

Discipline Notification Email Overview

April 2021



Discipline Notification E-mail Basic Overview

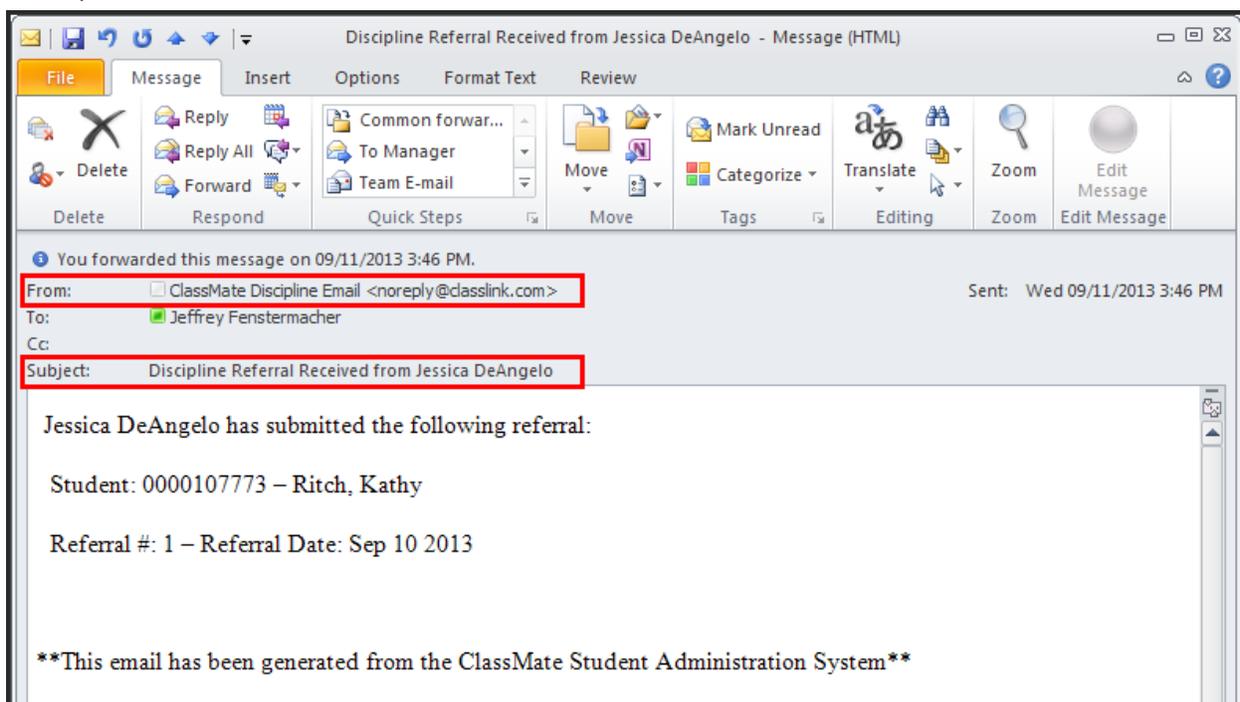
Overview:

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:



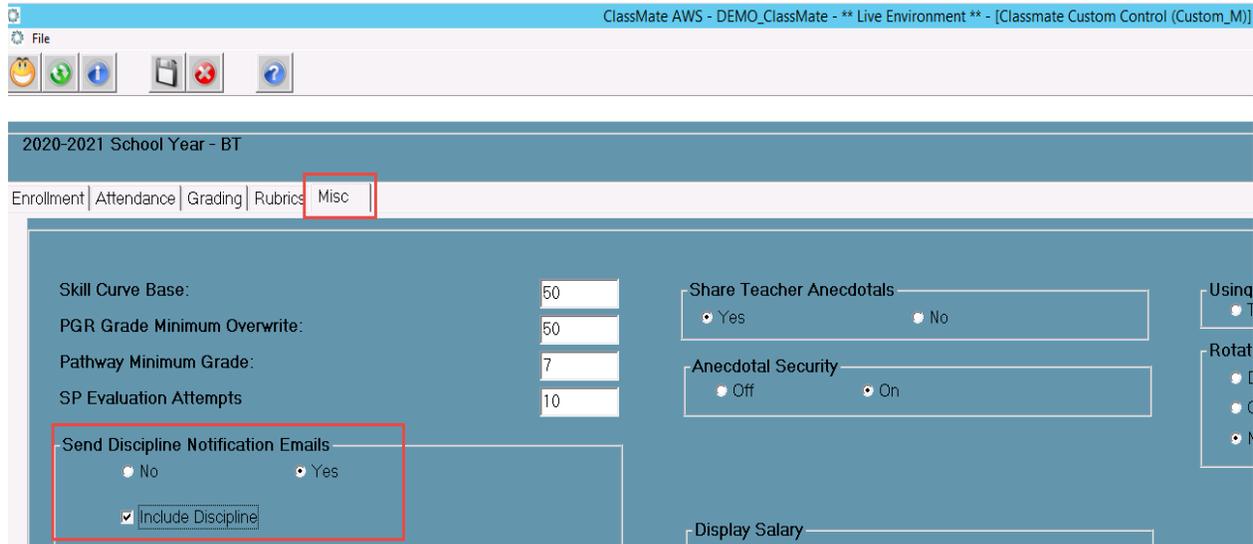
(Note the From and Subject lines – these may be used to set up special Inbox Rules in Outlook to automatically delete, move, forward, or highlight emails received, either in general or even from specific teachers. For help with that, consult the Microsoft Outlook help for your particular version of Outlook.)

