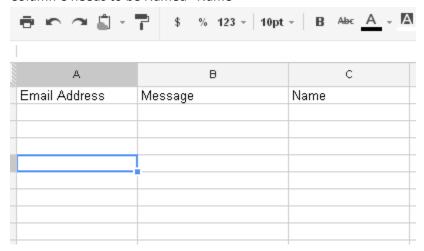
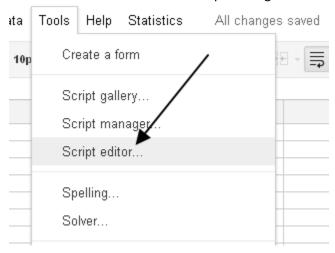
1. You will need a new sheet in your google docs titled "Script Emailer" (as you can see I have locked my tab so that only certain people can edit its contents. This is to ensure that the formulas do not get deleted.)



- 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"



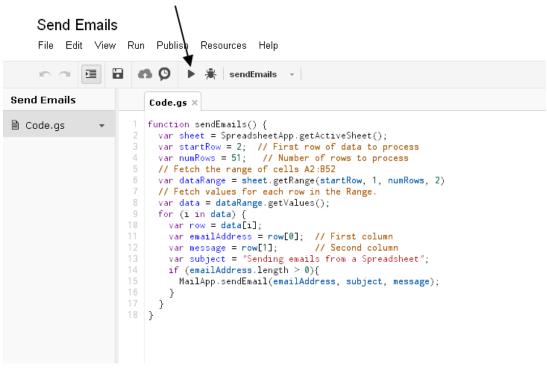
5. Next Click on tools and select "Script Manager"



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.

Select a project to open

Send Emails

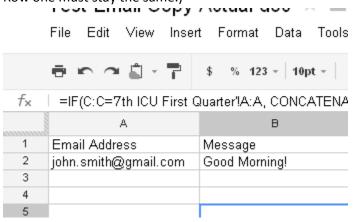
Statistics for Google Docs (Adds statistical analysis functionality to Google Spreadsheets)



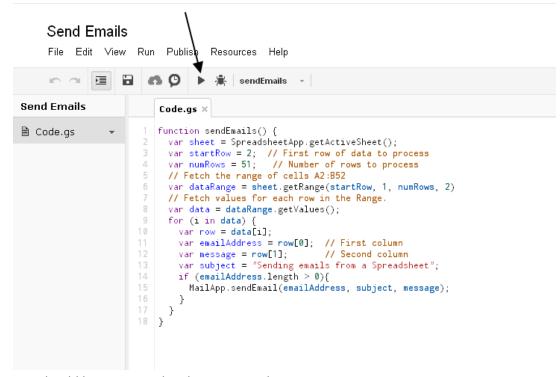
- 7. In the code section copy and paste the script that I have attached in the .txt document (the code is at the end of the document as well. It is easier to copy and paste the code due to the spaces in the formula that can change it.)
 - a. Line 13 can be modified. Whatever is between the quotation 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)

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

- 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.

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

```
Send Emails
     File Edit View
                     Run
                           Aublish Resources Help
                       6 0
                                        sendEmails
Send Emails
                         Code.gs ×
Code.qs
                         function sendEmails() {
                           var sheet = SpreadsheetApp.getActiveSheet();
                           var startRow = 2; // First row of data to process
                                             // Number of rows to process
                           var numRows = 51;
                           // Fetch the range of cells A2:B52
                           var dataRange = sheet.getRange(startRow, 1, numRows, 2)
                           // Fetch values for each row in the Range.
                      8
                           var data = dataRange.getValues();
                           for (i in data)
                      10
                             var row = data[i];
                             var emailAddress = row[0]; // First column
                             var message = row[1];
                                                        // Second column
                             var subject = "Sending emails from a Spreadsheet";
                      14
                             if (emailAddress.length > 0){
                               MailApp.sendEmail(emailAddress, subject, message);
                     16
                     18
```

- 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.

