

## Staff Roster

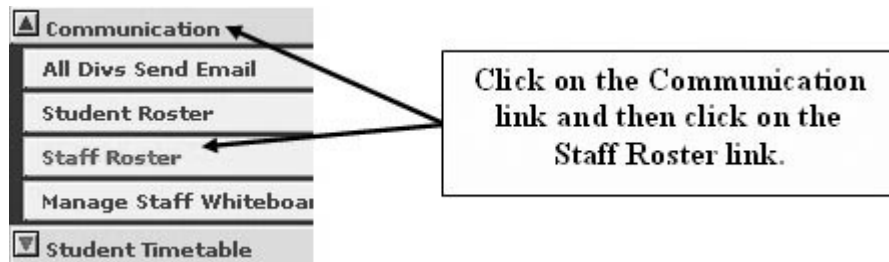
Welcome to the Staff Roster section of the website.

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

Click on these links to go directly to that part of the help file:

- [Getting Started](#)  
Choose your recipients, search by Division, Grade, Course and Class selection
- [Compose E-mail](#)  
Select fonts, insert tables, links and pictures
- [Maintain My Groups](#)  
Create recipient groups to send e-mail to

1. To E-mail staff members click on the Staff Roster link located in the Communication module. See picture:



2. Now select a division by clicking on the checkbox next to that division. Clicking on ALL will select all divisions within the district.

3. The next step is to select a Grade. Depending on which division you select, the grades will differ here. You will only see grades for the selected division. Or you will see all grades if you selected ALL divisions. Once you select a Grade click on the GO button.

4. After selecting the Grade, select the Course, Class and Subject.

5. You can also search for individual staff member by searching by Last Name. Type the staff last name in the text box provided and click on GO. A list of staff members with that last name will show.

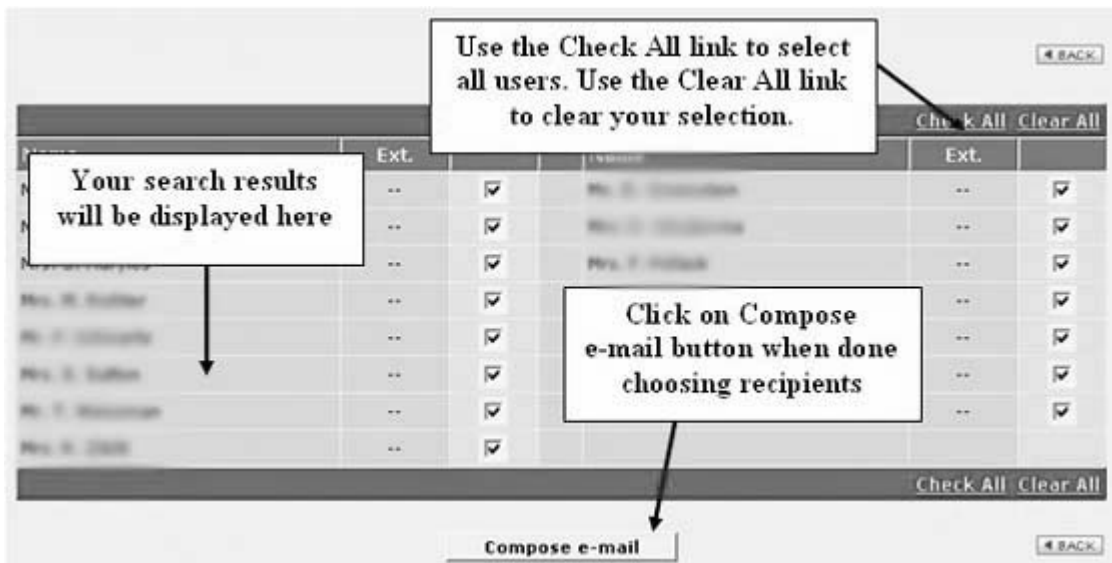
See Picture:

A screenshot of the 'Staff Roster' search interface. The form includes several sections: 'School:' with checkboxes for EC, LD, MD (checked), and HS; 'Grade:' with a dropdown menu showing '6' and '7' (checked), and a 'Go' button; 'Course:' with a dropdown menu showing 'General Studies'; 'Class:' with a dropdown menu showing 'All'; 'Subject:' with a dropdown menu showing 'All'; 'My Groups:' with a dropdown menu showing '--Select Group--'; and 'Search By Last Name:' with a text input field and a 'Go' button. A callout box with a black border contains the text 'Select school here' with an arrow pointing to the MD checkbox. Another callout box contains 'Select grade here' with an arrow pointing to the '7' option in the Grade dropdown. A third callout box contains 'Select Course, Subject and Class' with arrows pointing to the Course, Subject, and Class dropdown menus.

