



**Texas Skyward User Group Conference**

# **Auto Emails Setup in all Areas**

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# Auto Emails Setup in all Areas



This session will focus on all areas of Skyward where Auto Emails can be setup

- **Advanced Features (WS\AF\AE)**
  - Emails Available for the following options-Attendance Letters, Career Plans, Current Year Master Schedule Changes, Current Year Scheduling Changes, Demographic Changes, Discipline Actions, Discipline Offenses, Discipline Referrals, Endorsements, Enrollment-Options for Entry/Withdrawal, NSOE, and Critical Alerts, Family Access Notifications, Food Service, Future Schedule Changes-Family Access Course Request Changes, GPA Calculation Errors, Health-Injury Record, Office Visit-Student Entry, Pseudo Requests, RTI-Watch List, Referrals, Interventions and Meetings, Section 504, Special Education and Textbook. Some only available with specific modules
- **Attendance (WS\OF\AT\PS\CF\AU)**
  - Automated Unrecorded Class Attendance
- **Online Enrollment (WS\ST\OE\PS\CF\EC)**
  - Account Info Email
  - Denied Application Email

- **Family Access Email Notifications (WS\FA\FM\PS\UT\EM)**
  - Emails Available for the following
    - Attendance
    - Food Service
    - Grading
    - Progress Report
    - Health-Office Visit, Expiring Medication and Low on Medication
    - Food Service Low Balance Notifications
- **Product Setup (PS\CA\SE)**
  - Mass Email Account Information (**PS\CA\SE\PS\UT\SU\ME**) also called Mass Email Account Reset Link (**PS\CA\SE\US\SU**)
  - Email Account Reset Link (**PS\CA\SE\US\SU**)



Auto Emails can be setup for multiple entities or for individual entities.

Home ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus **Advanced Features** Federal/State Reporting Custom Reports 🔍

Automated Emails ☆

Views: General Emails ▾ Filters: \*All Records ▾

Entity ▲	Email Description	S	Email Event Type
1 ▶ 001, 041, 101, 102, 103	Demographic Changes - Address Change	A	Demographic Changes
2 ▶ 101	Discipline Referrals - Any Referral Issued	A	Discipline Referrals
3 ▶ 101	Discipline Referrals - Any Referral Issued	A	Discipline Referrals
4 ▶ 101	Enrollment Changes - Student Entered	A	Enrollment Changes
5 ▶ 101	Enrollment Changes - Student Withdrew	A	Enrollment Changes
6 ▶ 101	Family Access Notifications - Any Attendance Entered for	A	Family Access Notifications
7 ▶ 101	Family Access Notifications - Daily Progress Report	A	Family Access Notifications
8 ▶ 101	Family Access Notifications - Weekly Grading Notification	A	Family Access Notifications
9 ▶ 101	Special Education - Student is Added to Special Educator	A	Special Education



Auto emails can be setup to notify guardians of Requests for Enrollment through Online Enrollment. Emails can also be created to indicate why an online application was denied by the district.

Automated Email Configuration - Entity 101 - WS\ST\OE\PS\CF\EC - 30977 - 05.17.06.00.04 - Internet Ex...

### Automated Email Configuration

**Account Info Email**

Priority:

Subject:

Body: Dear <First Name> <Last Name>,  
 Thank you for the request to enroll your student using the Austonian ISD New Student Online Enrollment System. Please make note that this process is for NEW students to the district only. It is not intended for returning student registration. If your child has attended Austonian ISD previously, please attempt to recover your Family Access account information and utilize the NEW Student Online Enrollment process from there. If you have trouble accessing, please contact your child's last school of enrollment.

Predefined Fields:

**Denied Application Email**

Priority:

Subject:

Body: Dear <First Name> <Last Name>,  
 Your New Student Online Enrollment application for <Student First Name> <Student Last Name> has been denied or cancelled.  
 The reason this application was denied was based on the following: <Denial Reason>  
 Please review the information supplied and if questions arise, please contact your child's expected school of enrollment. Please note that the application can be recovered if applicable, and at the

Predefined Fields:

