



Emailing Students (Class) Within iPass

Email Class

I. Checking Preferences for Email Capability

1. Log into iPass
2. Click on “My Preferences”

Welcome to iPass Lori Cullen

My Data

- My Preferences
- Change Password
- My Queries
- My Reports
- Set Default School

iTeacher

- View Only Access
- Logout

Event Calendar

Day Month

Today is September 18, 2011

September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Go to

September 2011 Go

Date Style Key:
School is closed
Events Exist

09/18/2011
School Events
No Event Exists for Today

3. Set up Email Account and Click Submit

My Data

- My Preferences
- Change Password
- My Queries
- My Reports
- Set Default School

iTeacher

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User Preferences

DEFAULT PRINTER

Default PCL Printer: [Dropdown]

SUBMIT

MAIL SETTINGS

Username: [scullen]@natickps.org

Password: [*****]

SUBMIT

MY DATA

The URL or Internet address to my web site:
www.mrsculen.com

Display the URL to my web site in iParent.

SUBMIT

LEFT MENU PREFERENCE

Specify menu style:
 New dynamic menus. Original expandable menus.

Specify menu sort order:
 Display order (configured). Alphabetical order.

SUBMIT

TOP MENU PREFERENCE

Specify menu style:
 Vertical expand menu Horizontal fixed menu

II. Email Process

1. Click on “Add/Modify Rankbook”

Welcome to iPass Lori Cullen

My Data

iTeacher

- Add/Modify Course Grades
- Add/Modify Rankbook**
- Enter Period Attendance
- Grade Verification Report
- Print a Class List
- Rankbook Maintenance
- Rankbook Reports
- View Daily Attendance

View Only Access

Logout

Event Calendar

iPass | Natick High School | 2011-2012

Day | Month

Today is September 18, 2011

September 2011

S	M	T	W	T	F	S
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Go to: September 2011

Date Style Key: School is closed

Events Exist

09/18/2011

School Events

No Event Exists for Today

2. Choose Course and click on “Email Class”

My Data

iTeacher

- Add/Modify Course Grades
- Add/Modify Rankbook**
- Enter Period Attendance
- Grade Verification Report
- Print a Class List
- Rankbook Maintenance
- Rankbook Reports
- View Daily Attendance

View Only Access

Logout

Rank Book

iTeacher | Natick High School | 2011-2012

Rankbook View | Assignments | Custom Data | Reports | Settings

View: Term Descending

Course: 469a-001 Adv Website Des 11 (12--)

Teacher: Mrs. Cullen

Room: A106

Schedule: 11-1-

Email Class | Add Assignment | Student Data Options

Date Range for View: 02/01/2011 to 06/23/2011

<< 1 >>

Name	GL	Counselor	Sped/504
Carcanague, Sean	P	10	Mr. Strother
Collins, Marissa	P	12	Mr. Strother

