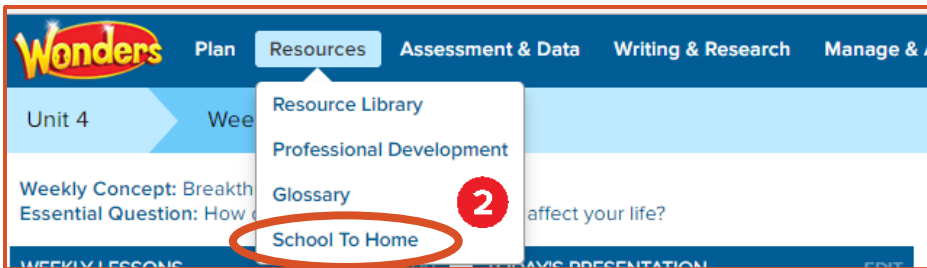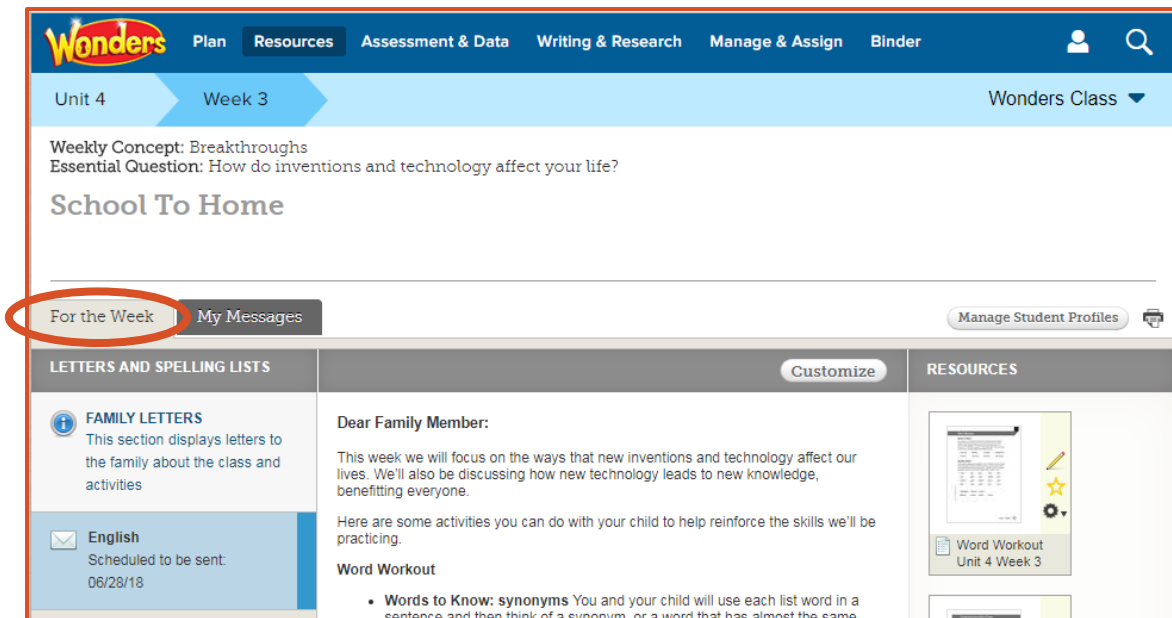# School To Home

Overview

1. On the Navigation Banner, click **Resources**.

2. Select **School To Home**.

For the Week

The **For the Week** tab includes a ready-made collection of school-to-home communication letters. The letters come in 10 different languages, can automatically be sent home each week using students' accounts, and can be customized.

1. This tab shows the materials for the current week by default.

    • Select a unit and week from the drop-down lists to view the resources for a different lesson plan.

    • Select a class from the drop-down list to view the resources for a different class.

2. The Family Letter is scheduled to be sent automatically at the beginning of the week. This letter displays information about the class, as well as this week's Word Workout and Comprehension activities.

    • Students receive a letter in the language indicated in their student profile. Click a language on the left to view that letter.

3. Click the **Customize** button to make edits to the letter.

    • Letters from previous weeks have already been sent and cannot be edited.

4. Click a resource to open it.

5. Students also receive a spelling list each week.

    •   Students receive the spelling list based on the teaching level assigned in their
        student profiles. Click a spelling list on the left to view that list.

6. Click the **Customize** button to make edits to the list.

    •   Spelling lists from previous weeks have already been sent and cannot be edited.

