

Introduction to: *District Email Notification*

November 12, 2018



District Email Notification

- District Email Administration – Initial Set-Up
- Personnel Management – Setting Up Email Recipients
- District Email Base Data – Setting Up Email Template
 - Attendance
 - Grades
- District Email Notification – Sending Emails
 - Attendance
 - Grades



District Email Notification

ClassMate Email Notification

The purpose of this module is to create daily emails about student attendance to sending schools. This module will also allow schools to e-mail Marking Period grades to sending schools. The e-mailing of Marking Period grades cannot be performed until after the Marking Period is closed and grades are reviewed/finalized by Administration.

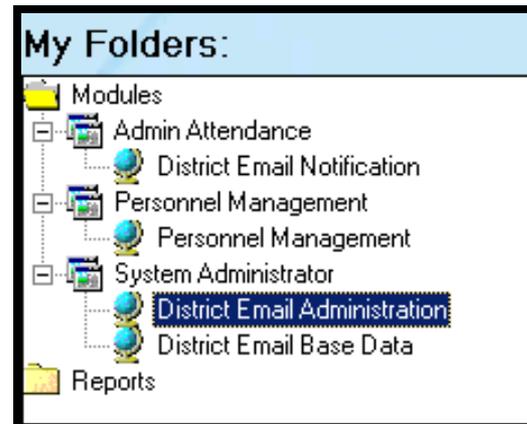
District Email Administration

The purpose of this one-time step is to prepare the ClassMate System to accurately send outgoing email. This step should be done by someone at the school who is familiar with the email environment at the school.

Getting Started

(Mandatory Step)

Double Click on **My Modules** >
Double Click **System Administrator** >
Click **District Email Administration**



District Email Notification

District Email Administration

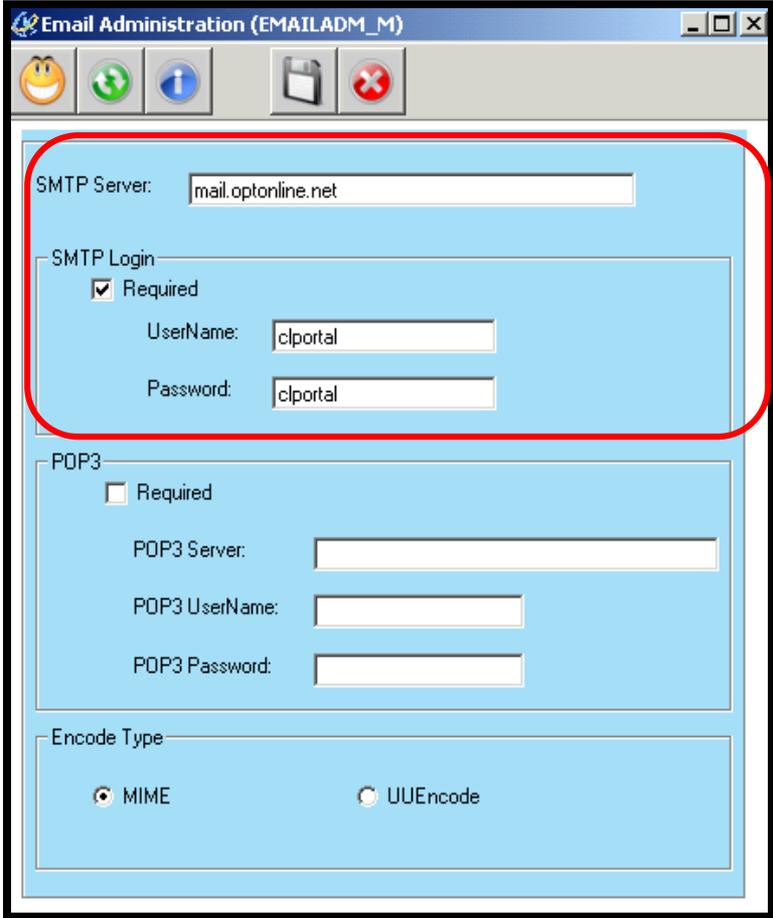
These steps are **ONLY** required for **NON-HOSTED SITES**.

