

How to Send Email to your Students' Parents in Aspen

1. Login to Aspen.
2. Click on "Student" top tab.
3. Select the students you want to email and select "Options" > "Show selected" (or select the entire class).
4. Select "Options" > "Send Email".
5. Check the box next to "Contacts".
6. All contact emails for the selected students will populate the "To" box. You can click the "x" beside any of them to remove them from the send list.
7. Enter your own email address in the "Bcc" box to receive a copy in your school email account.
8. Type in your subject and your message and click "Send" at the bottom of the email popup screen.

That's it!

When parents reply, it will go to your school email account.

The screenshot displays the Aspen School 2014-2015 web interface. The top navigation bar includes tabs for Pages, My Info, Student, Attendance, Gradebook, Planner, PD, and Tools. The 'Options' menu is open, with 'Send Email...' selected. The 'Student' tab is active, showing a list of students with checkboxes. The 'Contacts' section is visible, and the 'Send Email' popup is open. The popup shows the 'To' field populated with parent names, the 'Bcc' field containing 'myself@ipsk12.net', and the 'Subject' field set to 'Field Trip on Tuesday'. The 'Send' button is highlighted.

School 2014-2015

Pages My Info Student Attendance Gradebook Planner PD Tools

Options Reports Help

Send Email... Query... Snapshots... Show Selected Omit Selected

Contacts Attendance Conduct Assessments Schedule Transactions Documents

Mass Email - Mozilla Firefox

https://aspen.ipsk12.net/aspen/studentMassEmail.do

From: TeacherName <myself @ipsk12.net>

To: Parent Name 1 Parent Name 1x Parent Name 1x Parent Name 1x
Parent Name 2 Parent Name 2x Parent Name 2x Parent Name 2x
Parent Name 13 Parent Name 13x Parent Name 13x Parent Name 13x
Parent Name 1 x Parent Name 1x Parent Name 1x Parent Name 1x

Students Contacts Teachers Total Recipients: 40

Bcc: myself@ipsk12.net

Subject: Field Trip on Tuesday

Attachment: Browse... No file selected.

Be sure to bring a bag lunch.

See you on Tuesday

--your teacher|

body p

Send Cancel