

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.

| e B | RITISH DLUMBIA MyE | ducationBC | NorKam | Second | ary 2014 | -2015 | | | Change View | Selec | ct Schoo |
|------------|-------------------------|------------|------------|--------|----------|-------------------|------------|---|---|-------|----------|
| Pages | ages School Student Sta | | aff Attend | lance | Conduct | Grades | Assessment | | Schedule | Q | Globa |
| Options | Reports | Help | | | | | | | Y | | a→z |
| Student | List | | | | | | | Manage Field S Default District Intl Fund SD73 Student S | | | |
| Details | ails 0 of 703 selected | | | | | | | SD73 Contacts | | | |
| Contacts | Name | | Pupil # | Alerts | Gender 1 | st Contact > Name | | Contacts S Diploma Grante | vd Date | hi | ip 1st C |
| | | | 45 | TX: | | | | Field Set with C | | | Y |
| Attendanc | e 🗌 | | 44 | TX | 0.0 | | | Pre-Transition Student Addres | | | Y |
| Conduct | | | 45 | 1 | | | | Student Address | The second se | | N |
| Transcript | | | 11 | e 🖉 📑 | | | | TRAX | | | Y |
| | | | 44 | 18:14 | | | | User Accounts Address book | School Connects | | N |
| Assessme | ents 📄 , | | 27 | 18.0% | | | | Counsellor Ass | | | N |
| Academic | s 🗌 | | 45 | | | | | SB Missing Stu | dents Demographic | 5 | Y |