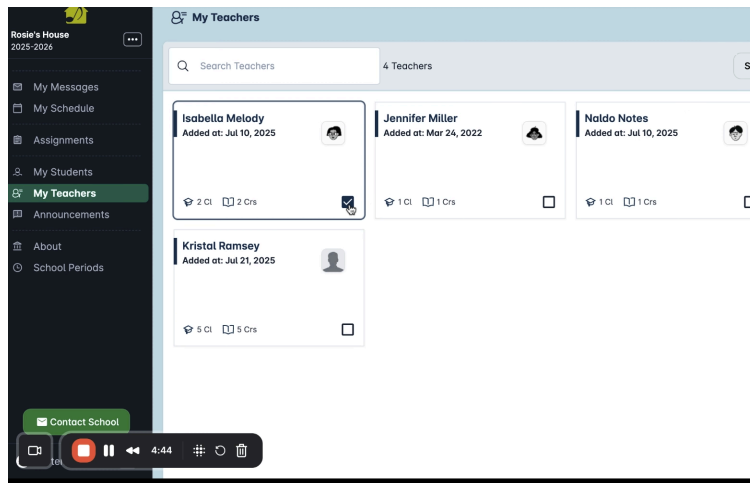




## How to send an email to your student's teacher in DreamClass

During the course of the semester, you may need to email your student's teacher about a number of things. Emailing them in DreamClass allows us to streamline all communications between parents/guardians and teachers.

### Video



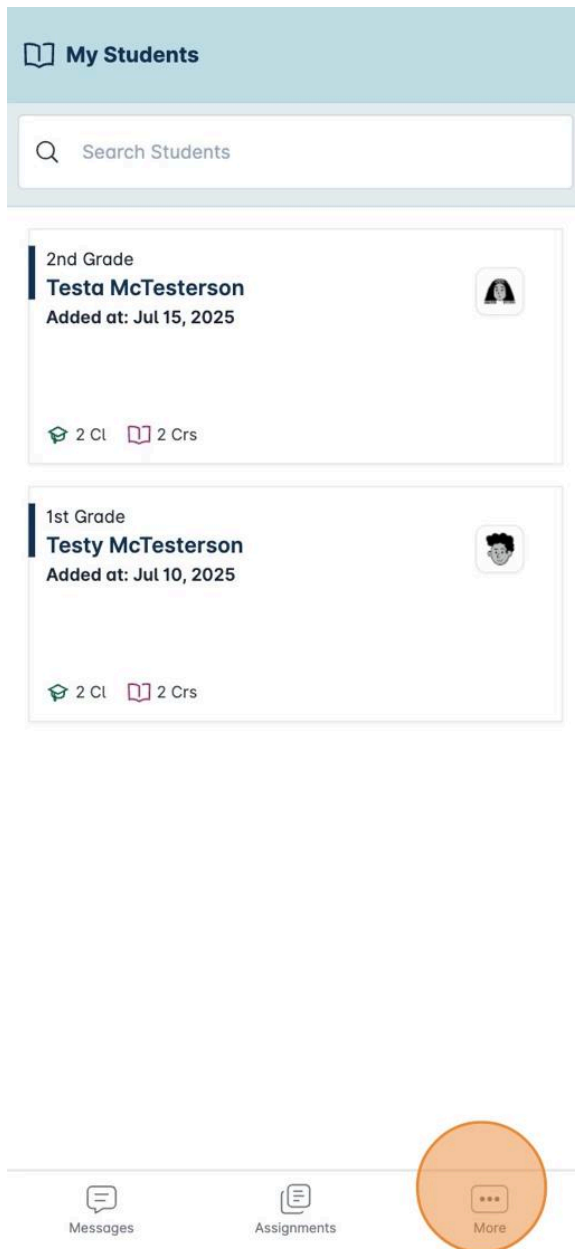
[Click here to watch the video](#)

