

# Creating Email Lists in Gradebook

The [Gradebook - Setup - Progress Reports](#) screen allows you to create contact lists of email addresses and then gives you the ability to create emails through Outlook to those contacts and also send out Progress Reports for selected students. Your first step should be to make sure your Gradebook User Profile is accurate. To do this click on the Gradebook – Home – User Profile tab and make sure your email address is correct. Click Save.

To set up this feature you would click on the Gradebook – Setup - Progress Reports tab to create an Email List. Choose the class to create the email list for from the User Email Lists dropdown.

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First add the Email List Name and choose the LR Contacts in the Include these email addresses then click the Add Email List button.

Southern Regional High School - Windows Internet Explorer

https://genesis.srsd.net/genesis/sis/view?module=gradebook&category=setup2&tab1=email&action=form&courseid=

Southern Regional High School

School Year: 2010-11

Southern Regional High School

Student Data Attendance Gradebook

Home Gradebook Rosters Assignments Setup Profiles Rubrics Merge Post Grades Reports

Gradebook.Setup.Email Lists (4120/4 - ADV WORLD HISTORY)

### User Email Lists

4120/4 - ADV WORLD HISTORY, MTWRF, Per. 8 (FY)

Course Profile Calculations Progress Reports

Available Email Lists View List Contacts

List Name	Counselors	Case Managers	Vice Principals	504 Coordinator	LR Contacts	GB Email Address	View
Per 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Per 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Per 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Per 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Per 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Email List Name:

Include these email addresses:  Counselors  Case Managers  Vice Principals

Add Email List

After you have created the lists you can View List Contacts. Choose the class from the User Email Lists and click View List Contacts.

You can check all students in the list by clicking the blank box to the left of the word Contact Type.

The screenshot shows a web browser window displaying the 'User Email Lists' page for '4110/5 - WORLD HISTORY, MTWRF, Per. 4 (FY)'. The page has a navigation bar with 'Home', 'Gradebook', 'Ros...', 'Assignments', 'Setup', 'Profiles', 'Rubrics', 'Merge', 'Post Grades', and 'Reports'. Below the navigation bar, there are tabs for 'Course Profile', 'Calculations', and 'Progress Reports'. The main content area features a table with the following columns: ID, Student Name, Contact Type, Contact Name, and Email. The table lists 15 students with their respective contact information. A speech bubble points to the 'Contact Type' column header. Below the table, there are buttons for 'Send Email to Selected Contacts (Selected Emails will appear in the BCC line)' and 'Create Progress Reports'. The footer of the page includes the copyright notice '©Copyright Genesis Educat... Services, Inc.'.

ID	Student Name	Contact Type	Contact Name	Email
34012	<a href="#">Aquiie, Valerie Amelia</a>	LR - Home	Jorge / Nancy Aquiie	naquiie@aol.com
34018	<a href="#">Barrett, Benjamin Edwin</a>	LR - Home	Arthur / Ellen Barrett	aekabm1006@aol.com
		LR - MCell	Ellen Barrett	elle1962@aol.com
34063	<a href="#">Chiarello, Jessica Fay</a>	LR - Home	Richard / Jodi Chiarello	jodichiarello@comcast.net
34073	<a href="#">Coppola, Michael Lawrence</a>	LR - Home	Michael / Maureen Coppola	mcoppola44@verizon.net
34075	<a href="#">Corson, Vincent Michael</a>	LR - Home	Benjamin / Nicole Silkowitz	nsilk5@yahoo.com
		LR - Emerg	Frank & Denise Giardina	609-709-5167
		LR - EM2	Mary Wildes & Ralph Luca	516-398-2781
34087	<a href="#">Deckert, Karlie Lynn</a>	LR - Home	Matthew / Michele Deckert	dckrtm@aol.com
34097	<a href="#">Di Filippo, Joseph Tyler</a>	LR - Home	Margaret Di Filippo	margaret_difilippo@yahoo.com
34102	<a href="#">Dondero, Noah James</a>	LR - Home	John / Ellen Dondero	edondero2@earthlink.net
		LR - FCell	John Dondero	donderojgtps.kiz.nj.us
34123	<a href="#">Ewan, Michael Kurt</a>	LR - Home	Christopher / Denise Ewan	nawe791214@yahoo.com
34163	<a href="#">Grimes, Victoria Lynn</a>	LR - Home	James / Donna Grimes	cstmdzn@aol.com
34182	<a href="#">Holden, Sable Johnsha</a>	LR - Home	Roger / Michele Holden	holdenrm2@yahoo.com