6. Once you have entered your staff search criteria, the results will be displayed below. Select the staff

members by selecting the checkboxes next to their names. Use the Check All link to select everyone on the list. Use the Clear All link to clear your selection. Once you have selected the staff recipients, click on the Compose e-mail button. This will take you the compose e-mail page where you can write your e-mail message.

See picture:



Once you have clicked on the Compose E-mail button, a new window will open. This is the Compose Message window. This is where you will type your message. There are many options on this page. The page is in a very friendly HTML format. Here you can send plain messages or be fun and creative with pictures, tables, hyperlinks and more.

Note: For instructions on how to use the Compose E-mail page, please refer to the Compose E-mail Help file which is located on the Compose E-mail page.

### Creating a Group

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

See picture:



- a. On the next page click on the Add Group button.
- b. Name your Group ex. Mathematics Teachers



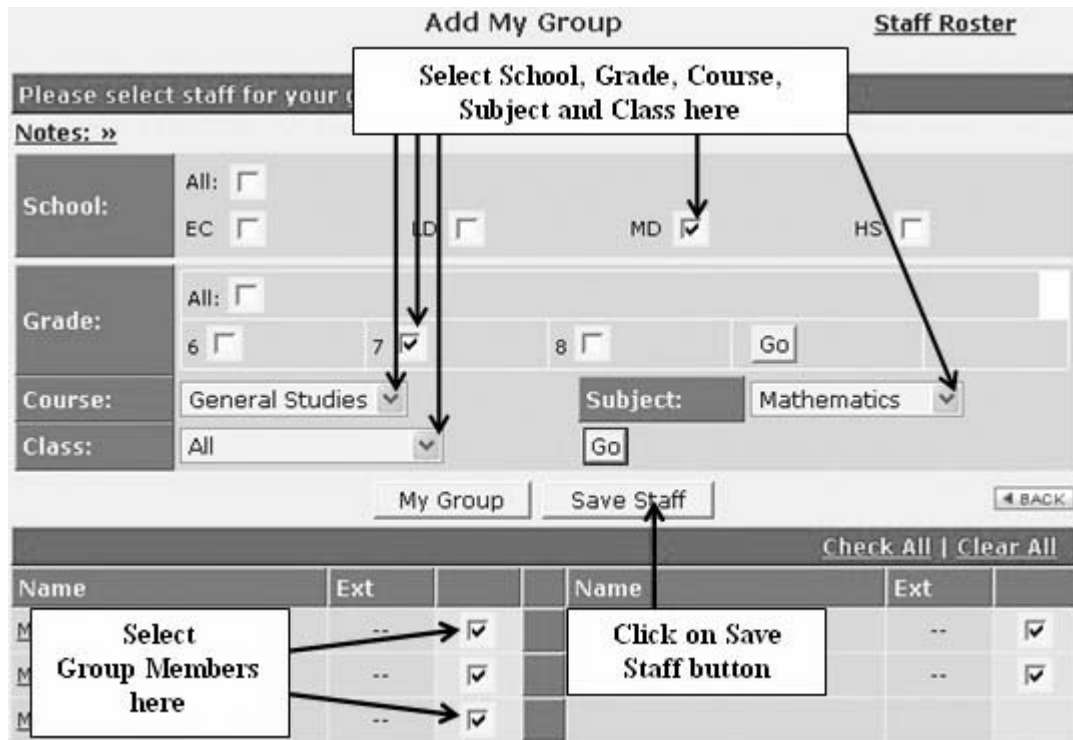
a.

b.



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

2. On the next page you can add members to your group. Follow the same steps as when adding recipients to an e-mail. Detailed instructions are at the beginning of this help link. [Click here](#) to go there now.



Once you have added members to your group. Click on the My Group button to go back to the My Groups page.

3. Now you can see your group on the Main My Groups page.

There are a few things you can do on this page.

Compose e-mail - allows you to compose an e-mail message to members in a selected group

Modify Group Name - allows you to change the name of your group

Modify Group - allows you to add/remove members of your group. Follow the same steps as when you were first adding members to your group.

Delete Group - deletes the selected group and it's members

Add Group - allows you to add another 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 pictured below. Once you have selected the checkbox you can click on any of the action buttons.

