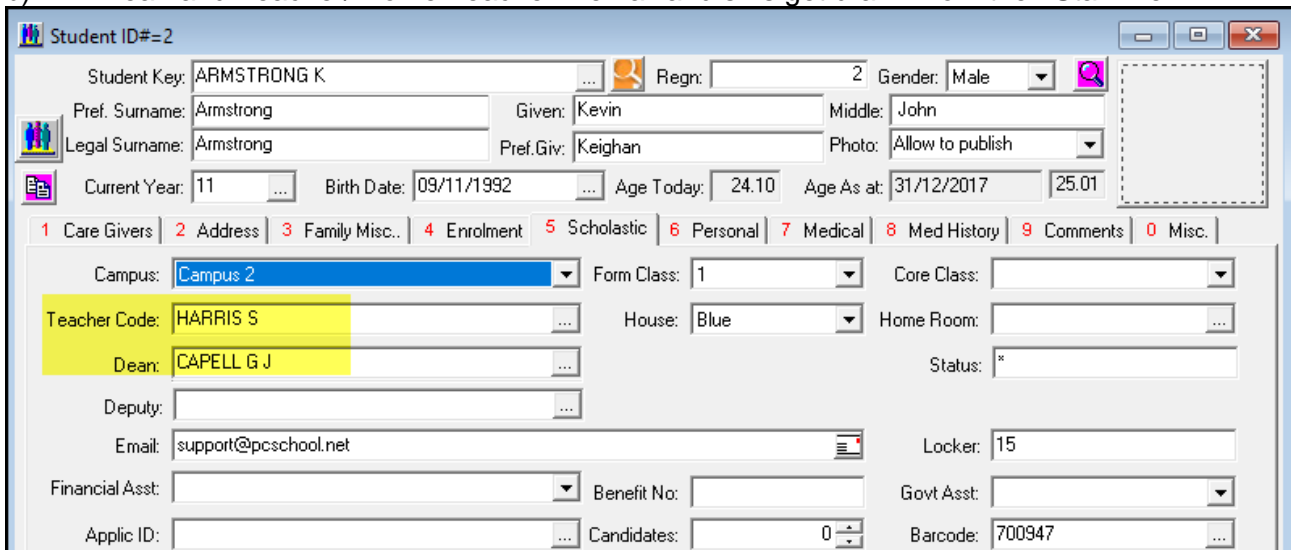
Teacher Code: HARRIS S House: Blue Home Room: [dropdown]

Dean: CAPELL G J Status: \*

Deputy: [dropdown]

Email: schoolemailaddress@school.net **a** Locker: 15

b) Dean and Teacher/ Home Teacher – email and sms get drawn from their Staff View



Student ID#=2

Student Key: ARMSTRONG K Regn: 2 Gender: Male

Prof. Surname: Armstrong Given: Kevin Middle: John

Legal Surname: Armstrong Pref. Giv: Keighan Photo: Allow to publish

Current Year: 11 Birth Date: 09/11/1992 Age Today: 24.10 Age As at: 31/12/2017 25.01

1 Care Givers 2 Address 3 Family Misc.. 4 Enrolment 5 Scholastic 6 Personal 7 Medical 8 Med History 9 Comments 0 Misc.

Campus: Campus 2 Form Class: 1 Core Class: [dropdown]

Teacher Code: HARRIS S House: Blue Home Room: [dropdown]

Dean: CAPELL G J Status: \*

Deputy: [dropdown]

Email: support@pcschool.net Locker: 15

Financial Asst: [dropdown] Benefit No: [dropdown] Govt Asst: [dropdown]

Applic ID: [dropdown] Candidates: 0 Barcode: 700947

Scholastic - PCSchool [Main Work Area] - [Staff View]

Hot Keys Administration Subjects Assessment Timetable System Functions Utilities Other Modules Window Help

Staff Code: HARRIS S Timetable Code: HARS

Name for Reports: Mrs S Harris TimeTable

Salutation:

