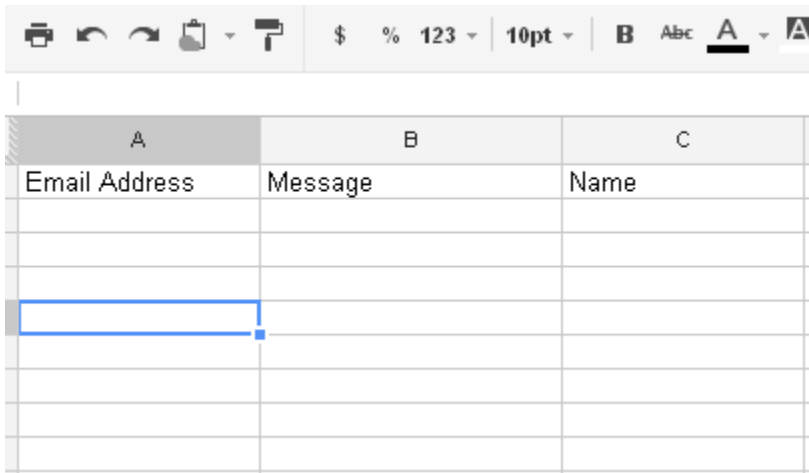


Setting up a script emailer

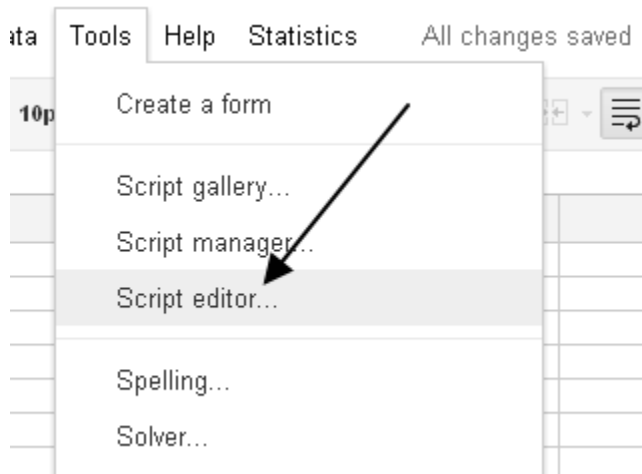
1. You will need a new sheet in your google docs titled “Script Emailer” (as you can see I have locked my tab so that only certain people can edit its contents. This is to ensure that the formulas do not get deleted.)



2. Column A needs to be named “Email Address”
3. Column B needs to be named “Message”
4. Column C needs to be Named “Name”



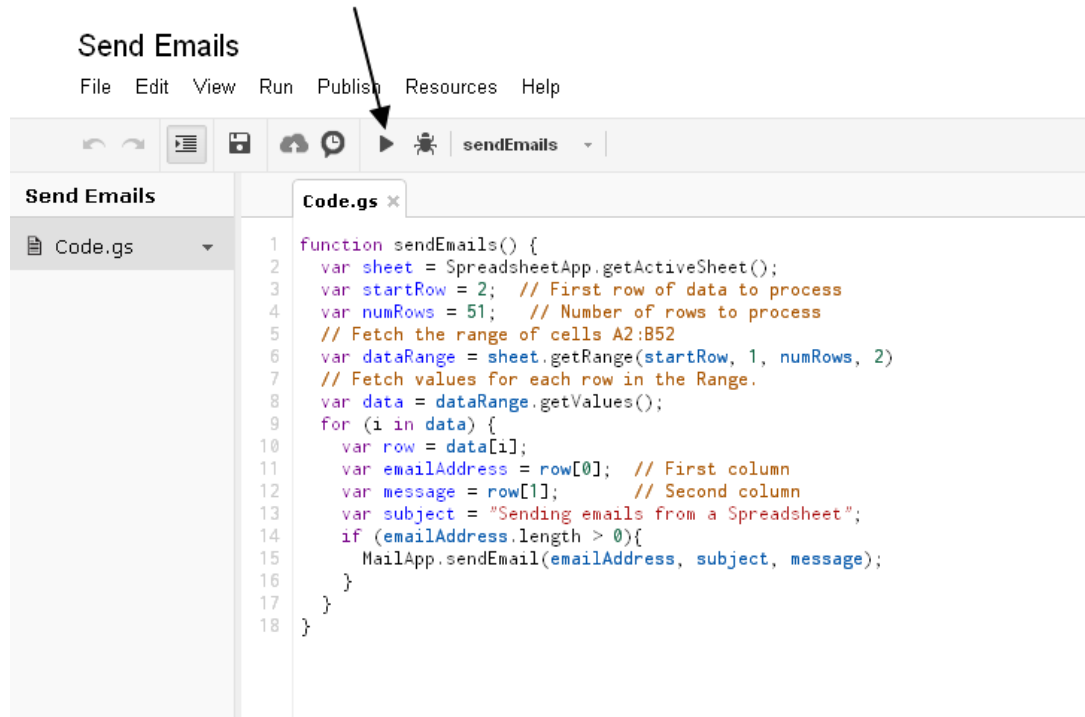
5. Next Click on tools and select “Script Manager”