If you are a hosted site, disregard this step. Harris completes this step for Hosted sites.

Prior to using the District Email Notification, the System Administrator at the school needs to:

- Identify an **SMTP Server**
- Identify required **SMTP Login**
*If using a login a **username** and **password** must also be identified.*

This is a one time set up.



SMTP Server: mail.optonline.net

SMTP Login

Required

UserName: clportal

Password: clportal

POP3

Required

POP3 Server:

POP3 UserName:

POP3 Password:

Encode Type

MIME UUEncode



District Email Notification

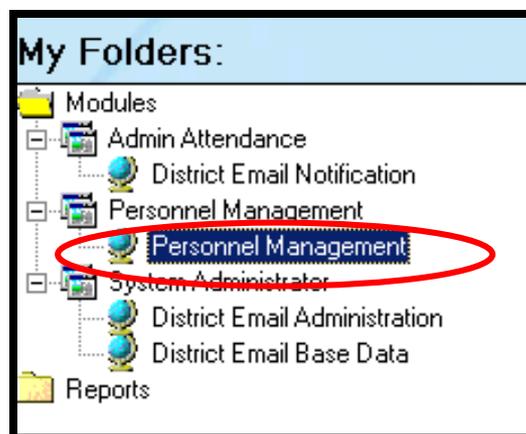
Personnel Management

The purpose of this module is to set up individuals at the sending schools who will be receiving District Attendance and/or Grades Emails.

Getting Started

(Mandatory Step)

Double Click on **My Modules** > Double Click **Personnel Management** > Click **Personnel Management**



District Email Notification

Personnel Management

Set up individuals within each sending school who will receive Daily Attendance and/or Marking Period Emails. **First Name, Last Name, Email Address & Notification Emails Checkbox are required fields.** Other information is optional.

Go to: Modules > Personnel Management > Personnel Management > School Personnel Tab