Status: CURRENT TEACHER (Se F Given Names: Sharone

1 Address 2 Work 3 Personal 4 Comments 5 Prof/Pers Dev.. 6 Sec. - Keys 7 User Def 8 Medical 9 Med History 0 Ethnicity 1 A

Address Title: Mrs S Harris

Postal Address: PO Box 111

Town: ELSEWHERE Code 2000

Resident Address: 9 Alert Court

Set to Postal

Town: SOMEWHERE State Resid. Post Code:

Country: Australian

Phone: 9480 9798  Phone Silent Fax:

Mobile: 0438 809 343

E-Mail Work: test2@pcschool.net.au

E-Mail Home:

c) Subject Teachers - emails and SMS are also drawn from the Staff view as above

Student Subject Information

Student Code: ARMSTRONG K Campus: 1 Exam Number:

Surname: Armstrong Current Year: 11

Known As: Keighan Home Room: Period ID:

Home Class: 1 Core Class: Home Teacher: HARRIS S 17.00 ...

Subjects Studied

No >>	Abbre...	Description >>	Yea...	Teacher >>	Cl...	ExcReport ^
100	English	English	11	LEONARD J	1	<input type="checkbox"/>
200	Mathemat	Mathematics	11	LEONARD J	1	<input type="checkbox"/>
300	Science	Science	11	LEONARD J	1	<input type="checkbox"/>
813	Careers	Careers	11	DANNELI J	1	<input type="checkbox"/>
5051	Literacy	Literacy Tests	11	LEONARD J	1	<input type="checkbox"/>
5052	Numeracy	Numeracy Tests	11	LEONARD J	1	<input type="checkbox"/>

Year Selection Criteria  
 Current  
 Year Level Next

d) Caregivers - [See manual for Setting up Email & SMS](#)

2. With the student email you can select [Available Fields] to insert in your email

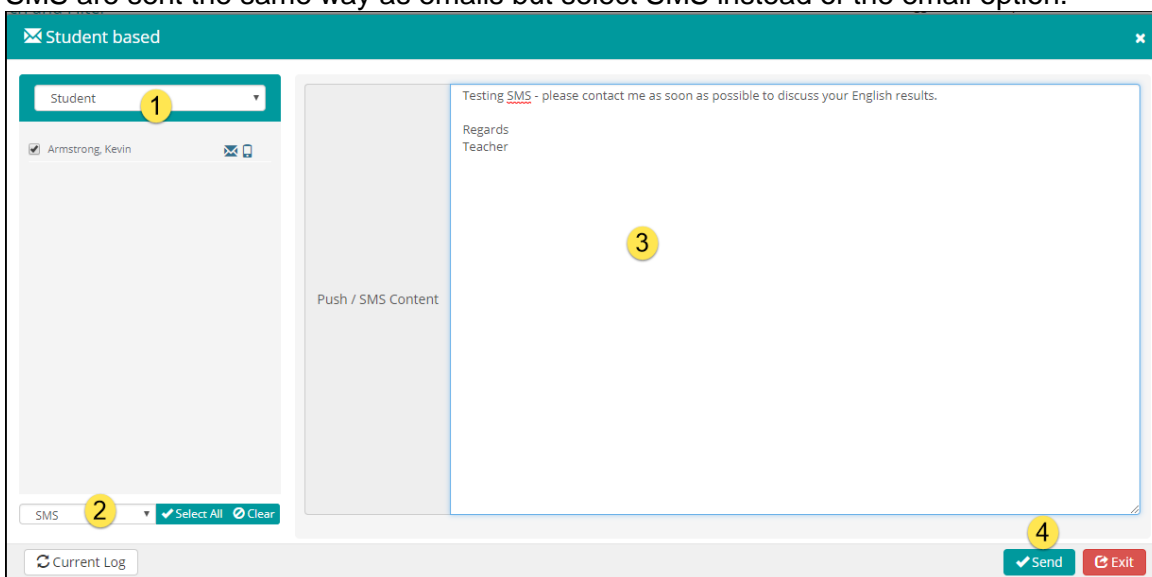
3. Type in body of message

4. [Send] sends out emails

### 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]