## Steps for Mobile Device

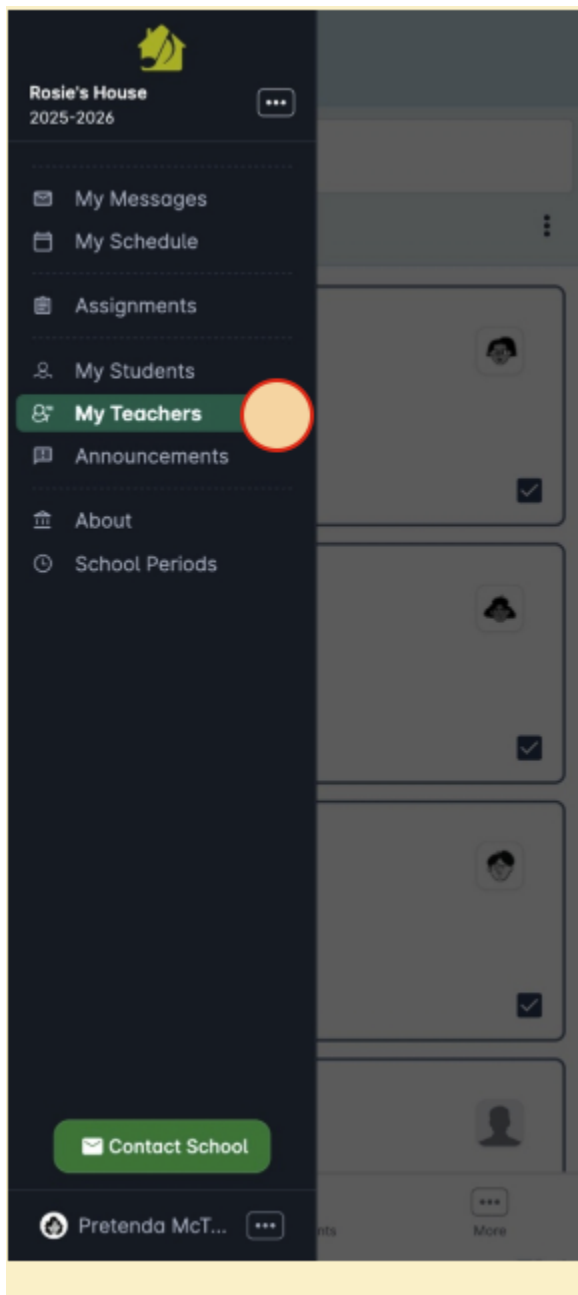
### Log in:

Log in to your mobile application, using the same log in information as you would on Desktop.

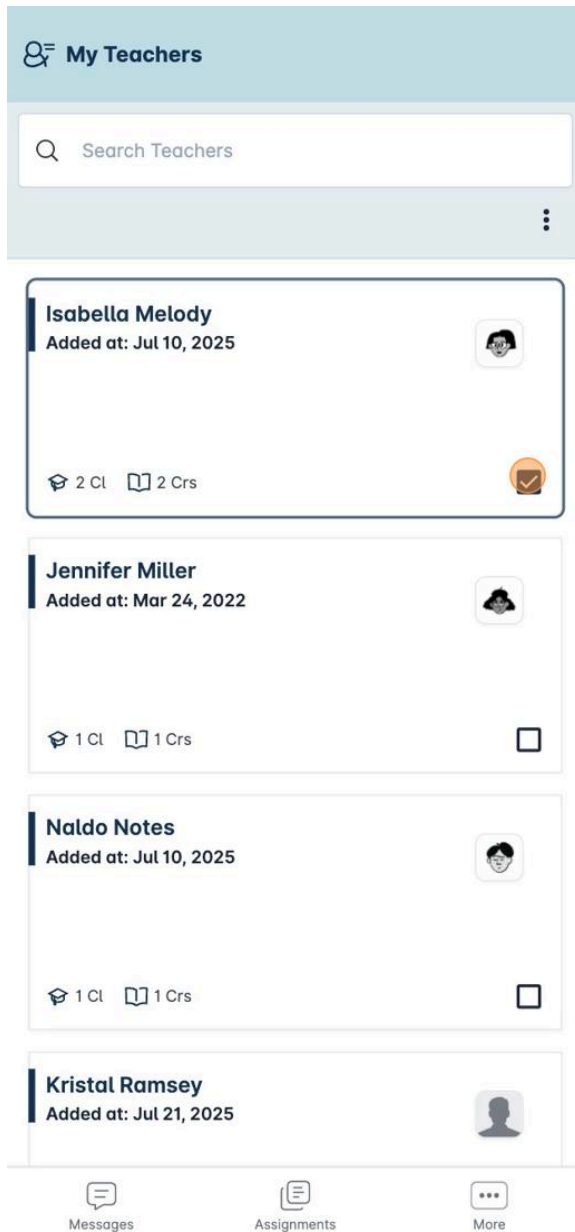
1. Once logged in, navigate to the lower right hand part of the screen and tap 'More' with the 3 dots.