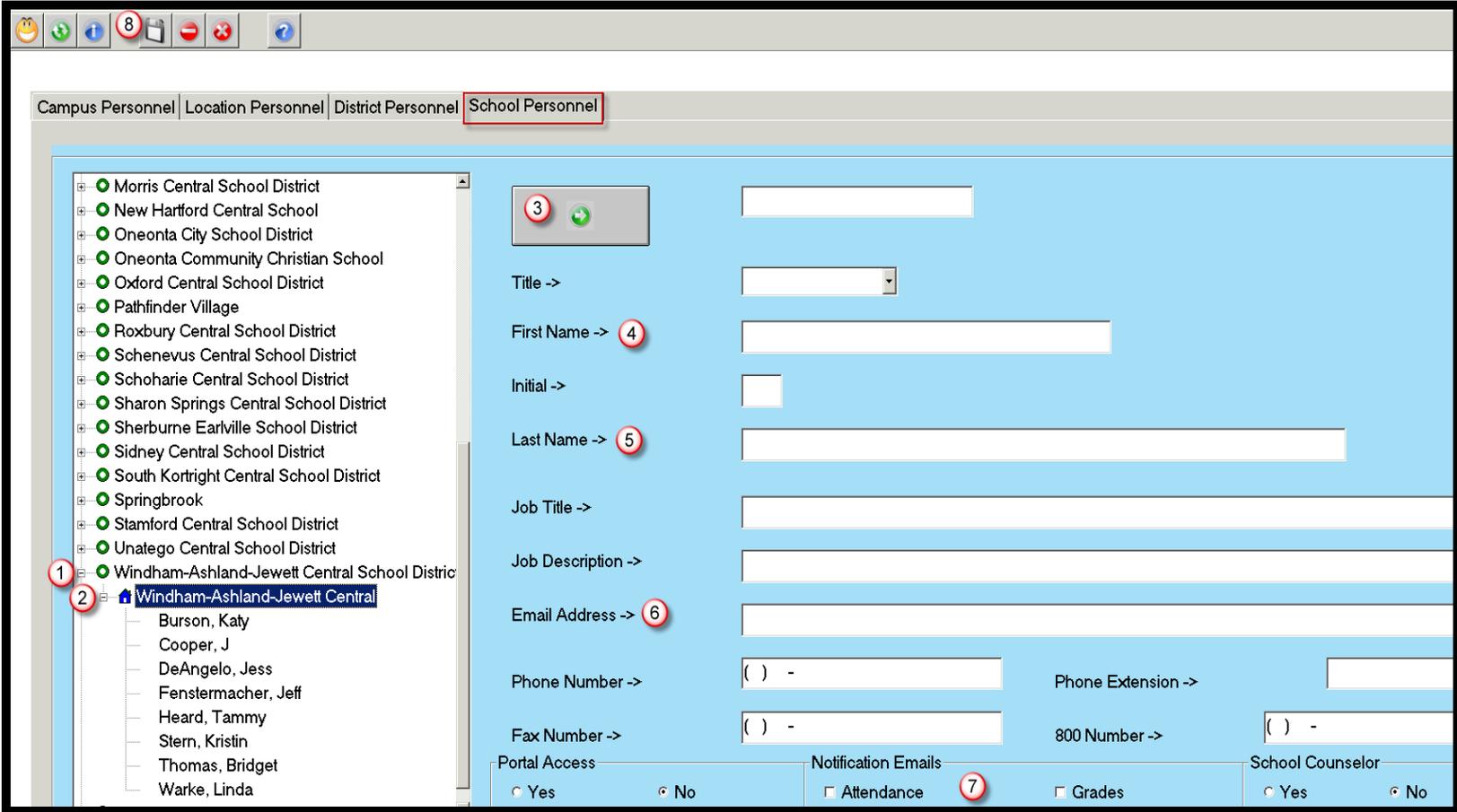
1. Select **School District**
2. Select **Sending School**
3. Click **Green Arrow Button** to add a new person*
4. Enter **First Name**
5. Enter **Last Name**
6. Enter **Email Address**
7. Check **Notification Emails Box** for either Attendance and/or Grades
8. Click **Save**

**If a person is already listed in the database and you want them to receive the Attendance and/or Grades Emails, make sure to check the box for Attendance and/or Grades Notification Email.*



District Email Notification

Personnel Management



Campus Personnel | Location Personnel | District Personnel | **School Personnel**

- 1 Morris Central School District
- 2 New Hartford Central School
- 3 Oneonta City School District
- 4 Oneonta Community Christian School
- 5 Oxford Central School District
- 6 Pathfinder Village
- 7 Roxbury Central School District
- 8 Schenevus Central School District
- 9 Schoharie Central School District
- 10 Sharon Springs Central School District
- 11 Sherburne Earlville School District
- 12 Sidney Central School District
- 13 South Kortright Central School District
- 14 Springbrook
- 15 Stamford Central School District
- 16 Unatego Central School District
- 17 Windham-Ashland-Jewett Central School District
 - 18 Burson, Katy
 - 19 Cooper, J
 - 20 DeAngelo, Jess
 - 21 Fenstermacher, Jeff
 - 22 Heard, Tammy
 - 23 Stern, Kristin
 - 24 Thomas, Bridget
 - 25 Warke, Linda

3 [Add]

Title -> []

First Name -> 4 []

Initial -> []

Last Name -> 5 []

Job Title -> []

Job Description -> []

Email Address -> 6 []

Phone Number -> () - [] Phone Extension -> []

Fax Number -> () - [] 800 Number -> () - []

Portal Access: Yes No

Notification Emails: Attendance 7 Grades

School Counselor: Yes No



District Email Notification

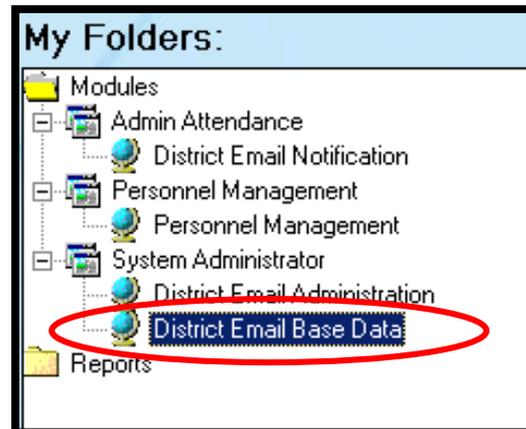
District Email Base Data

The purpose of this module is to set up a template of the daily email that will be sent out from ClassMate.

