



Student Dashboard Contact



Version Control

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




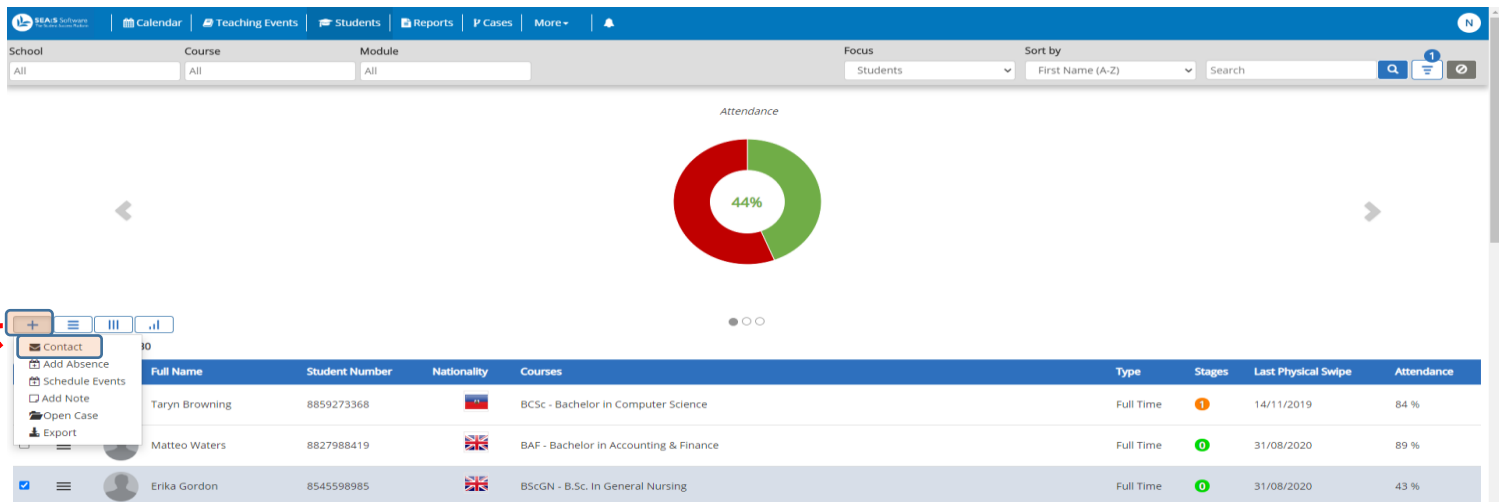
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
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Send email (Contact Student)

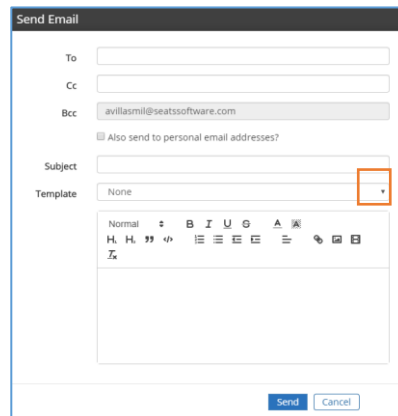
From the students screen you have the ability to email student's individually or in mass by selecting the relevant students (**Note:** Using filtering as previously described, you can filter on workflow, campus, school, course, module, and stage to target the right subset of students if required).

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



Full Name	Student Number	Nationality	Courses	Type	Stages	Last Physical Swipe	Attendance
Taryn Browning	8859273368		BCSc - Bachelor in Computer Science	Full Time		14/11/2019	84 %
Matteo Waters	8827988419		BAF - Bachelor in Accounting & Finance	Full Time		31/08/2020	89 %
Erika Gordon	8545598985		BScGN - B.Sc. in General Nursing	Full Time		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**.



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.