

# BrightArrow Parent Messaging Manual for Teachers

Updated 8/31/2018

Using BrightArrow.....	3
Send a Message to All Parents in a Class .....	4
Send a Message to Classes By Grade Level.....	7
Send a Message to a Selection of Parents .....	8
Attaching a Document Using HTML Email .....	11
Find Parent Emails for One Student in Backpack .....	13

# Logging in to BrightArrow

1. Please Use Chrome to perform tasks in BrightArrow. Currently Safari and Firefox disable cookies from BrightArrow, but Chrome works. BrightArrow is working to correct this issue but until further notice, please use Chrome.
2. Log in to [ps.wilmette39.org/teachers](https://ps.wilmette39.org/teachers)
3. Click one of the BrightArrow icons to the right of the intended recipient section. Make sure to choose the right Icon, either for Parents or Students.

## Current Classes

| Teacher Number (use for Parent Teacher Conference Maker): 9006

2(A)	French 5	<input type="radio"/>					Parents			
3(A)	French 6	<input type="radio"/>								
5(A)	French 6	<input type="radio"/>								
6(A)	French 5	<input type="radio"/>					Students			
8(A)	French 6	<input type="radio"/>								
9(A)	French 5	<input type="radio"/>								
All current students (enrolled as of today)										

- **Note:** If sign in does not work, email [support@wilmette39.org](mailto:support@wilmette39.org) with the subject BrightArrow Account.

# Send a Message to All Parents or Students in a Class



1. After signing in to BrightArrow the first time to authenticate the account, log in to [ps.wilmette39.org/teachers](https://ps.wilmette39.org/teachers)
2. Click the BrightArrow **Parents** or **Students** icon to the right of the intended recipient section.
3. Or click **All** at the bottom of the listed sections to send an email to the parents of every student in all sections in the gradebook.

**Note:** If a student appears in the All group multiple times, multiple emails will not be sent to that student's family.

## Current Classes

| Teacher Number (use for Parent Teacher Conference Maker): 9006

2(A)	French 5									
3(A)	French 6									
5(A)	French 6									
6(A)	French 5									
8(A)	French 6									
9(A)	French 5									
									All current students (enrolled as of today)	

 Parents  
 Students

*Continued on next page*

## Send a Message *Continued*

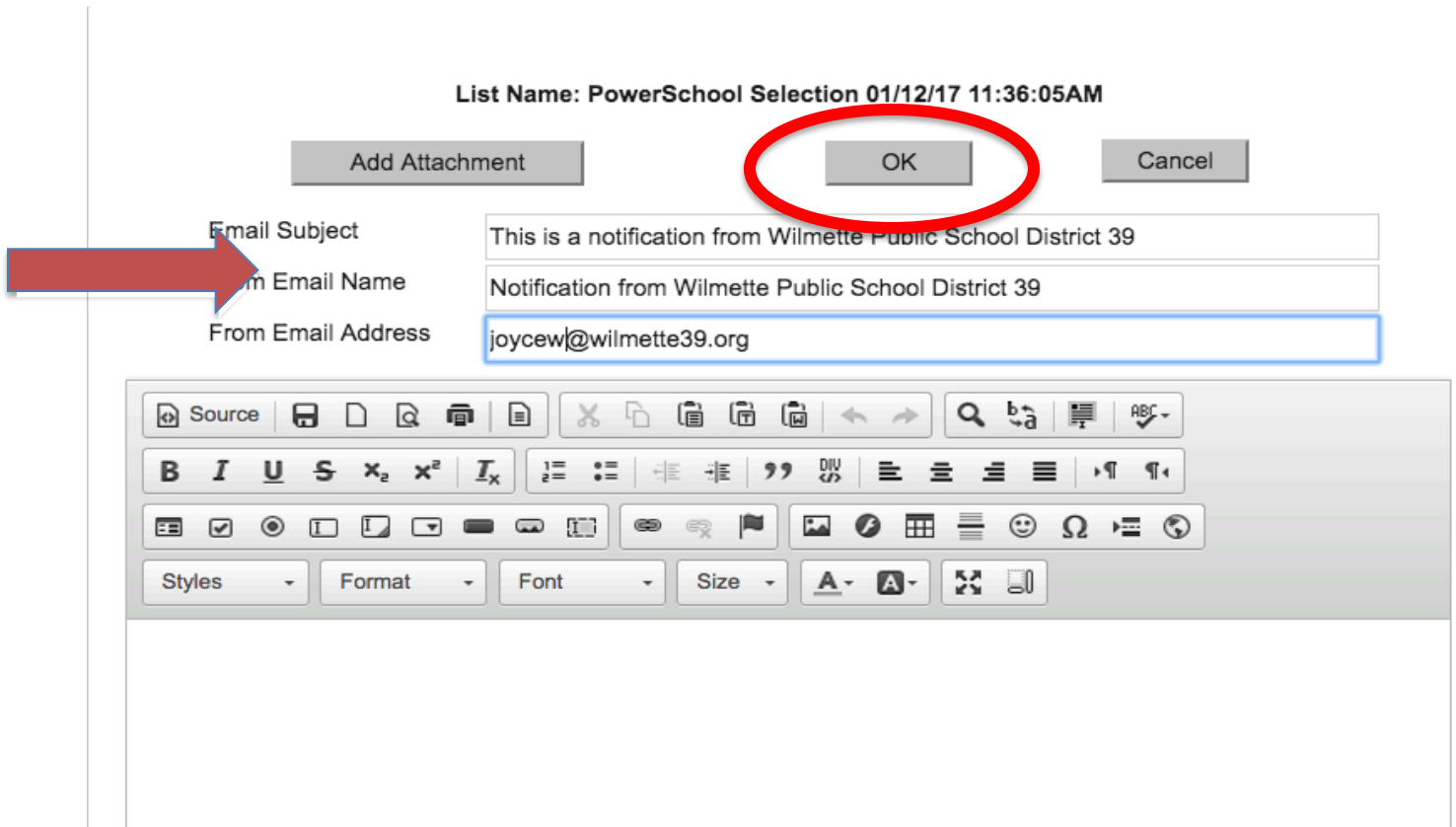
4. Change the Email Subject, Email Name and Email Address to your details.