To manually run the Email Script

You will need to use an email from Google for this to work properly (@gmail.com). The k12 system does not allow mass emails to be sent out this quickly and you will receive an error.

1. You will need to go back to the “script emailer” tab
2. Select tools and script editor
3. There is a link called “Script Emailer”. Click it.
4. Locate the play button (see picture below) and click it.



5. You should have an email within 10 seconds.
 - a. You will need to watch the top of the screen for an error message. If you receive an error message and no email then there is a problem with your code or the emails you have entered into the database.
6. As a precaution I have always entered my email address after the last student. This way I know that all of the email are getting pushed through. If you do not receive one then there was an error. Check all of your email addresses to be sure they are entered properly.

**You will more than likely receive an error message that says something about “Line 14” the emails will still be sent. I am not sure why this pops up. I have to debug my code yet.

6. Then select “New”

Select a project to open

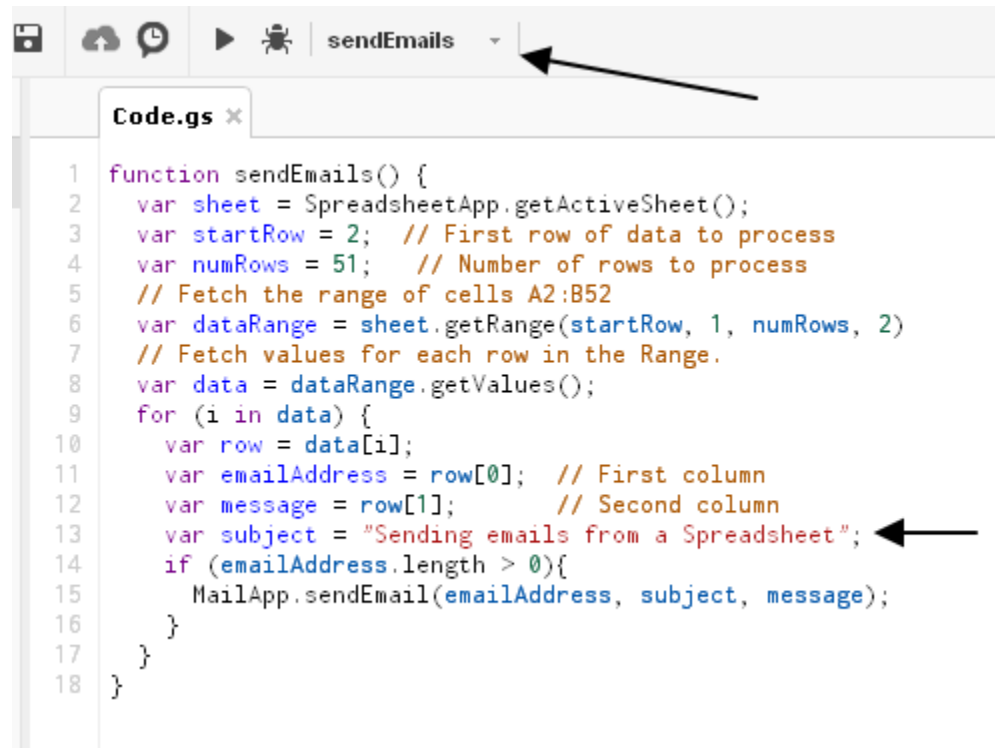
[Send Emails](#)

[Statistics for Google Docs](#) (Adds statistical analysis functionality to Google Spreadsheets)

[Create a new project](#)



