

Creating Groups in Gmail

- Unfortunately, Gmail has eliminated the easy way of creating group emails. For example, in order to create a group (now called a label) you need to save each parent as a contact (individually) and then create a group using their contact.
- This is a work around which really isn't that much additional work.

Class Assignments Q1

⚠️ Q1 has not started.

No assignments currently exist for this class and selected reporting term.

- Class
- Grading
- Students
- Progress
- Reports
- Settings
- Apps

Open Powerteacher and select the "Class" icon

Class Functions

- Class
- Grading
- Students
- Progress
- Reports
- Settings
- Apps

Email Class

Select "Email Class"

Class **Q1 has not started.**

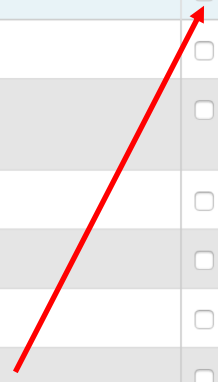
- Class
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Email Class

Select student, guardian and/or parent portal emails to copy, and scroll to the bottom

STUDENT NAME	<input type="checkbox"/>	STUDENT EMAIL	<input type="checkbox"/>	PARENT/GUARDIAN EMAIL	<input type="checkbox"/>	PARENT PORTAL EMAIL
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
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	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Select "Parent Portal Email" box which will then select all parents in a class



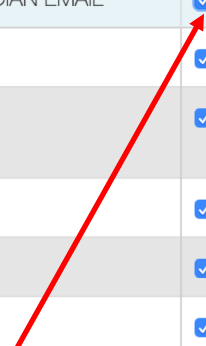
Class | Q1 has not started.

Email Class

Select student, guardian and/or parent portal emails to copy, and scroll to the bottom

STUDENT NAME	<input type="checkbox"/>	STUDENT EMAIL	<input type="checkbox"/>	PARENT/GUARDIAN EMAIL	<input checked="" type="checkbox"/>	PARENT PORTAL EMAIL
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>	[Redacted]	<input checked="" type="checkbox"/>	[Redacted]

When you do that all parents will be selected



- Class
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Class		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grading		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Students		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Progress		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reports		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Settings		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Apps		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Build Email List

Select the delimiter required by your email program and click Build List

Delimiter type: Existing

Build List

Scroll down to the bottom of the page and select "Build List"

Copy highlighted text, and paste into the BCC (blind carbon copy) field of a new email. This will prevent parents from seeing each others' email addresses, which should be kept confidential.

Class		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grading		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Students		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Progress		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reports		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Settings		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Apps		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Build Email List

Select the delimiter required by your email program and click Build List

Delimiter type: Existing

[Build List](#)













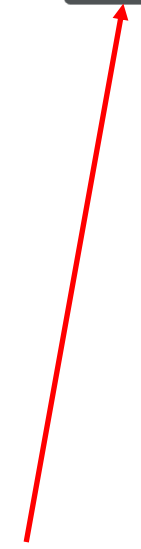
A list of all of your parent emails in a class will show up here. Highlight the list and right click/select copy.

Copy highlighted text, and paste into the BCC (blind carbon copy) field of a new email. This will prevent parents from seeing each others' email addresses, which should be kept confidential.



🔍 Search Google or type a URL 

-  Instagram
-  NCAA bans B...
-  Facebook
-  The Columbu...
-  Yahoo
-  National and ...
-  Eric Delligatti
-  USA TODAY
-  Westerville Ci...
-  Add shortcut



Open a new tab and select Google Apps

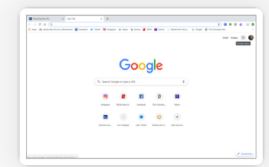


Search Google or type a URL


- Instagram
- NCAA bans B...
- Facebook
- The Columbu...
- Yahoo
- National and ...
- Eric Delligatti
- USA TODAY
- Westerville Ci...
- Add shortcut

Account	Drive	Gmail
Classroom	Docs	Sheets
Slides	Calendar	Meet
Google+	Sites	Contacts
More		

Open a new Google Doc



Customize



1

2

3

4

5

6

Give the file a name

Paste your parent emails here

Creating Groups in Gmail

- You can do this for each of your classes saving the emails in separate “paragraphs” of names.
- Each time you need to send an email, open this file, copy the parent emails, and then paste them into the bcc location on the new email
- This is a work around which really isn't that much additional work because gmail no longer allows you to create groups without creating contacts first.