**List Name: PowerSchool Selection 01/12/17 11:36:05AM**

Email Subject: This is a notification from Wilmette Public School District 39

From Email Name: Notification from Wilmette Public School District 39

From Email Address: joycew@wilmette39.org



5. Enter text in the box below the formatting options.
6. Click OK and you'll move to the Send Message and Preview Message screen

*Continued on next page*

## Send a Message Continued

7. Choose to **Preview Email** to send yourself a copy before sending to parents.

Text Email  HTML Email

Load Earlier Message:

Preview:

Apply Contact Filter

3. Choose the next action for saving or delivering this message.

8. After entering your email address, choose Preview. Then Choose **Edit Message** to send it.

Enter your email address

9. And finally after you've chosen **Edit Message**, Choose **Send Message Now** and click through to send on the confirmation pop up.

Choose the next action for saving or delivering this message.

# Send a Message to Classes By Grade Level

1. On the left side, click BrightArrow Search

The screenshot shows the BrightArrow Search interface. On the left is a navigation menu with the following items: Navigation, PowerTeacher Pro, Start Page, Daily Bulletin, Schedule, Staff Directory, Meals, Personalize, Reports, Recommendations, and BrightArrow Search (which is highlighted). Below the menu is a dark blue bar with 'PTG 2.8' and a 'Launch' button with a dropdown arrow. On the right, under the heading 'Current Classes', there is a table with two columns: Section and Class Name.

Section	Class Name
2(A)	French 6
3(A)	French 6
5(A)	French 6
6(A)	French 5
7(A)	French 5
9(A)	French 5

2. Then select the search options, by Section, Grade Level, or Gender. Then click Create Message.

## BrightArrow - Search

The screenshot shows the 'Filter Options' section of the BrightArrow Search interface. It includes several dropdown menus and buttons:

- Section:** Pick section(s) to add
- Grade:** A dropdown menu is open, showing 'All Grades' (checked), '5', and '6'.
- Gender:** Any Gender
- Who:** Parents Only
- Type:** Any Type
- Buttons:** 'Reset' and 'Create Message' (highlighted in dark blue).

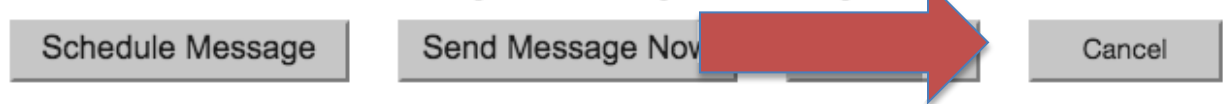
## Send a Message to a Selection of Parents

1. Click the BrightArrow icon to the right of the section that contains the student(s) whose parents are the intended recipients of the message, or click **All** to pick recipients from multiple sections.