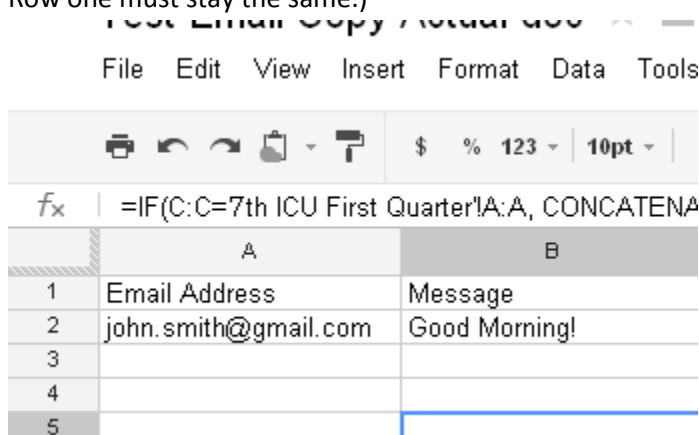
7. In the code section copy and paste the script that I have attached in the .txt document (the code is at the end of the document as well. It is easier to copy and paste the code due to the spaces in the formula that can change it.)
 - a. Line 13 can be modified. Whatever is between the quotation marks is the subject of the email (See picture under direction number 8.)
8. Next save this as “Script Emailer”
 - a. Note: there should now be a “sendEmails” button next to the Debug button. (See attached picture)
 - b. You may now close the script editor. (It does open in a new tab/window. Simply close the tab/window)



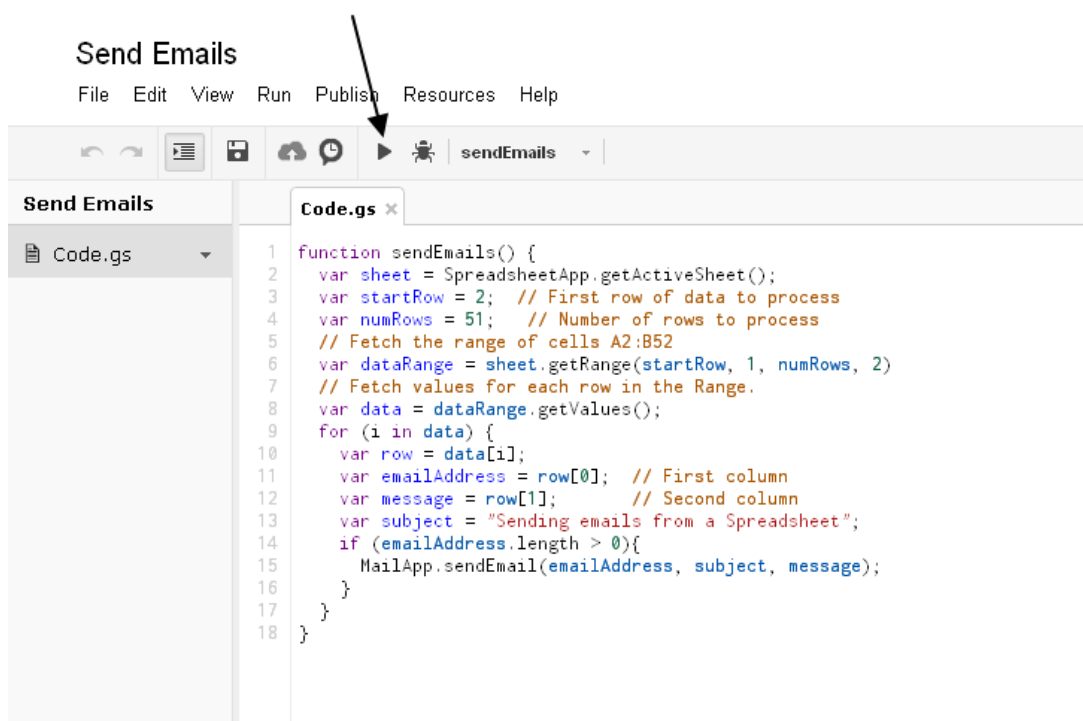
```
1 function sendEmails() {
2   var sheet = SpreadsheetApp.getActiveSheet();
3   var startRow = 2; // First row of data to process
4   var numRows = 51; // Number of rows to process
5   // Fetch the range of cells A2:B52
6   var dataRange = sheet.getRange(startRow, 1, numRows, 2)
7   // Fetch values for each row in the Range.
8   var data = dataRange.getValues();
9   for (i in data) {
10    var row = data[i];
11    var emailAddress = row[0]; // First column
12    var message = row[1]; // Second column
13    var subject = "Sending emails from a Spreadsheet";
14    if (emailAddress.length > 0){
15      MailApp.sendEmail(emailAddress, subject, message);
16    }
17  }
18 }
```

To test the emailer:

1. You will need to go back to the “script emailer” tab
2. Put your email address in column A and a message in column B (Remember to work from row 2. Row one must stay the same.)