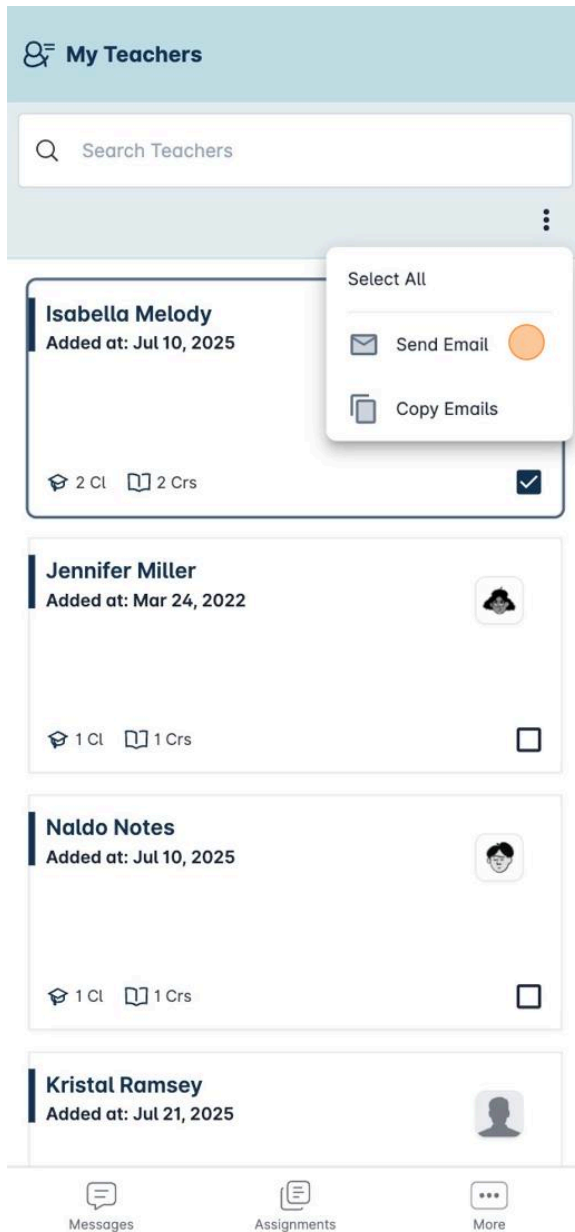
2. In the side bar, tap 'My Teachers'.




3. Tap the box next to the teacher(s) you wish to contact.





4. Tap the 3 vertical dots and select 'Send Email'.




5. Fill out 'Subject' in the space provided.

 **My Teachers**

 **New Email** 

☒ Teachers

**Recipients**

 **Isabella Melody**

Reply to (email)\*

pretendo.mctesterson@example.com

**Subject\***

Student absence |

System Font 12pt ...

Cancel **Send**

Messages Assignments More

6. Type your message in the space provided and tap 'Send'.

The screenshot shows a mobile application interface for sending an email. At the top, there is a header bar with a magnifying glass icon and the text "My Teachers". Below this, a modal window titled "New Email" is displayed. Inside the modal, there is a checkbox labeled "Teachers" which is checked. Below the checkbox, there is a section titled "Recipients" with a list of names. The first name, "Isabella Melody", is highlighted. Below the recipients list, there is a text input field for "Reply to (email)\*" containing the email address "pretendo.mctesterson@example.com". Below that, there is a text input field for "Subject\*" containing the text "Student Absence". At the bottom of the modal, there is a text input field for the message body, which contains the text "My student will be absent today". To the right of the text input field, there are two dropdown menus: "System Font" and "12pt". At the bottom right of the modal, there are two buttons: "Cancel" and "Send". The "Send" button is highlighted with a blue background and a white arrow. Below the modal, there is a navigation bar with three icons: a speech bubble icon labeled "Messages", a document icon labeled "Assignments", and a three-dot icon labeled "More".