2. On the next page, scroll to the bottom and click **Cancel**.

Choose the next action for saving or delivering this message.



3. On the next page, change the **List Name** to the name of the selection.  
Example, Students Selected for Spanish Competition.
4. Uncheck **Enable/Disable All Contacts** to deselect all contacts.

List Name

Students Selected for Spanish Competition

Apply

Back to My Lists

New Message

Edit Prior Message

Settings/Schedule

Import Contacts

To add or edit contacts, choose the Action below or click the icon by the contact.

\* Select an Action \*

Refresh Display

Send Message Now

Hide Disabled Contacts

**Enable/Disable All Contacts**

Find contacts by first or last name:























Clear Find

*Continued on next page*



## Send a Message to a Selection of Parents Continued

5. Check the boxes next to the contacts beneath **Select** to choose intended recipient parents.

Select	Status	Edit	Del
<input type="checkbox"/>	Disabled		
<input type="checkbox"/>	Disabled		
<input type="checkbox"/>	Disabled		
<input checked="" type="checkbox"/>	Enabled		
<input type="checkbox"/>	Disabled		
<input type="checkbox"/>	Disabled		
<input type="checkbox"/>	Disabled		
<input checked="" type="checkbox"/>	Enabled		
<input type="checkbox"/>	Disabled		
<input type="checkbox"/>	Disabled		
<input type="checkbox"/>	Disabled		

6. Click **New Message** beneath **List Name** to proceed.

List Name  
Students Selected for Spanish Competition

To add or edit contacts, choose the Action below or click the icon by the contact.

\* Select an Action \*

Hide Disabled Contacts

Enable/Disable All Contacts

Find contacts by first or last name:

## Send a Message to a Selection of Parents *Continued*

7. Add a Message Name. Example, Competition Details.

List Name  **List Size: 144**

Message Name (optional)

8. Scroll down and enter a message beneath, **Type your message here for email message.**

Type your message here for email message.

Your student has been selected for the competition. The competition will be held in the WJHS Auditorium at 7pm, this Saturday 9/17/2016.

Text Email  HTML Email

**Note:** To attach a document to the email, choose HTML Email and see instructions on page 9.

9. Click **Send Message Now** to send to parents. A confirmation may pop up, in that case, choose to send the message.

Choose the next action for saving or delivering this message.

## Attaching a Document Using HTML Email

1. After choosing a section (page 4) or choosing a selection (page 8) make sure to add a **List Name**. Example, Third Period Spanish.

List Name  **List Size: 144**

Message Name (optional)

2. Beneath, **Type your message here for email message**, click the radio button for HTML Email.

Type your message here for email message.

Text Email  HTML Email

3. Click Add Attachment

List Name: PowerSchool Selection 09/15/16 10:58:20AM

Add Attachment

OK

Cancel

4. Click **Choose File** and browse to find a file to attach.
5. Click **Upload and Link**.

*Continued on next page.*

## Attaching a Document Using HTML Email *continued*

6. Compose the message in the HTML editor.
7. Click OK.
8. Click **Send Message Now** to send to parents. A confirmation may pop up, in that case, choose to send the message.

Choose the next action for saving or delivering this message.

Schedule Message

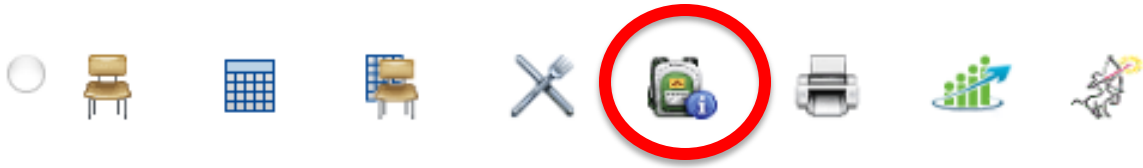
Send Message Now

Save

Cancel

## Find Parent Emails for One Student in Backpack

1. To find parent email addresses for one student, look in PowerTeacher and click the Backpack icon next to the section that the student is in.



2. Click on the intended student's last name. Father email, Mother email and other useful fields appear on the screen.
3. If a different screen appears, click the **Select Screens** drop down and choose **Demographics**.

