

# Batch Emailer

By: Jonathan Kung

Link to the Batch Emailer template: <https://bit.ly/batchemailer>

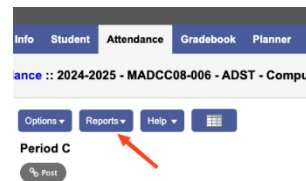
Issues or Questions: [jkung@deltalearns.ca](mailto:jkung@deltalearns.ca)

## Introduction

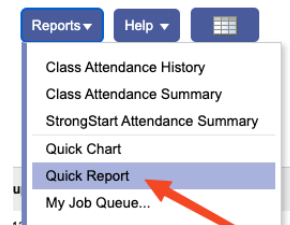
This Google Sheet and Apps Script was created to allow the user to select specific students and draft an email to their parent (primary parent email address) for informal reporting (or for any other reason). You will need to create a report from MyEd with the student name and parent e-mail to paste on the spreadsheet. Then, you select the students you want to send an email about and use the menu to draft an e-mail to those parents.

## Exporting Data from MyEd

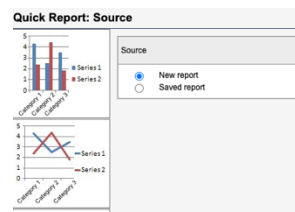
- 1) Go to the attendance view of the class you want to export. Click on the Reports button.



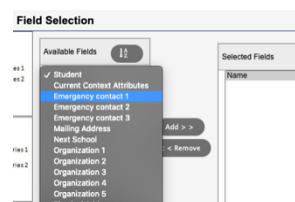
- 2) Select "Quick Report".



- 3) Select "New report" if you don't have one saved already which generates a list with "Student Name" and "Primary Parent Email".

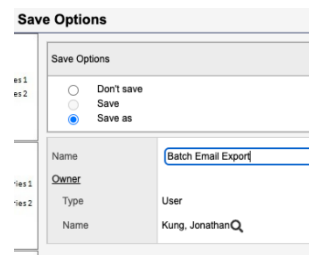


- 4) Create a report that includes **Student > Name** and **Emergency contact 1 > Primary email**. You can also include **Emergency contact 2 > Primary email** (the Sheet has 2 columns for emails).



- Save the report so that you can generate it again next time. Click “Next” until you can click on the “Finish” button. Generate the report and copy the 2 columns with the student’s name and the primary parent email.

\*When you paste it into the Google Sheet, click **COMMAND-SHIFT-V** to paste only the text (CTRL-SHIFT-V on Windows).



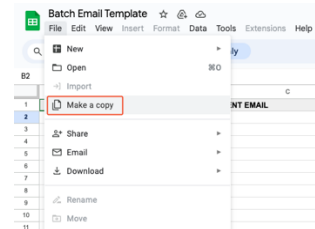
The 'Save Options' dialog box shows three radio buttons: 'Don't save', 'Save', and 'Save as'. The 'Save as' option is selected. Below the buttons, there is a 'Name' field with 'Batch Email Export' entered. Under the 'Owner' section, 'Type' is 'User' and 'Name' is 'Kung, Jonathan'.

## Using the Google Sheet

Link to the Batch Emler template: <https://bit.ly/batchemailer>

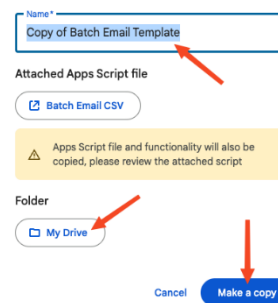
- Click on the template link above and make a copy of the Google Sheet – save it somewhere in your Google Drive where you can easily find it later.

There will be several warnings about running the script I’ve programmed but I assure you it is safe!



- Name your Sheet to whatever you want, select where in your Google Drive you want it, and click “Make a copy”.

