# Utah STATE OFFICE of Education

**USOE - SIS 2000+**

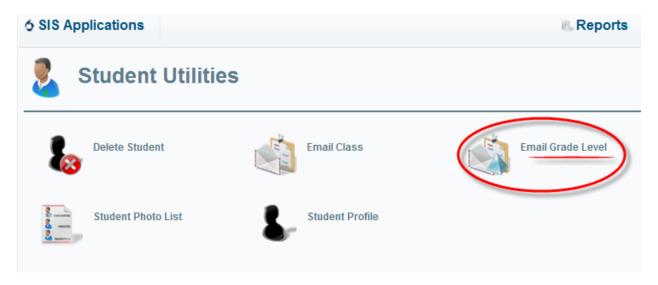# Student Utilities – Email Grade Level

# Student Utilities

## Email Grade Level

This feature allows an administrator to send an email message to all students of a school or to a specific grade level.

Student Utilities>Email Grade Level



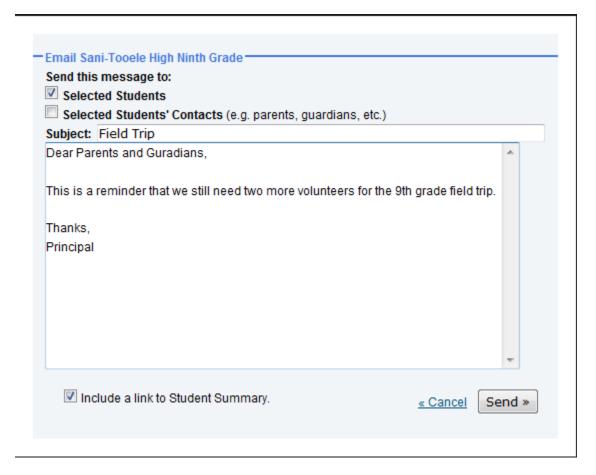Select the "Track" and "Grade"

If you would like "Contacts" to receive this message, click "Selected Students' Contacts".

Next, type in a "Subject" and a "Message". You also have the option to "Include a link to Student Summary".

Click "Send"

This message will appear once the email has been sent. Click "Okay"