My Teachers

New Email

☒ Teachers

Recipients

Isabella Melody

Reply to (email)\*  
pretendo.mctesterson@example.com

Subject\*  
Student Absence

System Font 12pt

My student will be absent today

Cancel Send

Messages Assignments More

## Steps for Desktop

### Log in:

Log into your DreamClass Account at <https://portal.rosieshouse.org/>. Enter your log in information and click 'Enter'.

**Rosie's House**

Username or Email Address\*

stephanie@igncollab.com

Password\*

.....

[Forgot Password?](#)

**Enter**

Or continue with

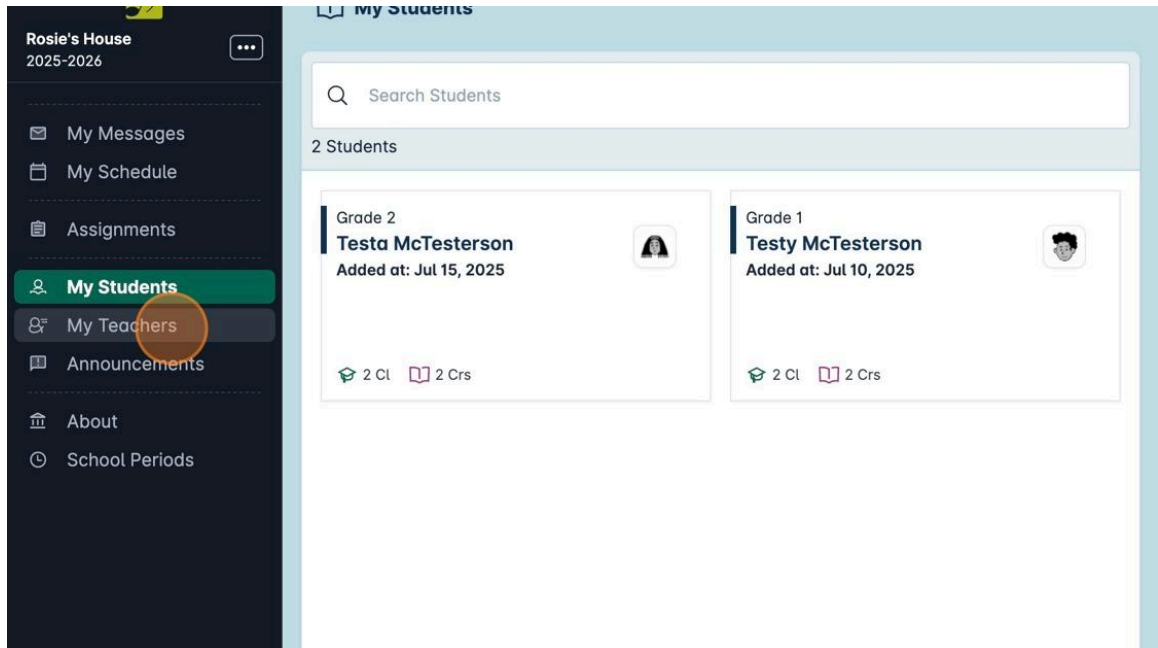
Log in with Google

Log in with Facebook

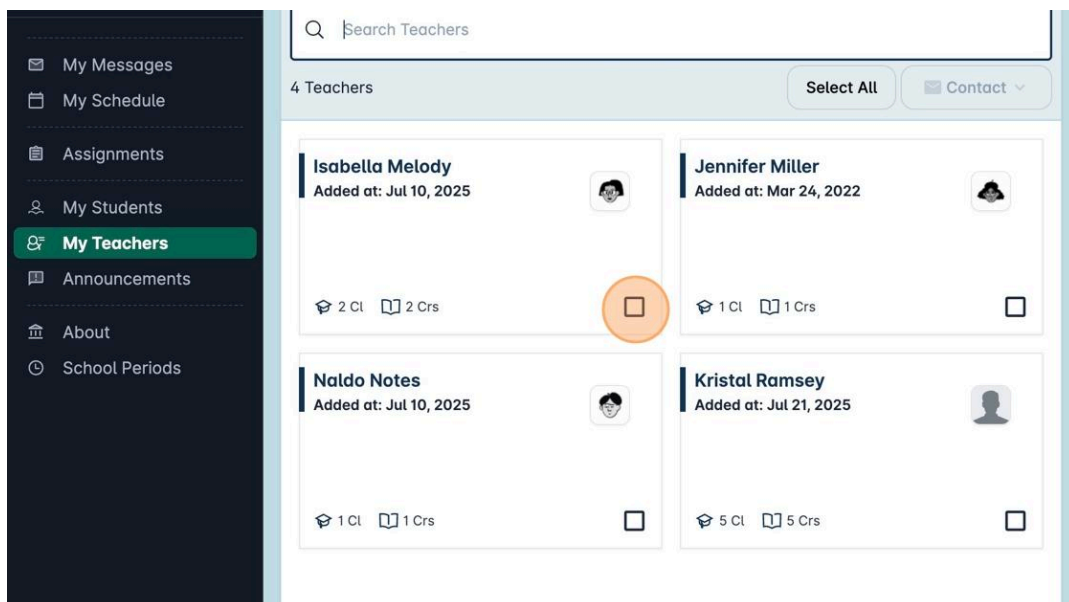
[Help](#)



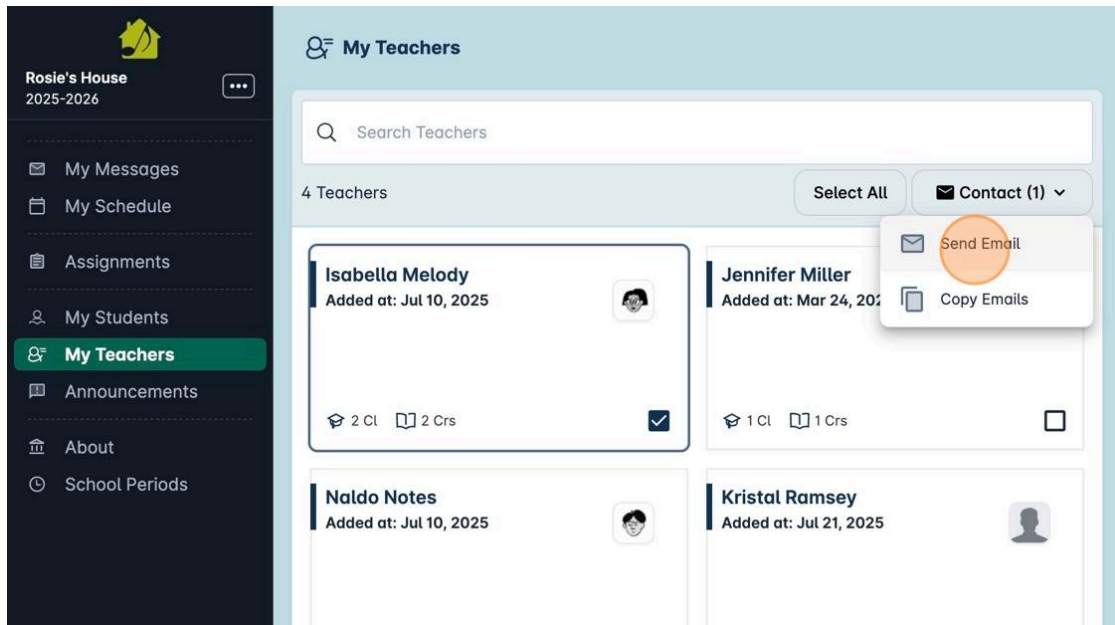
1. Click 'My Teachers'.