3. Select tools and script editor
4. There will now be a link called “Script Emailer”. Click it.
5. Locate the play button (see picture below) and click it.

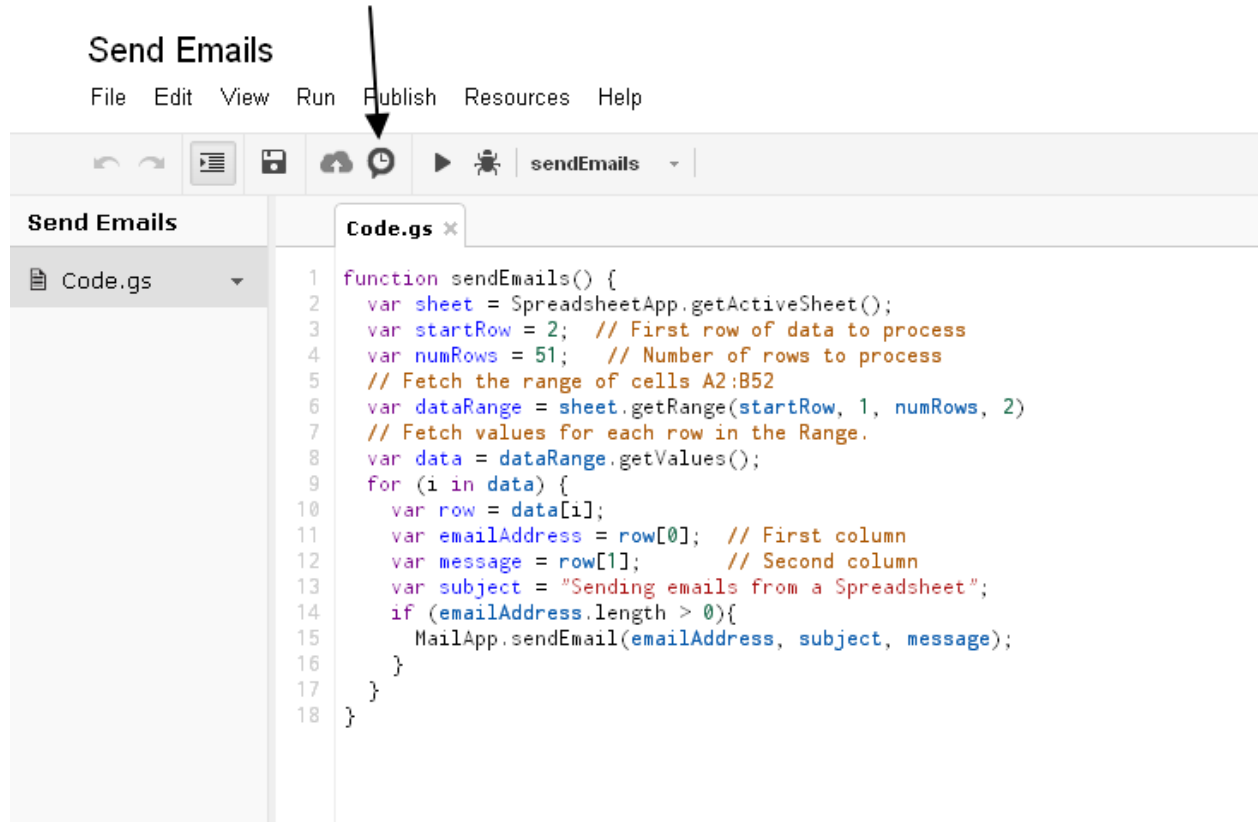


6. You should have an email within 10 seconds.

**You will more than likely receive an error message that says something about “Line 14” the emails will still be sent. I am not sure why this pops up. I have to debug my code yet.

To set up auto emails*:

1. You will need to go tools and edit the “Script emailer”
2. Select “Triggers” from the menus at the top



3. Click on “Current Scripts Triggers”
4. It will tell you there is none and “Click here to add one” Click there
5. From here you want to select “Time Driven”
 - a. From here you can select hourly, daily, weekly, etc.

