



Student Dashboard Contact







Version Control

Date	Version	Change Summary	Created By	
27/09/2021	1.0	New Guide Created	Neil Trueman	





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Send email (Contact Student)

From the students screen you have the ability to email student's individually or in mass by selecting the relevant students (Note: Using filtering as previously described, you can filter on workflow, campus, school, course, module, and stage to target the right subset of students if required).

Once the relevant student(s) are selected click on the \pm icon and select 'Contact' as shown below.

SEAIS Software	🛗 Calendar 📔 🥔 Teaching Event	s 📔 🗃 Students 📔 🗈 R	eports 📔 🕨 Case	s More+ 🌲					N
School	Course	Module			Focus	Sort by	_		Q 📮 Ø
All	All	All			Students ~	First Name (A-Z)	✓ Search		Q = 0
				Attendance					
	<			44%				>	,
Contact	111 30			•00					
 Add Absence Schedule Events Add Note Open Case Export 		Student Number	Nationality	Courses		Туре	Stages	Last Physical Swipe	Attendance
	Taryn Browning	8859273368		BCSc - Bachelor in Computer Science		Full Time	0	14/11/2019	84 %
	Matteo Waters	8827988419		BAF - Bachelor in Accounting & Finance		Full Time	0	31/08/2020	89 %
=	Erika Gordon	8545598985		BScGN - B.Sc. In General Nursing		Full Time	0	31/08/2020	43 %

By clicking on the "Contact" function, the following pop up window will appear. If your organisation has configured templates to be used in conjunction with this function, they will be available in the 'template' drop down option. Once the template has been applied, further edits can be made to the text within. Once complete, click to **Send**.

Send Email	
To Cc	
Bcc	avillasmil@seatssoftware.com
Subject	
Template	None , Normal : BIUS A M H, H, 17 4A E E E E ≞ % ⊠ E Z
	Send Cancel

Note: For security and privacy reasons, SEAtS have included Blind Carbon Copy (BCC) feature when sending an email to more than one student. Any emails sent from this screen will be stored against the individual student's record under the "communication" tab.

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