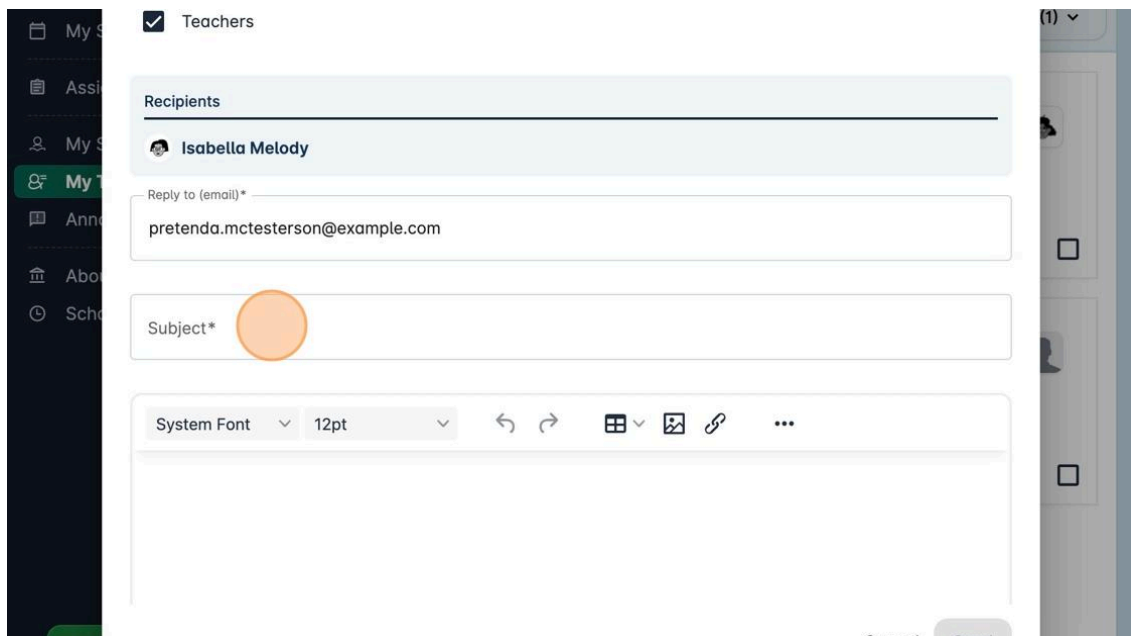
2. Check the box next to the corresponding teacher(s) you wish to contact.



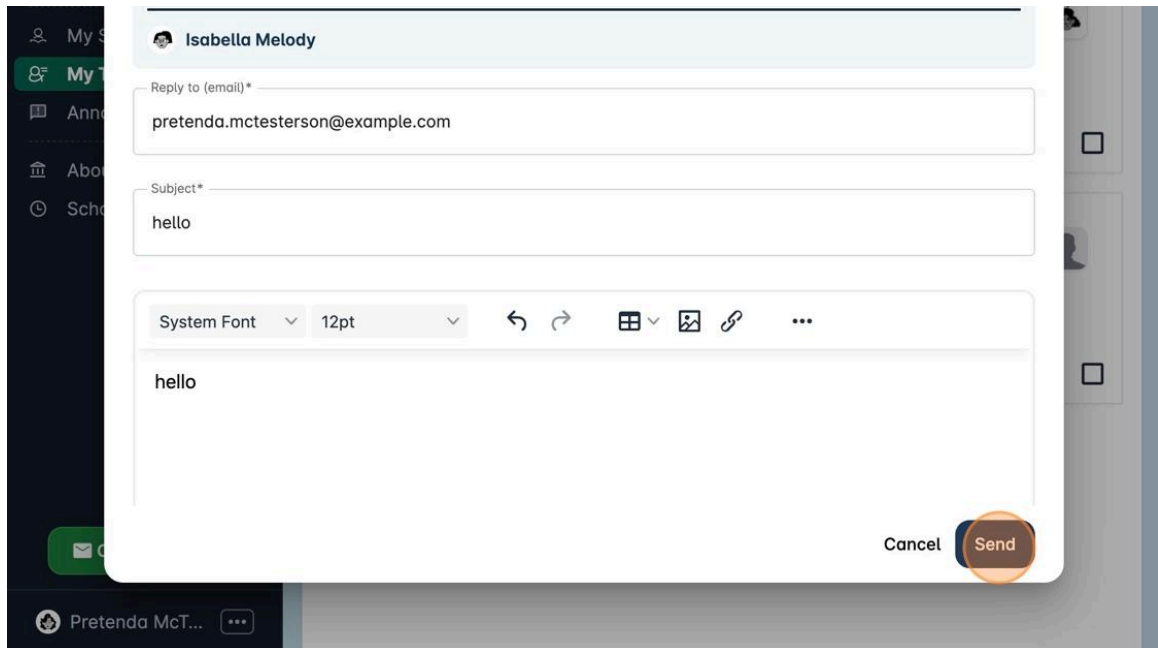
3. Click on 'Contact' and select 'Send Email'.



