

Staff Roster

Welcome to the Staff Roster section of the website.

This is a very helpful feature which allows teachers to e-mail all staff members or just members of a group.

1. To **E-mail** staff members click on the **Staff Roster** link.

The screenshot shows the 'Staff Roster' interface. At the top left is a link for 'Maintain My Groups'. The main area has a 'Course:' dropdown menu with 'General Studies' selected, a 'Search By Last Name:' field with a 'GO' button, a 'Teachers for grade:' dropdown menu with '8' selected, and a 'My Groups:' dropdown menu with 'No Group' selected. A 'Compose e-mail' button is centered at the bottom, and a '< BACK' button is at the bottom right. Red arrows point to the 'Course:' dropdown, the 'GO' button, and the 'Teachers for grade:' dropdown.

2. First you need to add recipient to your e-mail.
3. From the Course dropdown menu select a course. For this example we have selected General Studies.
4. Now you have to select a grade for this staff member. We have selected Grade 8.

Note: You can also search by a staff member's last name. To do that, type the person's last name in the Search By Last Name field and click on GO.

5. Once you select the course and Grade, a list of staff members will show.

The screenshot shows the 'Staff Roster' list. At the top is a 'Compose e-mail' button and a '< BACK' button. Below is a table with columns for 'Name', 'Ext.', and 'Name', 'Ext.'. The table contains several rows of staff members. A red circle highlights the 'Check All' and 'Clear All' buttons at the top right of the table. Another red circle highlights the 'Compose e-mail' button at the bottom of the table. A third red circle highlights the 'Check All' and 'Clear All' buttons at the bottom of the table. Below the table is a 'Recipients:' section with a list of names.

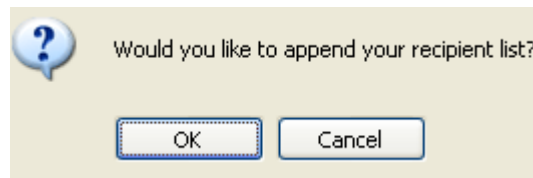
6. Select the staff member which you want to send this e-mail to.

Click on **Check ALL** to select all staff in this list

Click on **Clear All** to de-select currently selected names

7. Once you have made a selection you can see it on the bottom on the page where it says Recipients. See picture above.

8. To append the recipient list, simply select another class from the class dropdown.
 - a. The system will ask you if you'd like to append your recipient list.
 - b. Click **OK** to append the recipient list.
 - c. Click **Cancel** to overwrite the recipient list.



9. When your recipient list is complete, click on Compose Email

10. Once you have clicked on the Compose E-mail button a SOINMAIL window will open where you can type the body of your e-mail and attach any documents.

11. On this page there are a few fields you need to understand:

From - shows your e-mail address. This lets the recipient know that this message came from you.

To - this field will be automatically filled with your e-mail address.

CC - is empty. If you type any e-mail address here other recipients of this e-mail will be able to see it.

BCC - All recipients of this e-mail which you have selected on the previous page will be show here. BCC means blind carbon copy. This means that all recipients of this e-mail will not see any recipients e-mail addresses.

Subject - type the subject of your e-mail here

CC Message to yourself - you can select this checkbox to copy this e-mail message to yourself.

The large textbox is where you should type you message as explained in the picture below.



Send Message soinmail.com

MENU SUMMARY COMPOSE SEARCH HELP LOGOFF

From: soinmail.com

To: Your e-mail address will be shown here

CC:

BCC: Recipient's e-mail addresses will be shown here ← Recipient e-mail addresses will be shown here

Subject: Subject of your e-mail goes here

CC Message to yourself: ← Select this checkbox to copy this e-mail to yourself

Type your e-mail message here.

11. You can **send an attachment** with this e-mail by clicking the **Browse** button on the right hand side of the page. Locate the attachment on your PC and click on the **Attach** button to attach it to your e-mail.

Preview - click on this button to see how your e-mail message will look

Spell check - click on this button to check the spelling of your message

Send - click on this button to send your message

12. Click on the **SEND** button to send your message. Your message is now on it's way.

Note: *Once the e-mail has been sent, it cannot be modified.*

Maintain My Groups

This is an additional feature of the **Staff Roster** link. It is used to create groups of people that you send e-mail to.

Creating a Group

1. To create a group, click on the **Maintain My Groups** link on the Staff Roster page. See picture:



The screenshot shows the 'Staff Roster' interface. At the top left, the link 'Maintain My Groups' is circled in red. Below it are search filters: 'Course:' with a dropdown menu set to 'General Studies', 'Teachers for grade:' with a text input set to '8', and 'Search By Last Name:' with an empty text input and a 'Go' button. To the right, there is a 'My Groups:' dropdown menu set to 'No Group'. At the bottom, there is a 'Compose e-mail' button and a '< BACK' button.

2. On the next page click on the **Add Group** button

a.



The screenshot shows the 'My Groups' page. The text 'No groups are available' is displayed in red. Below it, the 'Add Group' button is circled in red.

b.



The screenshot shows the 'Add Group' page. It features a 'Group Name:' label and a text input field containing 'Example Group'. Below the input field, the text 'Give your group a name here' is displayed in red. At the bottom, there are 'Close' and 'Save' buttons.

3. Type your group name and click on the Save button

4. On the next page you can add members to your group. On top you will see your group name. As an example we have added "Example Group".

Note: Whenever you want to make any changes to an existing group you must first select the checkbox in the Selection column for that group as pictures below. Once you have selected the checkbox you can click on any of the action buttons.

My Groups

[← BACK](#)

Groups	Selection
Example Group	<input type="checkbox"/>
Example Group Two	<input checked="" type="checkbox"/>
Example GroupThree	<input type="checkbox"/>

[Delete Group](#) [Modify Group](#) [Add Group](#)
[Modify Group Name](#) [Compose e-mail](#)