Sending Email to Students/Parents/Others

Daily, Ed	18 * Field Trip * Scheduler	d for Room 145 with Bagwell, B	till (Course 10175/1) 🛭 🖏 🛍	i 🖕 \$ 🗶 🖉 📕 👘								
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	School Contacts											
	Counselor:	Allen, Nyron		Email:	counselor@genesisedu.com							
	Student Contacts											
	Home Telephone:	Mrs. Mary Daily		Email:	mdaily@isp.com							
	Emergency telephone 3:	Mrs. Daily (Mother)		Email:	ianrussak@xahoo.com							
	Student Email:	: Daily, Ed		Email:	damith4455@vahoo.com							
Step 1:	Email Student Check the email addresses Send copy to myself:	t Summary (Edm) to send this to.										
Step 2:	Select Marking Period: Mar	rking Period 1 💌 Preview										
Step 3:	Fill in the following informat	tion:										
Subject:	Your child is having trouble	,										
Message:	A report is attached											
		-										



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

- Navigate to the Gradebook → Gradebook spreadsheet screen for the course in which you wish to create Assignments.
- Click on a student's highlighted name. This brings you to the student's Gradebook→Gradebook[Student Summary]→Assignments screen.
- 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.

Subject: Your child is having trouble

8. Enter Message text.

- 9. Click <u>create</u> to send the message.
- 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.

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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

Student Progress Report Generals High School (2002)									
Den, DUU - 12545/3 - 11 ALIAN 2									
Assignment	Assigned	Due	Category	w	Grade	Points	Max Points	Avg	Status
homework	08/11/2008	08/11/2008	BW		5.0	5.0	10.0	50.0%	Complete
test1	08/12/2008	08/12/2008	TEST		90.0	90.0	100.0	90.0%	Complete
test	08/12/2008	08/12/2008	HW		40.0	40.0	50.0	80.0%	Complete
					Totals:	135.0	160.0	Calculated	Avg: 85.0%
Category Description				Categ	jory Average	Catego	ry Weight	Catego	ry Score
Homework					75.0000%		25.0		18.750
Quizzes (This category has not received a grade.)					00.0000%		25.0		00.000
Tests					90.0000%		50.0		45.0000

to the options specified on the **Profile** \rightarrow **Reports** screen of the named course Profile being used for the course.