To send an email through Outlook select the students from the appropriate email list on the User Email Lists - View List Contacts tab by checking the box next to the email addresses and then click the link Send Email to Selected Contacts. Outlook will open and the email addresses will appear in the BCC line to ensure that not every email address is listed in the email you send (for privacy). This would be a good mechanism for sending generic emails regarding homework, upcoming projects, etc. to the whole class.

To create and send progress reports to the whole class (email list), choose the appropriate email list from the User Email Lists - View List Contacts tab, check the students to send to and click the Create Progress Reports button.

Southern Regional High School - Windows Internet Explorer

https://genesis.srsd.net/genesis/isis/view?module=gradebook&category=setup2&tab1=email&action=showProgressR

Southern Regional High School

**Genesis** School Year: 2010-11 Southern Regional School District Southern Regional High School

Student Data Attendance Gradebook

Home Gradebook Rosters Assignments Setup Profiles Rubrics Merge Post Grades Reports

Gradebook.Setup.Email Lists.View List (4110/4 - WORLD HISTORY)

### Progress Report Preview

Course Profile Calculations Progress Reports

Available Email Lists View List Contacts Email Progress

Preview Student: Albino, Christian Nicos

Marking Period: Marking Period 1

Email Subject:

Email Body:

Send Progress Reports

Student's Contacts

Type	Contact Name	Email
<input checked="" type="checkbox"/> LR - Home	Marino Albino / Ann-Marie Mastej	marinoalbino@msn.com

Student Progress Report  
Southern Regional High School (SRHS)  
Rubeen, Anissa - 41104 - WORLD HISTORY

Student: Albino, Christian Nicos	Assignment	Assigned	Due	Category	W	Grade	Points	Max Points	Avg	Status
	Homework	06/06/09	06/10/09	HOMEWORK		20.0	20.0	20.0	100.0%	Complete
	Let's Log Skills	06/13/09	06/13/09	CLASSWORK		10.0	10.0	10.0	100.0%	Complete
	7 Mile Quiz	06/13/09	06/13/09	HOMEWORK		0.0	0.0	0.0	0.0%	Complete
	Overseas Review	06/14/09	06/15/09	HOMEWORK		0.0	0.0	0.0	0.0%	Complete
	Geography	06/15/09	06/15/09	TEST/QUIZ		31.0	31.0	30.0	96.8%	Complete
	World Map Test	06/15/09	06/15/09	TEST/QUIZ		10.0	10.0	10.0	100.0%	Complete
	Overseas Graph Site	06/17/09	06/17/09	CLASSWORK		10.0	10.0	10.0	100.0%	Complete
	Signed Graph Sheet	06/17/09	06/17/09	HOMEWORK		Missing	0.0	0.0	0.0%	Missing
	Europe Map	06/21/09	06/21/09	CLASSWORK		10.0	10.0	10.0	100.0%	Complete
	Continental Map	06/22/09	06/22/09	HOMEWORK		20.0	20.0	20.0	100.0%	Complete
	Do-Now	06/26/09	06/26/09	DO-NOW		10.0	10.0	20.0	90.0%	Complete
	Europe Map Quarters	06/29/09	06/29/09	CLASSWORK		10.0	10.0	10.0	100.0%	Not Graded
	Geography Map	06/31/09	06/31/09	CLASSWORK		10.0	10.0	10.0	100.0%	Complete
	<b>Total:</b>					<b>171.0</b>	<b>200.0</b>	<b>165.0</b>	<b>Outstanding Avg: 84.7%</b>	

Category Description	Category Average	Category Score
Class Participation	100.00%	10.0000
Homework	87.10%	87.1000
Test	65.70%	65.7000
Quiz	90.00%	90.0000
(This category has not received a grade.)		
Test	90.00%	90.0000
(This category has not received a grade.)		
Beginning of Class Organization	90.00%	90.0000
Quizzes	90.00%	90.0000
(This category has not received a grade.)		
Quiz Items	90.00%	90.0000
(This category has not received a grade.)		

