



Parent Email List via Quick Print

Quick Reference Guide:

Use "Quick Print" in MyEdBC to create a list of parent email addresses on record in your school.

Navigation Path:

School view

Student top tab

Filter = All Active Students (includes Primary and Secondary students)

OR

Filter = Primary Active Students

(Choose which set of students you want to select)

Fieldset = SD73 Contacts with Email

(This fieldset was created at District level for all schools)

Click the Quick Print button to download a CSV file, which can be opened as an Excel spreadsheet. Format the contents of the document from there to satisfy the request.

If you need assistance with Quick Print, please contact your Clerical Trainer or Peer Mentor.

The screenshot shows the MyEdBC interface for NorKam Secondary 2014-2015. The 'Student' tab is selected, and the 'Student List' is displayed. A dropdown menu is open, showing various fieldsets. The 'SD73 Contacts with Email' fieldset is selected. The table below shows columns for Name, Pupil #, Alerts, Gender, and 1st Contact > Name. The table is currently empty, with 0 of 703 selected.

| Name | Pupil # | Alerts | Gender | 1st Contact > Name |
|------|---------|--------|--------|--------------------|
| | 45 | T X | | |
| | 44 | T X | | |
| | 45 | A X | | |
| | 11 | | | |
| | 44 | | | |
| | 27 | | | |
| | 45 | | | |