

Discipline Notification Email Overview

April 2021

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION



Discipline Notification E-mail Basic Overview

Overview:

This document is meant to be a quick explanation of the **Discipline Notification E-mail** feature and how to configure ClassMate so users receive the email. For more detailed information on Discipline Referrals in general, documentation is available on our support page.

What the Discipline Notification Email Process Does:

Every 10 minutes throughout the school day, an automated process runs that looks for any new Discipline Referrals entered since the last run of the process.

For each new referral it finds, it will send a short email to all the ClassMate users who are set up to view the Referral Department to which the submitter sent the referral.

A sample of the email:

| 🖂 🛃 🧐 😈 🛧 🗇 🚽 🛛 Discipline Referral Received from Jessica DeAngelo - Message (HTML) 🗖 🖻 🔀 | | | | | | | • 23 | | |
|---|---|-------------------------------------|--------------------------------|--------|----------------------------------|--------------------|------|-----------------|-----|
| File | lessage Insert | Options | Format Text | Review | | | | | ∞ 🕜 |
| 🗟 🗙 | Reply III Reply All Reply All Forward ■ * | 🔒 Commor 🙈 To Mana 🛐 Team E-r | n forwar 🔺 ager 👻 mail 👻 | Move | 🔁 Mark Unread ₽₽ Categorize ▾ | á₅o # Translate | Zoom | Edit Message | |
| Delete | Respond | Quick S | Steps 🖓 | Move | Tags 🗔 | Editing | Zoom | Edit Message | |
| O You forward 10 Y | rded this message on | 09/11/2013 3:4 | 46 PM. | | | | | | |
| From: □ ClassMate Discipline Email <noreply@classlink.com> Sent: Wed 09/11/2013 3:46 PM To: ☑ Jeffrey Fenstermacher</noreply@classlink.com> | | | | | | | | | |
| Subject: | Discipline Referral R | eceived from J | essica DeAngelo |) | | | | | |
| Jessica DeAngelo has submitted the following referral: Student: 0000107773 – Ritch, Kathy | | | | | | | | | |
| Referral #: 1 – Referral Date: Sep 10 2013 | | | | | | | | | |
| **This email has been generated from the ClassMate Student Administration System** | | | | | | | | | |

(Note the From and Subject lines – these may be used to set up special Inbox Rules in Outlook to automatically delete, move, forward, or highlight emails received, either in general or even from specific teachers. For help with that, consult the Microsoft Outlook help for your particular version of Outlook.)





Setup Required to Enable Discipline Notification Emails:

Custom Control > Misc tab > Send Discipline Notification Emails > Select Yes If you also want to include the Referral Discipline Action check the *Include Discipline* box Save to apply selections

| 0 | ClassMate AWS - DEMO_ClassMate - ** Live Environment ** - [Classmate Custon | n Control (Custom_M)] |
|--|---|-----------------------|
| 🔅 File | | |
| 💛 3 🕕 💾 3 | | |
| | | |
| 2020-2021 School Year - BT | | |
| | | |
| Enroliment Attendance Grading Rubrice Misc | | |
| | | |
| | | |
| Skill Curve Base: | 50 Share Leacher Anecdotals | |
| PGR Grade Minimum Overwrite: | 50 • Yes • No | |
| Pathway Minimum Grade: | 7 Anecdotal Security | Rotat |
| SP Evaluation Attempts | 10. Off • On | |
| | | • • • |
| -Send Discipline Notification Emails | | • • |
| © No ● Yes | | <u> </u> |
| | | |
| | Display Salary | |
| | | |

Configuring Who Receives the Email:

Who receives these emails depends on how your location has configured ClassMate's Discipline Referral Departments, and Employee Management module.