Getting Started

(Mandatory Step)

Double Click on **My Modules** > Double Click **System Administrator** > Click **District Email Base Data**



District Email Notification

District Email Base Data - Attendance

Create the daily attendance email. This is one time set up. The email set up can be changed at any time during the school year. There are six parts:

1. Enter **Email Subject**, will show up as the subject in the recipient's email
2. Enter **Email Text**, the text in the body of the recipient's email.
* Note the **School, Date, and Session (if both AM & PM are sent the word Both Sessions show)** variables will be auto-populated.
Example Text: The following students from <%school%> are absent on <%date%> in <%ampmbboth%>.
3. **Report** – select which class type(es) to generate the attendance email for
4. **Include** – select which attendance type(s) to generate the attendance email for
5. Check **Data** to include in the email.
* Note that all data is optional - Selecting too much data may cause email to be harder to read.
6. Enter **Sent From Email**, the email address of the person sending the Daily Attendance. Check the box “**CC to sent**” to receive a copy of the email.
7. Click **Save** from the tool bar



District Email Notification

Attendance | Grades

Daily Attendance

Setup Content for the Attendance Email

Available variables to be included in Subject Line and/or Body of the Email are:

<%school%> <%date%> <%ampboth%>

1 Email Subject:

2 Email Text:

The following students from your school are absent from the Harris Institute of Technology on <%date%>.

Please respond to this email to report the following information to Harris Institute of Technology.

1. Students on this list who were PRESENT at your high school today and were ABSENT at HIT today. These students will be referred for disciplinary action for skipping HIT.

If you have any questions about the attendance data, please feel free to contact me.

Hilary Richards
First Aide & Attendance Officer

3 Report: Vocational Academic Supplemental Other

4 Include: Absent Tardy Absent from Class Present

5 Additional Data: Local Student ID Course Abbreviation Tardy Start Time
 District Student ID Class Name Tardy End Time
 Grade Level Session Absence Category
 Course Title Absence Condition

6 Sent From Email: CC to sent Email Address



District Email Notification

District Email Base Data - Grades

Create the Marking Period Grades email. This is one time set up. The email set up can be changed at any time during the school year. There are four parts:

1. Enter **Email Subject**, will show up as the subject in the recipient's email

2. Enter **Email Text**, the text in the body of the recipient's email.

*Note the **School**, **Date**, and **Marking Period #** variables will be auto-populated.

Example Text: Here are the grades for the students from <%school%> on <%date%> for <%MP%>. Questions and/or discrepancies should be directed to:

3. Check **Data** to include in the email.

*Note that all data is optional - Selecting too much data may cause email to be harder to read.

4. Enter **Sent From Email**, the email address of the person sending the Grades.
Check the box "**CC to sent**" to receive a copy of the email.

5. Click **Save** from the tool bar



District Email Notification

Attendance Grades

MP Grades

Setup Content for the MP Grades Email

Available variables to be included in Subject Line and/or Body of the Email are:

<%school%> <%date%> <%MP%>

1 Email Subject: Grades Notification for <%school%> on <%date%> for <%MP%>

2 Email Text: Here are the grades for the students from <%school%> for <%MP%>. Questions and/or discrepancies should be directed to:
Heather Stern - hstern@harriscomputer.com

Please be aware that you will receive a notification showing all of the locations. However, you should only see students from your district under the location where they attend. Please let us know if there are students showing up on your attendance list who do not attend your school and we will make the appropriate corrections. Thank you for your patience as we proceed with our new student management system.