4. Fill out the 'Subject' field.



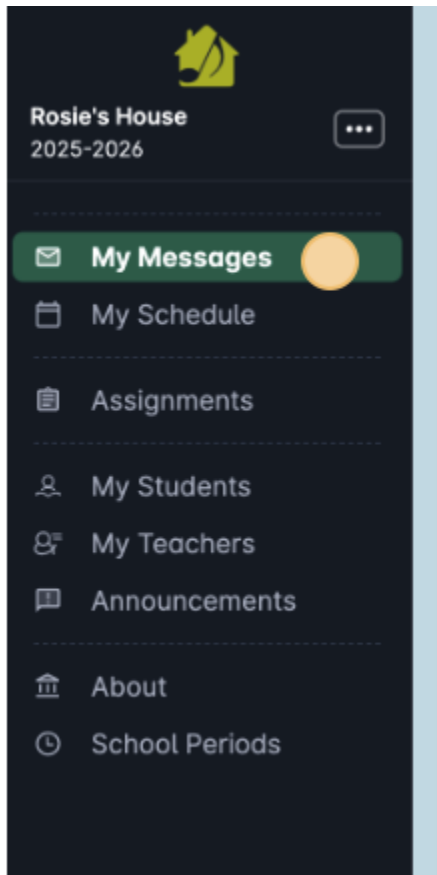
5. Type your message in the space provided and click 'Send'




The screenshot shows a web application interface for composing an email. On the left is a dark sidebar with navigation icons and labels: 'My S...', 'My T...', 'Ann...', 'Abou...', and 'Sch...'. The main area is a light blue header with a profile icon and the name 'Isabella Melody'. Below the header are three input fields: 'Reply to (email)\*' containing 'pretenda.mctesterson@example.com', 'Subject\*' containing 'hello', and a large text area containing 'hello'. Above the text area is a toolbar with options for font (System Font), size (12pt), and icons for undo, redo, bulleted list, numbered list, link, and an ellipsis menu. At the bottom right of the text area are 'Cancel' and 'Send' buttons. The 'Send' button is highlighted with an orange circle. At the bottom of the sidebar, there is a contact card for 'Pretenda McT...' with a three-dot menu icon.

## FAQs:

1. Where do I find my sent messages
  - a. Whether you are on mobile or desktop navigate to 'My Messages' in the side navigation to see a history of your sent messages.





Rosie's House

2024-2025

My Messages

My Schedule

Assignments

My Students

My Teachers

Announcements

About

School Periods

Contact School













Press to MCT...

My Messages

Outbound

Inbound

Filter

Date	Subject	Body	Recipients	Attachments	Actions
7/22/25, 10:01 AM	Hello		-	-	
7/22/25, 9:30 AM	Hello		-	-	
7/22/25, 9:31 AM	Hello		-	-	
7/22/25, 9:29 AM	Hello		-	-	
7/22/25, 8:05 AM	Hello		-	-	
7/19/25, 1:53 PM	Your Application in Rosie's House has been received!		gretlends.mct...	-	

Date Modified: Aug 4, 2025

Rosie's House

A MUSIC ACADEMY FOR CHILDREN