Copy document



The 'Copy document' dialog box shows the 'Name' field with 'Copy of Batch Email Template' entered. Below it, the 'Attached Apps Script file' section shows 'Batch Email CSV'. The 'Folder' section shows 'My Drive' selected. At the bottom, there are 'Cancel' and 'Make a copy' buttons.

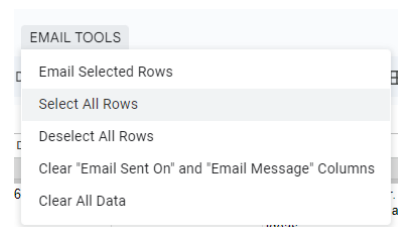
- When it opens, you will see an “EMAIL TOOLS” menu item. In there are all the options you have for dealing with bulk emailing and clearing the Sheet to be reused.



- Paste the contents of the MyEd report (the student name and parent email columns) into the Google Sheet. Use **COMMAND-SHIFT-V** to paste only the text (CTRL-SHIFT-V on Windows) to avoid formatting issues.

A	B	C	
	NAME	PARENT EMAIL	EMAIL SE
1	<input checked="" type="checkbox"/>	Frodo Baggins	mrs_baggins@hotmail.com
2	<input checked="" type="checkbox"/>	Samwise Gamgee	gamgee99@gmail.com
3	<input checked="" type="checkbox"/>	Pippin Took	what_it_took@middleearth.com

- Email Selected Parents:** By first checking off which students you want to send a parent email to, this option will draft a message and save the contents of the message on the Sheet so you have a record of it.



**Select All Rows:** This will select every row which has at least one email address. Sometimes you want to select all and then deselect a few.

**Deselect All Rows:** This will deselect every row.

**Clear “Email Sent On” and... :** This will clear those two columns.

**Reset Current Sheet:** This will clear all the data from the sheet (be careful!). Of course, you can always undo if you deleted everything by accident.

- 6) Here come the warnings! Accept everything in order for it to work properly.

### Authorization required

A script attached to this document needs your permission to run.

Cancel OK

- 7) When you get to this message, click on “Advance” and “Go to Batch Emailer” in order to proceed. Trust me!



### Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer ([jcykung@gmail.com](mailto:jcykung@gmail.com)) verifies this app with Google, you shouldn't use it.

Advanced

BACK TO SAFETY



### Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer ([jcykung@gmail.com](mailto:jcykung@gmail.com)) verifies this app with Google, you shouldn't use it.

Hide Advanced

BACK TO SAFETY

Continue only if you understand the risks and trust the developer ([jcykung@gmail.com](mailto:jcykung@gmail.com)).

[Go to Batch Email CSV \(unsafe\)](#)

- 8) Ok I know it's trying to teach you to be careful but four warnings?!  
I wrote the code so I assure you it is safe. Also, when you run it, it only creates a Draft Gmail and does not send anything until you have gone into your Gmail Drafts section and have read it over before sending.

Disclaimer: Normally, be very careful about running scripts that you don't know the author of. In this case, it's just me!

### Make sure you trust Batch Email CSV

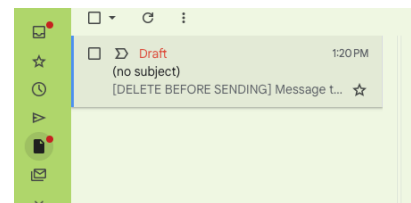
You may be sharing sensitive info with this site or app. Learn about how Batch Email CSV will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Allow

- 9) You can now run the program (no more warnings from now on). Open up your Deltalearns Gmail and you will find a new email message in your “Drafts” folder. You will see that the parent emails have been put in the “BCC” box and that the message contains the names of the students for your reference. Add a subject line and format the message as you wish before sending. A copy of the message will be added to the Sheet.



Once you have a copy of the file, you can modify it as you wish as long as the checkbox, name, and two email columns are there. Feel free to add more checkboxes to the Sheet if needed. If you duplicate the Sheet, the code will stay with it. Also, to make more worksheets in the Sheet, right-click and duplicate the tabs at the bottom of the Sheet.