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



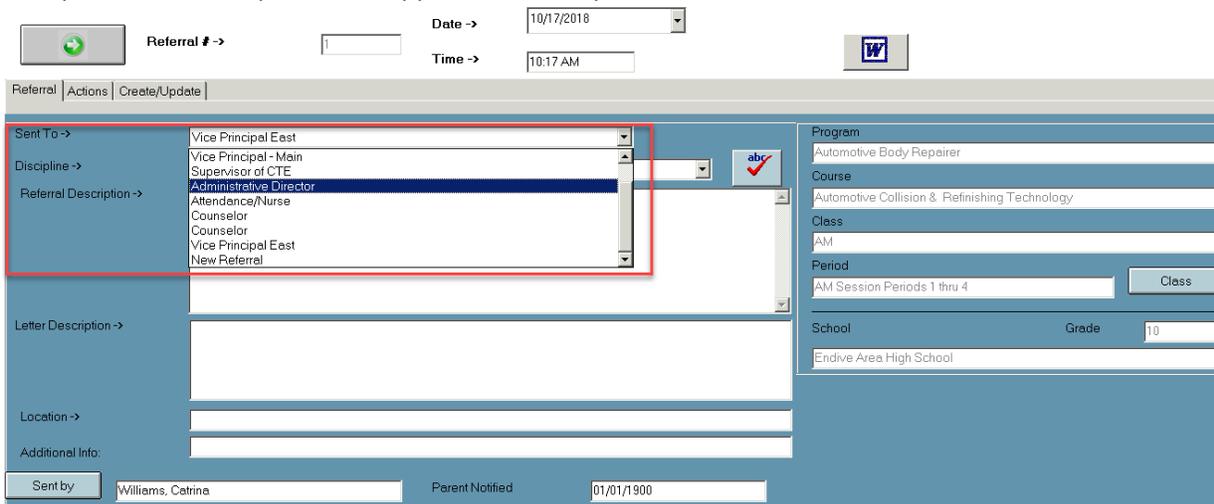
The screenshot shows the 'Misc' tab in the ClassMate Custom Control interface. The 'Send Discipline Notification Emails' section is highlighted with a red box, showing the 'Yes' radio button selected and the 'Include Discipline' checkbox checked. Other visible settings include Skill Curve Base (50), PGR Grade Minimum Overwrite (50), Pathway Minimum Grade (7), SP Evaluation Attempts (10), and Share Teacher Anecdotal (Yes).

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:



The screenshot shows the 'Referral' form with the 'Sent To' dropdown menu open. The dropdown list includes: Vice Principal East, Vice Principal - Main, Supervisor of CTE, Administrative Director, Attendance/Nurse, Counselor, Counselor, Vice Principal East, and New Referral. The 'Sent To' field is highlighted with a red box. Other form fields include Referral #, Date (10/17/2018), Time (10:17 AM), Program (Automotive Body Repairer), Course (Automotive Collision & Refinishing Technology), Class (AM), Period (AM Session Periods 1 thru 4), School (Endive Area High School), and Grade (10).

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

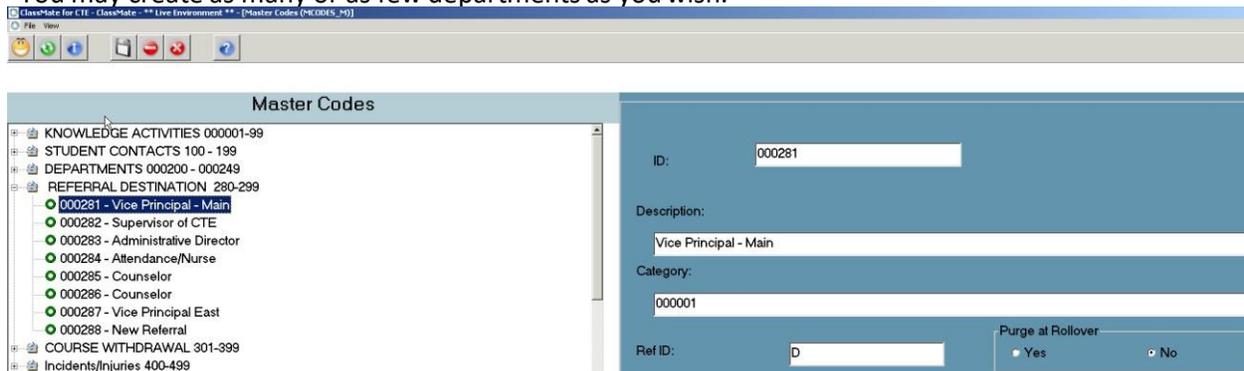
Controlling which staff member(s) will be able to view those department referrals, and thus will receive the email, is done in the Personnel Management > Employee Management module.

