

## **Contacting Through the Roster**

Last Modified on 10/22/2022 9:29 am CDT

## **PATH:** Campus Instruction > Roster

Clicking on a student's name in the roster opens a detail window with information about the student and their household, including contact information for all members.

Message Center	01) 580511-1000 AP Calculus (A)	Student, Andrew T		
Planner	All Active Incoming Dropped	Gender:	М	<u>^</u>
Grade Book	Active Students (9)	Birth Date: Nickname:	03/24/1997	
Attendance		Grade: Enrollment:	11 13-14 High School	
Roster	Name 🔺 Gende	Contact Information		
Seating Charts	Student, Andrew T M	Email: Preferred Language:	andystu@email.com US English	E
Student Groups	Student, Bree W F	Primary Household: Student		
Class Serve	Student, Brooke J F	Address(es):	(555)555-4080 123 N William Ave , Somewhere, SD 57501	
Post Grades	Student, Devin L M	Members:	Student, Tom Father/Son Email: student.tom@email.com	
Assignment Overview	Student, Jordan E F Student, Kyle M M		Cell: (555)555-5378 Student, Brenda	
Lockers	Student, Luke C M		Mother/Son Email: studentmom@email.com Cell: (555)555-6316	
Standardized Test	Student, Lydia J F		Student, Luke C Brother/Brother	-
Course Requests	Student, Sarah H F			Print Close
Student Course				

Contact Information in the Roster

Click on an email address to open a new email in your preferred email client.

Mailing addresses and phone numbers also display, with mailing addresses indicated by a mail icon. Contact information is only available if it's been entered on each individuals' Demographics tab and Households record.

Emergency contacts are listed with their Emergency Priority designation.

Access this demographics screen from anywhere that students' names appear as blue hyper links.