



COMPASS School Manager

WARRAGUL



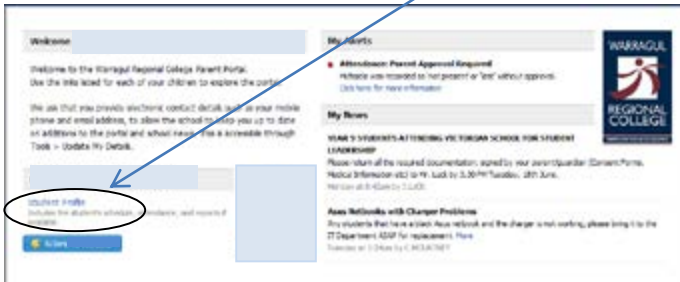
REGIONAL
COLLEGE

PARTICIPATION & EXCELLENCE

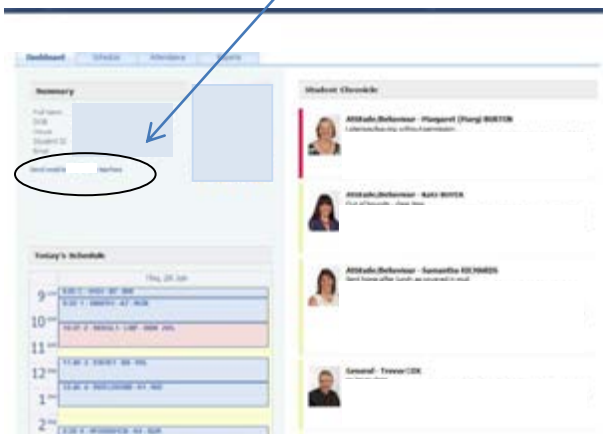
EMAIL THE STUDENT TEACHERS

To email your students teachers directly parents and guardians need to get to the students profile.

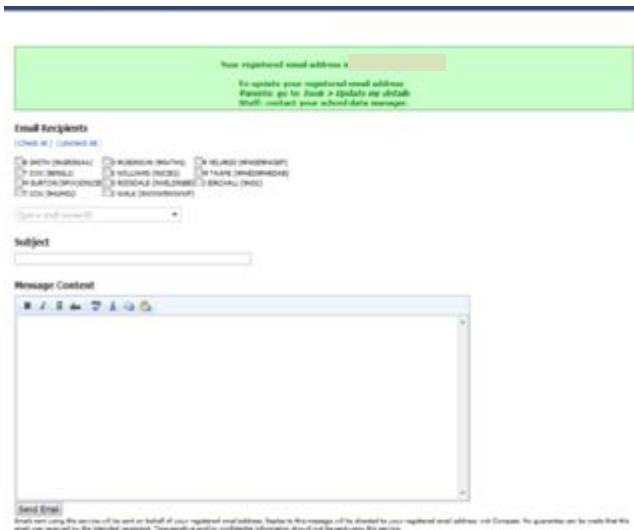
- After logging on select the students profile from the welcome page.




- Select the send emails option under the summary of the student



- Once 'send emails' has been selected the following screen will appear.
- Tick the box next of the name of the teacher to whom you wish to send an email.
- Enter the subject and the message content
- Click the send Email button



This email page can also be reached from the Compass welcome page by selecting the 'Action' () button and clicking on 'email teachers'.