3 Additional Data:

<input checked="" type="checkbox"/> Local Student ID	<input type="checkbox"/> Course Abbreviation
<input type="checkbox"/> District Student ID	<input checked="" type="checkbox"/> Class Name
<input checked="" type="checkbox"/> Grade Level	<input checked="" type="checkbox"/> Session
<input type="checkbox"/> Course Title	

4 Sent From Email: hstern@harriscomputer.com CC to sent Email Address



District Email Notification

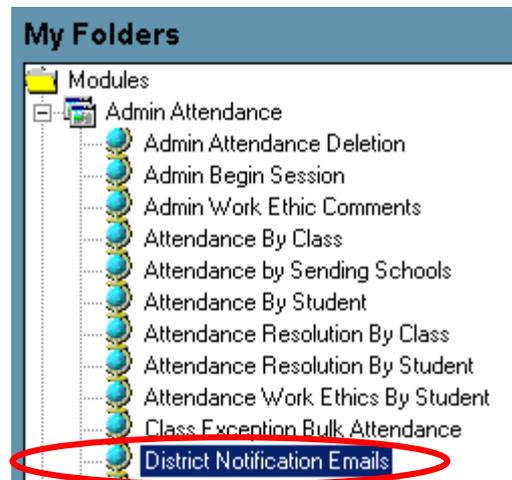
District Email Notification

The purpose of this module is to create emails to communicate with the sending schools about student attendance and/or Marking Period grades.

Getting Started

(Mandatory Step)

Double Click on **My Modules** > Double Click **Administrative Attendance** >
Click **District Notification Emails**



District Email Notification

District Email Notification - Sending E-mails - Attendance

1. Select the schools receiving the District Attendance information.

Click on the green Checkmark button  at the bottom of screen to select or de-select **ALL** schools

2. Select the Process Date (the date of the attendance).

The field defaults to the current date, but if the email wasn't sent for a previous date, this can be edited. This date displays in the body of the email for the `<%date%>` variable.

3. The email priority defaults to Normal. Click the radio button next to **“High”** to change priority level.

4. Select when the Attendance will be sent. Choose **AM**, **PM**, or **Both**.

- If selecting **AM**, the recipient will only receive AM attendance data.
- If selecting **PM**, the recipient will only receive PM attendance data.
- If selecting **Both**, the recipient will receive the full day's attendance.