\*\* Student's Extra Credit Points: 0.0 \*\*

Category Weight Calculation: Category Average \* (Wt Weight / 100) = Category Score  
Final Grade Calculation: (Sum of Category Scores) / (Total Sum of Category Weights) = Extra Credit Points

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The Progress Report Preview will appear and it will default to the first student in the list. You can add a subject line and information in the body of the email.

Southern Regional High School - Windows Internet Explorer

https://genesis.srsd.net/genesis/sis/view?module=gradebook&category=setup2&tab1=email&action=showProgressR

Southern Regional High School

Genesis School Year: 2010-11 Southern Regional School District Southern Regional High School

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Gradebook.Setup.Email Lists.View List (4110/4 - WORLD HISTORY)

### Progress Report Preview

Course Profile Calculations Progress Reports

Available Email Lists View List Contacts Email Progress Report

Preview Student: Albino, Christian Nicos

Marking Period: Marking Period 1

Email Subject:

Email Body:

Send Progress Reports

Type	Contact Name	Email
<input type="checkbox"/> LR - Home	Marino Albino / Ann-Marie Mastej	marinoalbino@msn.com

Student	Assignment	Assigned	Due	Category	W	Grade	Points	Max Points	Av	Status
Albino, Christian Nicos	Homework	06/06/09	06/10/09	HOMEWORK	20.0	20.0	20.0	20.0	100.0%	Complete
	Learning Skills	06/13/09	06/13/09	CLASSWORK	10.0	10.0	10.0	10.0	100.0%	Complete
	Time Sheet	06/15/09	06/15/09	HOMEWORK	0.0	0.0	10.0	10.0	0.0%	Complete
	Crossword Puzzle	06/14/09	06/15/09	HOMEWORK	0.0	0.0	10.0	10.0	0.0%	Complete
	Geography	06/15/09	06/15/09	TEST/QUIZ	31.0	31.0	50.0	55.4%	Complete	
	World Map Test	06/15/09	06/15/09	TEST/QUIZ	10.0	10.0	10.0	10.0	100.0%	Complete
	Classwork Sheet	06/17/09	06/17/09	CLASSWORK	10.0	10.0	10.0	10.0	100.0%	Complete
	Signed Grade Sheet	06/17/09	06/17/09	HOMEWORK	Missing	0.0	0.0	0.0	0.0%	Missing
	Europe Map	06/21/09	06/21/09	CLASSWORK	10.0	10.0	10.0	10.0	100.0%	Complete
	Classwork Map	06/22/09	06/22/09	HOMEWORK	10.0	10.0	10.0	10.0	100.0%	Complete
	Do Now	06/06/09	06/02/09	DO NOW	10.0	10.0	20.0	20.0	100.0%	Complete
	Europe Map Questions	06/20/09	06/20/09	CLASSWORK	10.0	10.0	10.0	10.0	100.0%	Not Graded
	Geography Map	06/21/09	06/21/09	CLASSWORK	10.0	10.0	10.0	10.0	100.0%	Complete
	<b>Totals:</b>							<b>171.0</b>	<b>260.0</b>	<b>65.8%</b>

Category Description	Category Average	Category Score
GP & Participation	100.0%	10.0000
Homework	97.1%	97.1000
Test	65.0%	65.0000
Quiz	90.0%	90.0000
Map	(This category has not received a grade.)	00.0%
Map	(This category has not received a grade.)	00.0%
Beginning of Class Organization	90.0%	90.0000
Europe	(This category has not received a grade.)	00.0%
Map	(This category has not received a grade.)	00.0%
Map	(This category has not received a grade.)	00.0%

\*\* Student's Extra Credit Points: 0.0 \*\*

Category Weight Calculation: Category Average \* (GP Weight / 100) = Category Score  
Final Grade Calculation: (Sum of Category Scores) / 100 = (Sum of Category Weights) = Extra Credit Points

You can preview other students by selecting the student from the Preview Student dropdown. If you want to remove any of the contacts from your mailing, this is the time to do it. This can be achieved by unchecking the checkbox next to the contact name on the left hand side of the screen. Finally, click the Send Progress Reports