7. Click **Manage Student Profiles** to edit student profiles.
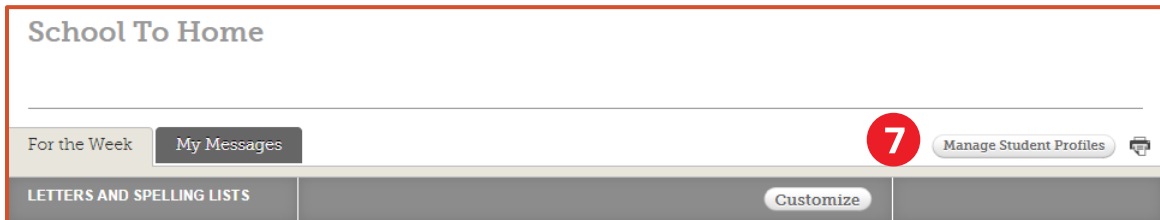
8. On the **Manage Student Profiles** dialog box, select the **Home Language** or **Teaching Level** for each student to change which materials they receive.
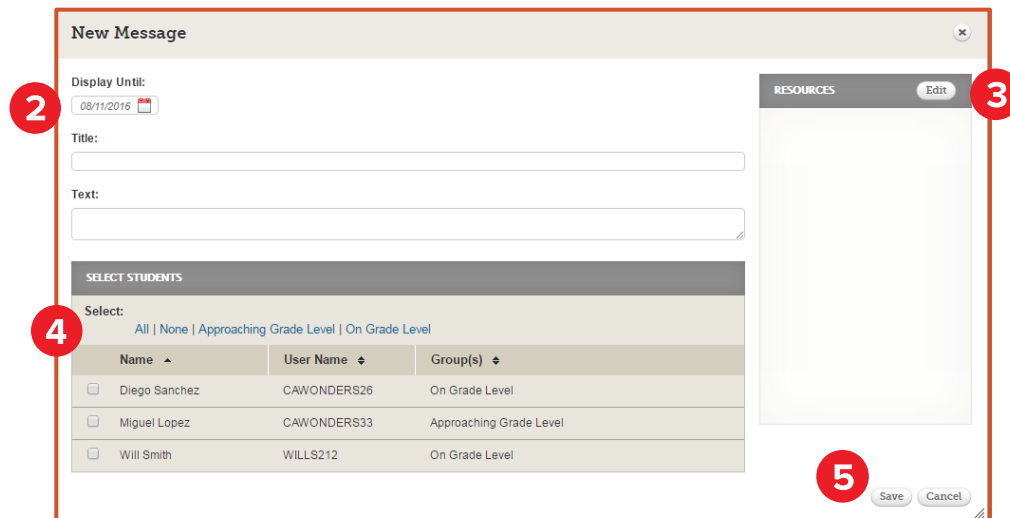

- Weekly materials appear on the students' **School to Home** page on the **For the Week** tab.

My Messages

1. To write a message to parents, click **New Message** on the **My Messages** tab.
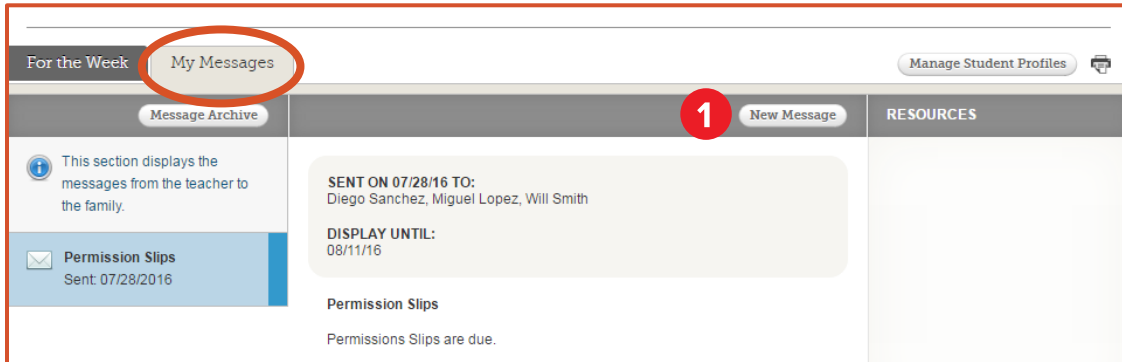
2. On the **New Message** dialog box, select how long to display the message on the student's **School to Home** page.

3. Click the **Edit** button next to **Resources** to attach any materials.

4. You can choose to send this message to particular students or the whole class.

5. Click the **Save** button to send the message to the selected students.

6. Your sent messages appear on **My Messages** for as long as you set them to be displayed.

    *   Sent messages appear on the students' **School to Home** page on the **My Messages** tab.

7. Click the **Message Archive** button to see older messages.