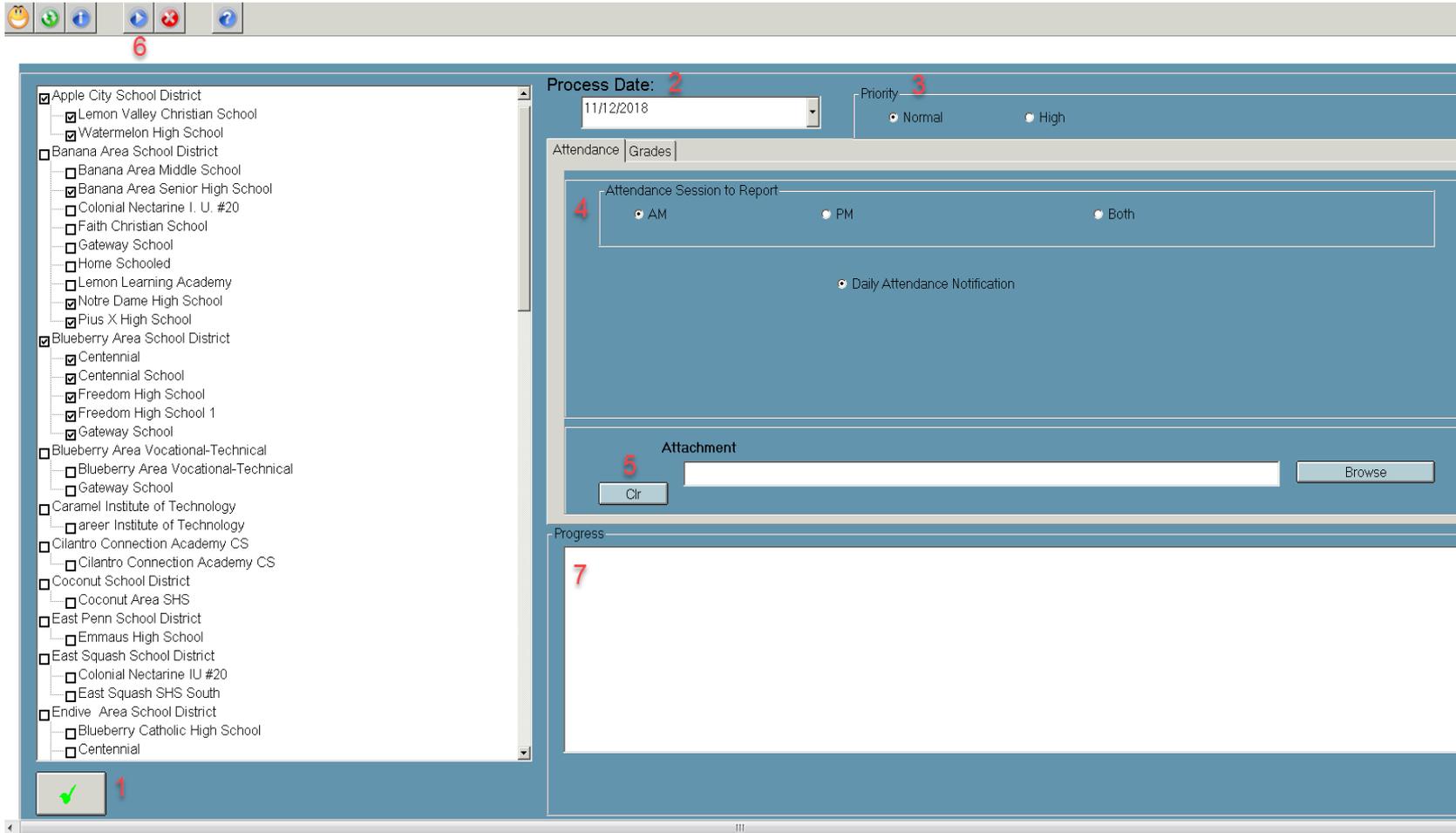
5. Browse to select an attachment to the email if desired. For example, a copy of a Doctor's Excuse. The **CLR** button will erase all attachments previously added.

6. To send the email, click the **blue arrow** icon. (Run)

7. The progress box will show status of the email. When complete, a message that the email is sent will display



District Email Notification



6

Apple City School District

- Lemon Valley Christian School
- Watermelon High School

Banana Area School District

- Banana Area Middle School
- Banana Area Senior High School
- Colonial Nectarine I. U. #20
- Faith Christian School
- Gateway School
- Home Schooled
- Lemon Learning Academy
- Notre Dame High School
- Pius X High School

Blueberry Area School District

- Centennial
- Centennial School
- Freedom High School
- Freedom High School 1
- Gateway School

Blueberry Area Vocational-Technical

- Blueberry Area Vocational-Technical
- Gateway School

Caramel Institute of Technology

- Career Institute of Technology

Cilantro Connection Academy CS

- Cilantro Connection Academy CS

Coconut School District

- Coconut Area SHS

East Penn School District

- Emmaus High School

East Squash School District

- Colonial Nectarine IU #20
- East Squash SHS South

Endive Area School District

- Blueberry Catholic High School
- Centennial

Process Date: 2
11/12/2018

Priority: 3
 Normal High

Attendance | Grades

Attendance Session to Report: 4
 AM PM Both

Daily Attendance Notification

Attachment
5
Clr Browse

Progress
7

1



District Email Notification

Daily Attendance Email Sample

To: Leiko Feltenberger
Cc:
Subject: Daily Attendance Notification

The following students from your school are absent from the Harris Institute of Technology on 10/22/2018.

