

Sending Email to Students/Parents/Others

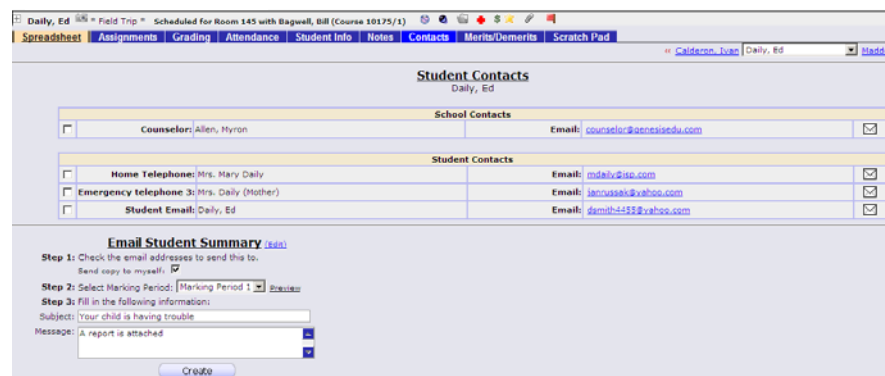


Figure 1 – The [Gradebook](#)→[Gradebook\[Student Summary\]](#)→[Contacts](#) screen

Sending Email

There are two ways to send email from the Genesis Gradebook:

- By Individual student (one student at a time)
- By a Distribution List with specific properties

A progress report (shown on the next page) is attached to each email message sent. It is not possible to send an email from the Gradebook without the enclosed progress report. The progress reports are generated by the options set on the [Profile](#)→[Reports](#) screen.

Procedure to Send Email to One or More Students Individually

1. Navigate to the [Gradebook](#)→[Gradebook](#) spreadsheet screen for the course in which you wish to create Assignments.
2. Click on a student's highlighted name. This brings you to the student's [Gradebook](#)→[Gradebook\[Student Summary\]](#)→[Assignments](#) screen.
3. Click on the "Contacts" tab to move to the [Gradebook](#)→[Gradebook\[Student Summary\]](#)→[Contacts](#) screen. This screen, described below, lists all known email contacts for the student: guidance counselors, case managers, vice principals, parents/guardians and possibly the student themselves.
4. Check the check boxes for the Email contacts you wish the message sent to.
5. Optionally check the "Send copy of message to me" checkbox.
6. Select the **Marking Period** for the enclosed progress report. It is not possible to send email **without** an enclosed progress report.
7. Enter a message **Subject**.
8. Enter **Message** text.

9. Click **Create** to send the message.
10. Optionally, select another student from the student navigation controls at the upper right and go to Step 4 to send the same message to this additional student. Note that the contents of the **Subject** and **Message** text fields are preserved when you change to a new student.

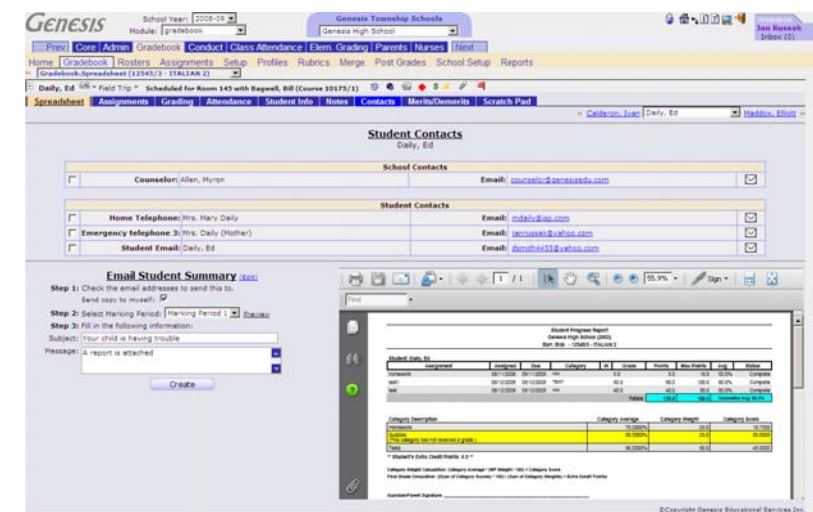


Figure 2 – The progress report is displayed on the lower right of the screen

The Progress Report

All Gradebook emails include a progress report for the student. This can be previewed on the screen. This report is always generated according

Assignment	Assigned	Due	Category	W	Grade	Points	Max Points	Avg	Status
homework	08/11/2008	08/11/2008	HW	5.0	5.0	10.0	10.0	50.0%	Complete
test1	08/12/2008	08/12/2008	TEST	90.0	90.0	100.0	90.0%	90.000%	Complete
test	08/12/2008	08/12/2008	HW	40.0	40.0	60.0	60.0%	60.000%	Complete
Totals:				135.0	135.0	180.0	75.0%	Calculated avg: 85.0%	

Category Description	Category Average	Category Weight	Category Score
homework	75.0000%	25.0	18.7500
Quizzes (This category has not received a grade.)	90.0000%	25.0	80.0000
Tests	60.0000%	60.0	45.0000

to the options specified on the [Profile](#)→[Reports](#) screen of the named course Profile being used for the course.