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'!\$G\$1),'8th ICU-2nd Semester'!\$G\$2=0,"",'8th ICU-2nd Semester'!\$G\$1),'8th ICU-2nd Semester'!\$H\$1),'8th ICU-2nd Semester'!\$H\$2=0,"",'8th ICU-2nd Semester'!\$I\$1),'8th ICU-2nd Semester'!\$I\$1),'8th ICU-2nd Semester'!\$I\$1,'8th IC

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"

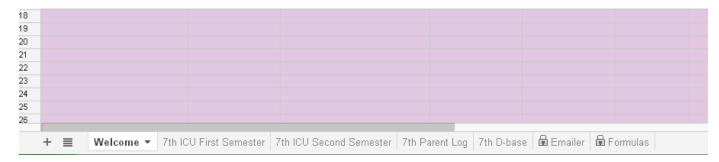
To set up column A

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))

Reference pictures

In order to understand the formulas I have included the following picture with explanations below.



Welcome- This is where we list the quick directions on how to enter an assignment

7th Grade ICU First Semester- This is where the teachers enter all of the student work for Semester one. You will have to change your formulas from semester one to semester two if you separate it like this

7th Grade ICU Second Semester —All homework and missing assignments from semester 2 are entered here.

<u>7th Grade parent Log</u>- When a teacher contacts a parent they will enter the information into this log so that we have a running database of who is contacted, when they were last contacted, and what was discussed.

7th Grade Database- This is where all of the information for the autofill formulas is stored. Student schedule, parent contact, and email are all included. See picture below

<u>Emailer-</u>This is where your automatic email program runs. Notice that I have it locked. That is so only certain people can edit the information in it.

<u>Formulas</u>- This is where I store the various formulas that I need to run the programs. For example I have my auto email first semester formula stored here as well as my auto email second semester formula. This way they are always a click away and I don't have to remember them.

Database picture:

					Black	Gold						
Name	Black 1	Gold 1	Black2	Gold 2	SRB	SRB	Black 3	Gold 3	Black 4	Gold 4	Parent Contact Info	Contact Info
	Ministra	Maller	Burner	Manke	Ministra	Martin	Manager	Janes	Beg	Manager		
	F	The state of	Distance of the last	- James	Destar		Beng	The second second	Zeite	Total Control		
	R05-06-1	184047	Rindon	F01466	94000	75-055	POSMA	Magnet	50000	966644		
	Manager	Manager	190.49	10.00	70000	B100	Henks	Janes	Manager 1	No.		
	-	Title State	(Author)	-	States	Hereby.	Repeat	Marie	Section	School		
	Jacksop	Berther	94004	Market	Server	PERMIT	Riveran.	District	946	194404		
	Minifer	Maller	Dispress	Henden	Banky	Marillan	Mange	Money	Beg	Maraga		
	Sales	Table 100	100.00	B146	Zight	- Carlon	Birm	James	Whether			
	R0-064	18404	Eligibia;	PR-08-5	Riversal	Parties	Rivege	Magnet	Second.	191101		
	10000	100.00	Manager	Marga	Banky	100	Manage	Janes	Section	Shirter		
	7000	10.00	Horge	- Compa	Manager		Name:	Comme	Series.	Science		
	Phone	75.60	School	0.894	Sharing and	200	Rindow:	Second.	TANKS	The state of the s		
	Manage	Manager	Mallar	Marillan	Mallet		blames		Section	her		
	James 1	Bridge (Window		Nindows.		Window		Name of Street	l-t-max		
	191101	Manager	Bodes /	10-00-0	849807	The State of	Rindow:	840867	RINGS.	944		
	Schools	Taple	Missis	Access	Whate	1-6	Skinner	Wester	State des	Street, steel		
	-	Title day	Bente		Whete		Street	The second second	Zigits	- I descript		
	B0-044	B-D-F	Digitizati	10-00-0	R0-064		Riveren.	A SAME	946	Ministra		
	Ministra	Maller	Backer	Backer	Destar	No.	blames	Mount	Section	Berg		

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 subject = "ICU List Update";
   if (emailAddress.length > 0){
     MailApp.sendEmail(emailAddress, subject, message);
 }
```