The submitter will choose a Referral Department when creating the referral, and then ClassMate will generate the email to all users who have been set to view referrals sent to that department. Discipline Referral Departments appear in the dropdown "Sent To" when a referral is first created:

| Refer | al # -> 1 | Date -> Time -> | 10/17/2018 10:17 AM | • | W | | |
|-----------------------------|--|--------------------|------------------------|-------|--|------------|-------------|
| Referral Actions Create/Upd | ate | | | | | | |
| Sent To -> Discipline -> | Vice Principal East Vice Principal - Main Supervisor of CTE Administrative Director | | <u>▼</u> | - aby | Program Automotive Body Repairer Course | | |
| Helemai Description -> | Attendance/Nurse Counselor Counselor Vice Principal East New Referral | | - | - | Automotive Collision & Refinishing Class AM Period | Technology | |
| Letter Description -> | | | | , | AM Session Periods 1 thru 4 | Grade | Class 10 |
| | | | | | Endive Area High School | | |
| Additional Info: | | | | | - | | |
| Sent by Williams, Ca | trina | Parent Notified | H 01/01/1900 |) | | | |





Making changes to the referral departments that appear is done by a System Administrator in the module System Administrator > Master Codes Maintenance.

Controlling which staff member(s) will be able to view those department referrals, and thus will receive the email, is done in the Personnel Management > Employee Management module.

Discipline Referral Department Maintenance:

Depending on your school's chosen setup, "department" could refer to an individual person or a group of people or organizational list. For example: "Vice Principal Akian" or "Guidance Office", or anything else your school has chosen to create.

Those are created and maintained in the System Administrator > Master Codes Maintenance module. You may create as many or as few departments as you wish.

| Master Codes | |
|---|------------------------------------|
| | ID: 000281 |
| | Description: |
| 000283 - Administrative Director 000284 - Attendance/Nurse 000284 - Counselor | Vice Principal - Main Category: |
| 000286 - Counselor 000287 - Vice Principal East 000288 - New Referral | 000001 |
| | Ref ID: D • Ves • No |

Configuring Staff to View Referral Departments / Receive Notification Emails

In order for a staff member to receive emails, the correct email address must be set in Employee Management, and they must be added to the appropriate department(s).

Personnel Management > Employee Management > General tab, confirm the correct email address listed

| aeneral Position PIMS PIMS Assignment Discipline Miscellaneous Course Assignment | | | | | | | | |
|--|-----------------------|-----------------|------------|-------|---|--|--|--|
| General | | | | | | | | |
| iD # | 123456793 | State | PPID: | | | | | |
| Titler | | | | | | | | |
| The. | | | | | | | | |
| First Name: | Belle | Middle Initial: | | | | | | |
| Last Name: | Williams | | | | | | | |
| Suffix: | | | | | | | | |
| Address 1: | | | | | | | | |
| Address 2 | | | | | | | | |
| Address 3: | | | | | | | | |
| City | Alburtis | | | | | | | |
| State: | PA | Zip Code: | | | | | | |
| Home Number: | () - | Work Number: | () - | E×t.: | | | | |
| Cellphone: | () - | Gender: | Unknown | - | | | | |
| Email Address: | belle.wiliams@thissch | ool.com | | | | | | |
| SSN: | | Birthdate: | 01/01/1900 | | | | | |
| Hispanic O Yes O No | Ethnicity: Unk | nown | | | - | | | |
| Create Date/ User: | 10/11/2018/classma | ate | | | | | | |
| Modified Date/User: | 10/11/2018/classma | ate | | | | | | |





On the Discipline tab, add whichever department(s) this staff member can view, by selecting from the "Referral Dept." dropdown > selecting Email Notification for this Department No/Yes (click Yes to enable email for the selected department) and clicking the Add button.

They will receive the email, and be able to view referrals, for any department(s) in the "Referral Departments" grid.

| | | Belle Williams, # | 123456793 | | |
|------------------|---------------------|--|------------|-----|---|
| General Position | PIMS PIMS Assignmer | t Discipline Miscellaneous Course Assignment | | | |
| - Discipline | | | | | |
| Disc | pipline Information | | | | |
| | | Referral Department(s) | Email Noti | | |
| | | Vice Principal East | Y | | |
| | - | | | | _ |
| | - | | | | |
| R | teferral Dept.: | - Select a Referral Department | | | - |
| | [| Email Notification for this Department | | Add | |
| | | | | | |

If users are not receiving the email:

- Confirm they have the correct email address in Employee Management.
- Make sure the email is not being filtered into a Junk Email / Spam folder.