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.

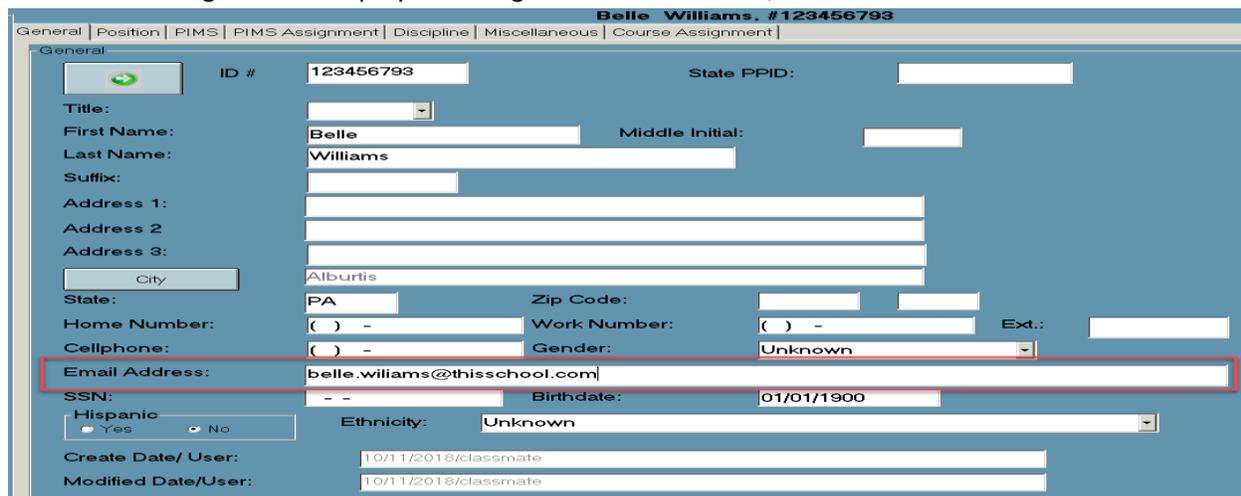
You may create as many or as few departments as you wish.



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



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 Assignment | Discipline | Miscellaneous | Course Assignment

Discipline

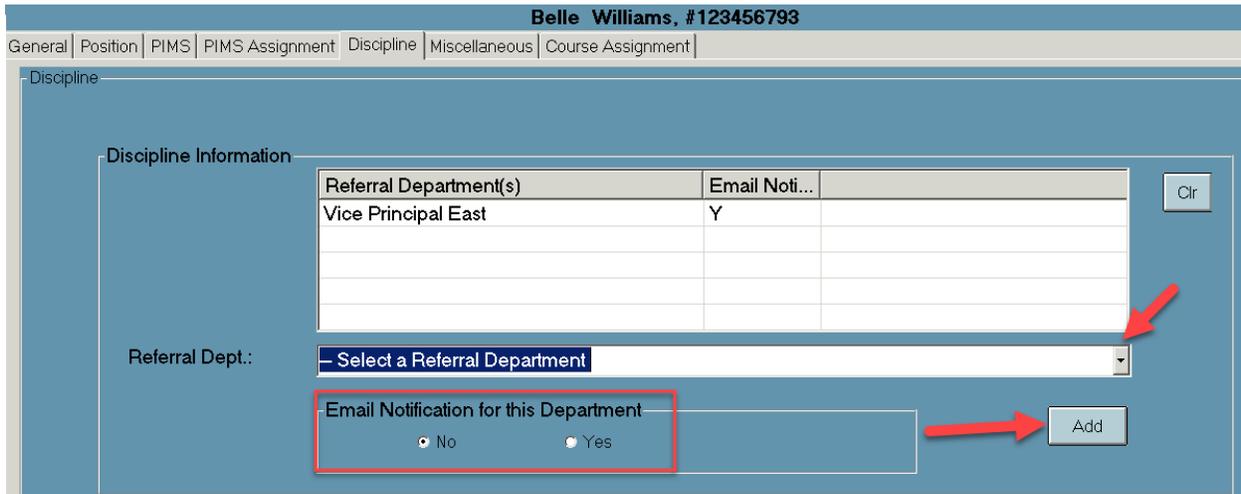
Discipline Information

Referral Department(s)	Email Noti...	
Vice Principal East	Y	

Referral Dept.: - Select a Referral Department

Email Notification for this Department

No Yes



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.