

## Sending Emails to Parents from Gradebook's Message Center

1. Log into GB
2. Choose MY GRADEBOOK
3. Choose a class
4. Choose OTHER ACCESS on the far left
5. Choose MESSAGE CENTER
6. Click APPLY FILTER
7. Choose ADD MESSAGE FOR MULTIPLE CLASSES or ADD MESSAGE FOR CURRENT CLASS
8. Fill in the message summary and detail
9. Choose the EMAIL OPTIONS
10. Choose the families of the students you wish to email
11. SAVE
12. Your message will now be listed in your message center as sent

