

Email / Print Student Schedules

Last Modified on 03/08/2024 7:42 pm EST

You can email or print student schedules from the *Students (menu)* or send emails from a *Family* or *Student* record.

- **Email individual or multiple student schedules from the *Students (menu)*.**
- **Print student schedules from the *Students (menu)*.**
- **Email individual schedules from a *Family* or *Student* record.**

These types of class enrollments are included in the student schedule; Enrolled, Drop-in, Transfer, Trial, Trial-Enrolled, and Waitlist. If a student is on a waitlist for a class, the class they are still waitlisted for will not appear on the emailed schedule.

The User Permission to **Email Families & Email/Print Student Schedules** must be enabled to print student schedules.

**Expand/Collapse
All**

Email Student Schedules from the *Students (menu)*

You can use this option to email multiple or individual student schedules. The *Send Later* option is not available when emailing student schedules. **Note:** When entering the text for an email message, use *Shift+Enter* to create single spacing between lines and the *Enter* key for double spacing.

1. Go to **Students (menu) > Student Schedules > Email** to open the **Email Student Schedules** page.
2. Select a **Type**.
3. Enter an **Email Subject Line**.
4. Decide if you want to **Include Logo Image**. **Note:** *You must have uploaded your logo under the Gear (icon) > Settings > General > Organization Logo.*
5. Enter a **Header**. Click **Attach File** or **Insert Image** to attach files and add images to the Header if needed. See the Help Article [Email Attachments and Images](#) for more details.
6. Compose the email.
7. Enter a **Footer** if applicable.
8. Click **Attach File**, **Insert Image** or **Choose from Dropbox** to attach files and add images to the Header if needed. **Note:** *Dropbox attachments can be included in the Footer only.*

9. Select from the following **Search Criteria (Who do you want to email?)**
 - Use the *Family/Student Search Criteria*, *Class Search Criteria*, and *Additional Search Criteria* sections to select the recipient(s). At least one *Class Meets* checkbox (day of the week) must be selected under *Class Search Criteria*.
10. Make selections for which student schedules to email in the **Schedules** section. Select from the following:
 - *Session*
 - *Class Status* (defaults to *Active*, you can select more than one status)
 - *Categories*
 - To include *Future Enrollments*, change this setting to *Yes*.
11. Enter your **Display Settings**. These settings tell Jackrabbit what you'd like displayed (or not displayed) in the email. For example, if you don't want the instructor's name included, set *Show Instructor* to *No*.
12. Select who to **Send Email To** in the **Recipients** section. You can send to *Contact and Students*, *Contacts Only*, or *Students Only*. The contact/student must have an email address on record.
 - Contacts will receive the current schedules of all students in the family.
 - Students will receive their current schedule only.
 - If you would like to *Include Opt Out Emails*, change the drop-down to *Yes*.
 - Select a reply email address from *Email Replies Sent To*, which includes the email addresses of all User IDs and Locations (*Gear icon > Settings > General > User IDs*).
13. Click **Preview Email List**.
 - Click any *Preview* link to preview the email. You can also clear a checkbox next to an email to prevent it from sending. When you are satisfied with the previewed list and email message, click **Send Email**.

 - A *Success* pop-up message will display when the emails are successfully sent.

[Preview Email Schedule](#)

[Sample Confirmation Email](#)

Once the email schedules are sent, your organization will receive a confirmation email. The recipient(s) email address is shown at the bottom.

[Print Student Schedules from the Students \(menu\)](#)

You can use this option to print multiple or individual student schedules.

1. Go to **Students** (menu) > **Student Schedules** > **Print** to open the **Print Student Schedules** page.
 - Select the **Search Criteria** to narrow down the results, including **Family/Student Search Criteria**, **Class Search Criteria**, and **Additional Search Criteria**.
 - Select additional criteria for **Schedules** and **Display Settings** as needed.
2. Click **Submit**.
 - A new page opens with the student's names and schedules listed in alphabetical order.
 - **Page-break after each Student when printed** defaults to checked. This will print one student's schedule on a page. Uncheck the box if you prefer to print a list with no page breaks.
3. Click **Print**. A print dialogue box opens for you to make your printer selections.

Email Student Schedules from a Family or Student Record

The *Send Later* option is not available when emailing student schedules. **Note:** When entering the text for an email message, use *Shift+Enter* to create single spacing between lines and the *Enter* key for double spacing.

1. Locate the family or student record.
2. Click the **Email Schedules** button to open the **Email Student Schedules** page.
3. **Select Recipients** from the family contacts, additional email addresses, and replies.
4. Select **Schedules** and **Display Settings**.
5. Compose the email message. Add attachments or images if applicable.
6. Click **Preview & Send**.
 - Click any *Preview* link to preview the email. You can also clear a checkbox next to an email to prevent it from sending. When you are satisfied with the previewed list and email message, click **Send Email**. **Note:** *This preview is being generated from a Family record.*
 - A *Success* pop-up message will display when the emails are successfully sent.

[Preview Email Schedule](#)

[Sample Confirmation Email](#)

Once the email schedules are sent, your organization will receive a confirmation email. The recipient(s) email address is shown at the bottom.

An emailed schedule is available in a family's email log (FamilyMisc tab > *View Sent Emails* button) for 365 days. When you are sending emails to multiple recipients, a contact found more than once via the search criteria will only receive ONE email; they will not receive the email multiple times.