*A NOTE ABOUT THE AUTOMATIC FEATURE: If you use a spreadsheet that is not sorted and has all of the students on it at all times then the auto email feature will work for you. If you only have students that owe work on the list or you sort your list by a variety of categories DO NOT use the automatic feature. The formulas are not designed for that.

Concatenate Formula directions

I have our google docs set up so that everything is auto-fill including the emailer tab.

1. The “name” column will be left blank and this is where I copy and paste all the names from the ICU list. The rest is auto fill setup using the following directions.
2. I have set up our message column to Concatenate all of the information in the ICU list into a single cell or “the message cell” It formula looks like this:

```
=CONCATENATE(IF('8th ICU-2nd Semester'!A2=0,"","8th ICU-2nd Semester'!$A$1),'8th ICU-2nd Semester'!A2,IF('8th ICU-2nd Semester'!D2=0,"","8th ICU-2nd Semester'!$D$1),'8th ICU-2nd Semester'!D2,IF('8th ICU-2nd Semester'!E2=0,"","8th ICU-2nd Semester'!$E$1),'8th ICU-2nd Semester'!E2,IF('8th ICU-2nd Semester'!F2=0,"","8th ICU-2nd Semester'!$F$1),'8th ICU-2nd Semester'!F2,IF('8th ICU-2nd Semester'!G2=0,"","8th ICU-2nd Semester'!$G$1),'8th ICU-2nd Semester'!G2,IF('8th ICU-2nd Semester'!H2=0,"","8th ICU-2nd Semester'!$H$1),'8th ICU-2nd Semester'!H2,IF('8th ICU-2nd Semester'!I2=0,"","8th ICU-2nd Semester'!$I$1),'8th ICU-2nd Semester'!I2,IF('8th ICU-2nd Semester'!J2=0,"","8th ICU-2nd Semester'!$J$1),'8th ICU-2nd Semester'!J2,IF('8th ICU-2nd Semester'!K2=0,"","8th ICU-2nd Semester'!$K$1),'8th ICU-2nd Semester'!K2,IF('8th ICU-2nd Semester'!L2=0,"","8th ICU-2nd Semester'!$L$1),'8th ICU-2nd Semester'!L2,IF('8th ICU-2nd Semester'!M2=0,"","8th ICU-2nd Semester'!$M$1),'8th ICU-2nd Semester'!M2)
```

You can see that it pulls columns A or (Student name) and then D-M and categorizes each assignment by subject so our message to the parents actually looks like this:

Student Name: Joe Cool

Math :1/5 Qz8-2(abs), 1/6 Qz8-4(was abs), 1/9 Ws8-4, 1/12 Ws8-7, Qz8-7, 1/13 Ch8Rev, Ch8Test. 1/18 Ws9-1(was abs), 1/19 Qz9:1-2, 1/23 PH pg 105-106, 1/24 Ws9-3, 1/25 Ws9-4, Qz9-4(redo), PB

Science: 1/9 Ch. 4 & 5 Test and Review 1/13 Life has a history 1/24 Chapter 4 Quiz Redo AS

Language Arts: 1/6 double journal entries; AR Test 1/13 Character analysis essay SBH"

To set up column A

In the “email address” column or column A I have a simple formula that pulls the email address off of our database tab by referencing Column C.

```
=IF(C2=0,"",Filter('7th D-base'!M:M,'7th D-base'!A:A=C2))
```


Name- Student name

Parent contact info- Cell phone number, email, preferred contact method, etc.

Contact Info- This is where you enter the email that you want the automatic emails to be sent to. If there are multiple addresses separate them with a comma and a space.

Automatic Email Script Code:

```
function sendEmails() {
  var sheet = SpreadsheetApp.getActiveSheet();
  var startRow = 2; // First row of data to process
  var numRows = 117; // Number of rows to process
  // Fetch the range of cells A2:B118
  var dataRange = sheet.getRange(startRow, 1, numRows, 2)
  // Fetch values for each row in the Range.
  var data = dataRange.getValues();
  for (i in data) {
    var row = data[i];
    var emailAddress = row[0]; // First column
    var message = row[1]; // Second column
    var subject = "ICU List Update";
    if (emailAddress.length > 0){
      MailApp.sendEmail(emailAddress, subject, message);
    }
  }
}
```