Please respond to this email to report the following information to Harris Institute of Technology:

1. Students on this list who were PRESENT at your high school today and were ABSENT at HIT today. These students will be referred for disciplinary action for skipping HIT.

If you have any questions about the attendance data, please feel free to contact me.

First Aide & Attendance Officer 610-4-4-1 extension 5007

Harris Career and Technical Center
James, Catrina Grade 12 Absent Unexcused Course: Nurse Assisting Session: PM

Harris Career and Technical Center East
No Students to Report



District Email Notification

District Email Notification - Sending E-mails - Grades

1. Select the schools receiving the District Attendance information.

Click on the green Checkmark  button at the bottom of screen to select or de-select **ALL** schools

2. Select the Process Date (the date of the attendance).

The field defaults to the current date, but if the email wasn't sent for a previous date, this can be edited. This date display in the body of the email for the `<%date%>` variable.

3. The email priority defaults to Normal. Click the radio button next to **“High”** to change priority level.

4. Click the Grades tab

5. Select a Marking Period

6. Select which Class Type grades to include

7. Browse to select an attachment to the email if desired. For example, a copy of a Doctor's Excuse. The **CLR** button will erase all attachments previously added.

8. To send the email, click the **blue arrow** icon. (Run)

9. The progress box will show status of the email. When complete, a message that the email is sent will display



District Email Notification



8

Apple City School District

- Lemon Valley Christian School
- Watermelon High School

Banana Area School District

- Banana Area Middle School
- Banana Area Senior High School
- Colonial Nectarine I. U. #20
- Faith Christian School
- Gateway School
- Home Schooled
- Lemon Learning Academy
- Notre Dame High School
- Plus X High School

Blueberry Area School District

- Centennial
- Centennial School
- Freedom High School
- Freedom High School 1
- Gateway School

Blueberry Area Vocational-Technical

- Blueberry Area Vocational-Technical
- Gateway School

Caramel Institute of Technology

- areer Institute of Technology

Cilantro Connection Academy CS

- Cilantro Connection Academy CS

Coconut School District

- Coconut Area SHS

East Penn School District

- Emmaus High School

East Squash School District

- Colonial Nectarine IU #20
- East Squash SHS South

Endive Area School District

- Blueberry Catholic High School
- Centennial

[Green checkmark icon]

1

Process Date: 2
11/12/2018

Priority: 3
 Normal High

Attendance: Grades 4

Marking Period: 5
 MP1 MP2 MP3 MP4

Include Grade Types: 6

- Vocational/Other
- Academic
- Supplemental

Include Students w/o grades

7 Attachment

Clr [Text Input] Browse

Progress: 9



District Email Notification



Grades Email Sample

From: hstern@harriscomputer.com [mailto:hstern@harriscomputer.com]
Sent: Monday, November 12, 2018 12:15 PM
To: Leiko Feltenberger <LFeltenberger@harriscomputer.com>
Cc: Heather Stern <HStern@harriscomputer.com>
Subject: Grades Notification for Banana Area Senior High School on 10/26/2018 for MP1

Here are the grades for the student from Banana Area Senior High School for MP1. Questions should be directed to:

Heather Stern – hstern@harriscomputer.com

Please be aware that you will receive a notification showing all of the locations. However, you should only see students from your district under the location where they attend. Please let us know if there are students showing up on your attendance list who do not attend your school and we will make the appropriate corrections. Thank you for your patience as we proceed without new student management function.

CTC ID#: 000012613 Atkins, Christian Grade Level: 11

MPGrade: 81 Class: AM Session: AM
MPGrade: 67 Class: Period 2 - Wednesday Session: AM

CTC ID#: 000012148 Atkins, Collin Grade Level: 12

MPGrade: 65 Class: PM Session: PM
MPGrade: 85 Class: Period 6 - Tuesday Session: PM

CTC ID#: 000012038 Atkins, Jacob Grade Level: 12

MPGrade: 999 Class: PM Session: PM



ClassMate

1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

Questions? Contact us!

ClassMate Help Desk

855-984-1228

support.classmate.net

