


Emailing Progress Reports

You can use this emailed report any time there is a need to communicate your student's progress to his or her parent/guardian.

Some parents or guardians may not have furnished email addresses at registration. These may be added by the registrar on your campus anytime, but you cannot email progress reports unless a valid email address is on record.

You must follow these instructions for each section of students in your gradebook.

Log into Educator Access Plus (only have to do this once)

Click  My Gradebook

Click [Secondary Gradebook](#) for the section your student is registered

Dept	Subject	Terms	Period	Days Meet	Class	Description
OTH	OTH	1 - 6	1	MTWRF	AIDENC / 61	AIDE (NC) Secondary Gradebook

Choose **Reports** on the menu bar, and click **Email Progress Report** under the Gradebook section.

There are 4 templates for you to choose, according the content you want to include in the progress report. The default template #900 is selected at right.

Report: **Email Progress Detail**

Seq #	Report Template Name
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

Typical criteria included on a progress report include:

- Curr Term = Current term (six weeks)
- No Count = assignments which you have marked “No Count” will be included in list
- Ungraded=assignments which you have not yet graded (*) will be included in list
- Comments = any comments for the student will be included
- Sig = a signature line will be added
- Attn Totals = attendance information for your class will be included

If you need additional criteria, or want to change the report format, please refer to **Adding a new progress report template** at the end of these instructions.

Click

Student List for AP PHY / 01 Prd:1 AP PHYSICS For P1 08/14/06 - 09/01/06		
<input type="button" value="Select All"/>	<input type="button" value="Clear All"/>	<input type="button" value="Next"/>
		<input type="button" value="Prev"/>
Student	Guardian	Email Address
	CHANDLER, CARMALEE	No Email Address Available
<input checked="" type="checkbox"/>	CHANDLER, DARLA	zzchanclan@aol.com
<input checked="" type="checkbox"/>	CHANDLER, MICHAEL	ZZCHANCLAN@AOL.COM
	MADDOX, JOSHUA R	No Email Address Available
<input type="checkbox"/>	MADDOX, RICHARD	No Email Address Available
<input type="checkbox"/>	MADDOX, TANYA	No Email Address Available

The list of students in that section will be sorted by student, with each parent or guardian listed below the student's name. A green and an email address will indicate which parents have email addresses on record.

To send progress reports to all with email addresses, click

To send a progress report to only one or a few parents, click and then place a next to those parents you want to include in the mailing.

Click

Email Progress Report Setup	
	<input type="button" value="Process Emails"/>
	<input type="button" value="Prev"/>
Recipient Options	
<input type="checkbox"/> Send samples to TAMMY BANKS and don't email guardians/parents <input type="checkbox"/> Send a copy of all emails to TAMMY BANKS (tbanks@barbershill.isd.esc4.net)	
Text Options	
Email Summary: Progress Report for [Student Name] in AP PHY / 01 Prd:1 AP PHYSICS	
Enter Text of Email:	

Recipient Options

___ Send samples to Teacher Name and don't email guardians: send a sample of the progress reports to the teacher without sending to parents (dry run copy if you want)

___ Send a copy of all emails to Teacher Name (address): A CC for every person you chose to send a message to will be generated and sent to your mail box.

Text Options

You may enter text which will appear as the main text of your message to all whom you included on the parents page.

Click Process
Emails

The print process will execute as for any other report.

lgbadm25.p 03.06.01.2	EABBERS HILL HIGH SCHOOL Progress Detail Email Report for P1 08/14/06 - 09/01/06	Date: 08/29/06 Time: 5:02 PM	Page:1
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Teacher: BANKS, TAMMY School Year: 2006-2007
Course: AP PHY / AP PHYSICS Sec: 01 Period: 1 Room #: A223

Email Sent To	Email Error Message/Status
BANKS, TAMMY	Email has been accepted for delivery.
MESZAROS, BERTHA	Email has been accepted for delivery.

A PDF report similar to the one above will be generated. This report IS NOT the progress reports. It is only a report of the status of the email messages you chose to send. In the case above, I chose to email one parent, and asked for a copy to be sent to teacher (Ms. Banks).

NOTE: you may want to print this report. It is a receipt that proves you did send progress reports to those persons listed. It will be retained in your [Print Queue](#) only 2 days.

Viewing the actual progress reports

Once you have emailed progress reports, you may view the actual reports sent as attachments to the messages generated by the gradebook system.

From the gradebook main screen, click **Reports** and then click **View Emailed Reports**

Date Created	Time Created	To Address	Status	
08/28/2006	5:02 PM	BERMES281@AOL.COM	Sent	View Attachment 
08/28/2006	5:02 PM	tbanks@barbershill.isd.esc4.net	Sent	View Attachment
01/27/2006	3:23 PM	bobos@ev1.net	Sent	View Attachment

A listing of the emails you have sent will appear like the image above.

Click the **View** button to see a summary of the email message. The text, status, dates times sent, and email address will be displayed as shown at right.

View

To: BERMES281@AOL.COM
 CC:
 BCC:
 Subject: Progress Report for CHRISTOPHER MESZAROS in AP PHY / 01 Prd:1 AP PHYSICS
 Body: MS. Mezaros, this is only a demonstration of the email progress reports section.

There is no action required on your or Chris's part.

If you have any questions, please contact me.

Bill Mansel
 Instructional Technologist
 Barbers Hill ISD
 BMansel@bhisd.net
 281-576-2221, ext 1289



Date Created: Monday, August 28 2006
 Time Created: 5:02 PM
 Status: Sent
 Date Sent: Monday, August 28 2006
 Time Sent: 5:02 PM
 Attachment: Yes

Click the  button to close this window.

NOTE: you cannot print a copy of this window.

Click the [View Attachment](#) link to open a PDF copy of the progress report that was attached to the email

The resulting progress report will be identical to one printed the old-fashioned (paper) method.

You may save  or print  the report as any other PDF document.

Adding a new progress report template

Click **Add a new Template** to create a new template

Add a new Report Template for the Email Progress Detail Report.

Sequence #:

Save

Report Template Name:

Back

Let the computer assign a Sequence #; use a template name that will have meaning to you later.

Select Parameters for Email Progress Detail Report for AP PHY / 01 Prd:1 AP PHYSICS

10 - new progress report template

Assignments
 Display Grades and Assignments for Term: **Save**
Undo
Back

Options

<input checked="" type="checkbox"/> Display No Count Assignments	<input checked="" type="checkbox"/> Display Signature Line
<input type="checkbox"/> Display Ungraded "*" assignments	<input type="checkbox"/> Display Student's Advisor
<input checked="" type="checkbox"/> Display Student Assignment Comments	<input type="checkbox"/> Display Attendance Totals
<input checked="" type="checkbox"/> Display Missing Assignment Indicator and Reason	Email Report to:
<input type="checkbox"/> Only print student with less than <input type="text"/> final percent	<input checked="" type="radio"/> Guardians <input type="radio"/> Students <input type="radio"/> Both

Report Format
 Display a list of Missing Assignments for each student

Free Form Header
 Label 1:
 Label 2:

Free Form Footer
 Label 1:
 Label 2:
 Label 3:
 Label 4:

Class Comments
 Comment:

Choose the criteria you need for your new report from the choices as shown above. When you are done, click **Save**

NOTE: Choose the term for which you are running the report from the drop down menu. Otherwise, the report will default to the current term.