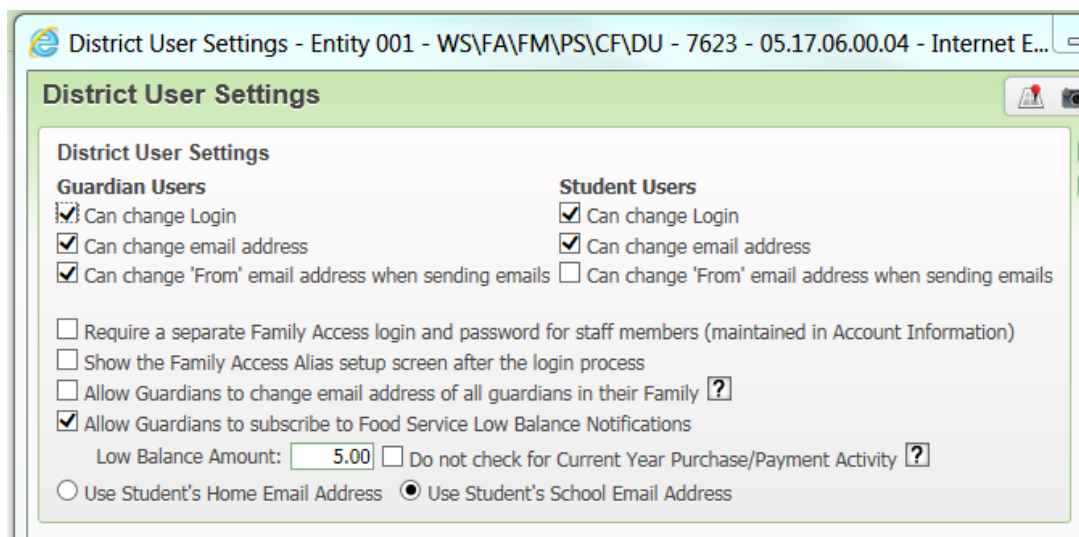




Food Service Low Balance Emails  
must be setup in the Family  
Access District User Settings and  
Advanced Features.

WS\FA\FM\PS\CF\DU

Guardians will be able to choose  
to subscribe to these.



District User Settings - Entity 001 - WS\FA\FM\PS\CF\DU - 7623 - 05.17.06.00.04 - Internet E...

### District User Settings

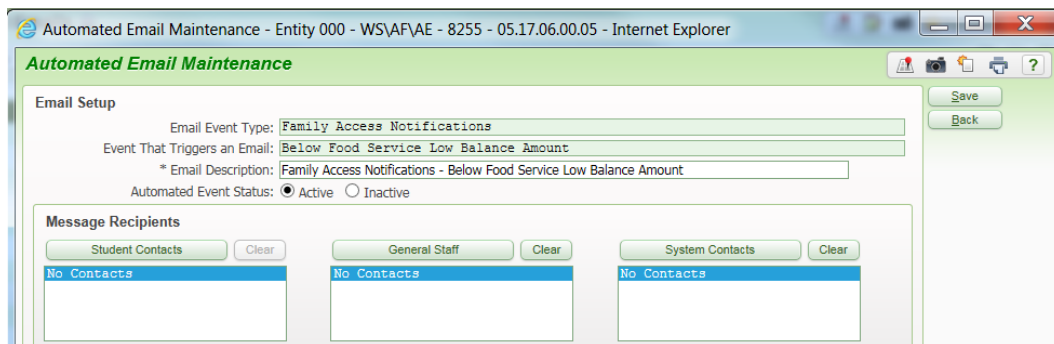
**District User Settings**

**Guardian Users**

- Can change Login
- Can change email address
- Can change 'From' email address when sending emails
- Require a separate Family Access login and password for staff members (maintained in Account Information)
- Show the Family Access Alias setup screen after the login process
- Allow Guardians to change email address of all guardians in their Family ?
- Allow Guardians to subscribe to Food Service Low Balance Notifications
  - Low Balance Amount:
  - Do not check for Current Year Purchase/Payment Activity ?
- Use Student's Home Email Address
- Use Student's School Email Address

**Student Users**

- Can change Login
- Can change email address
- Can change 'From' email address when sending emails



Automated Email Maintenance - Entity 000 - WS\FA\AE - 8255 - 05.17.06.00.05 - Internet Explorer

### Automated Email Maintenance

**Email Setup**

Email Event Type:

Event That Triggers an Email:

\* Email Description:

Automated Event Status:  Active  Inactive

**Message Recipients**

No Contacts	No Contacts	No Contacts

These email notifications must be setup in Family Access Entity Configuration prior to running the utility.WS\FA\FM\PS\CF\EC  
They must also be setup in the Auto Emails.

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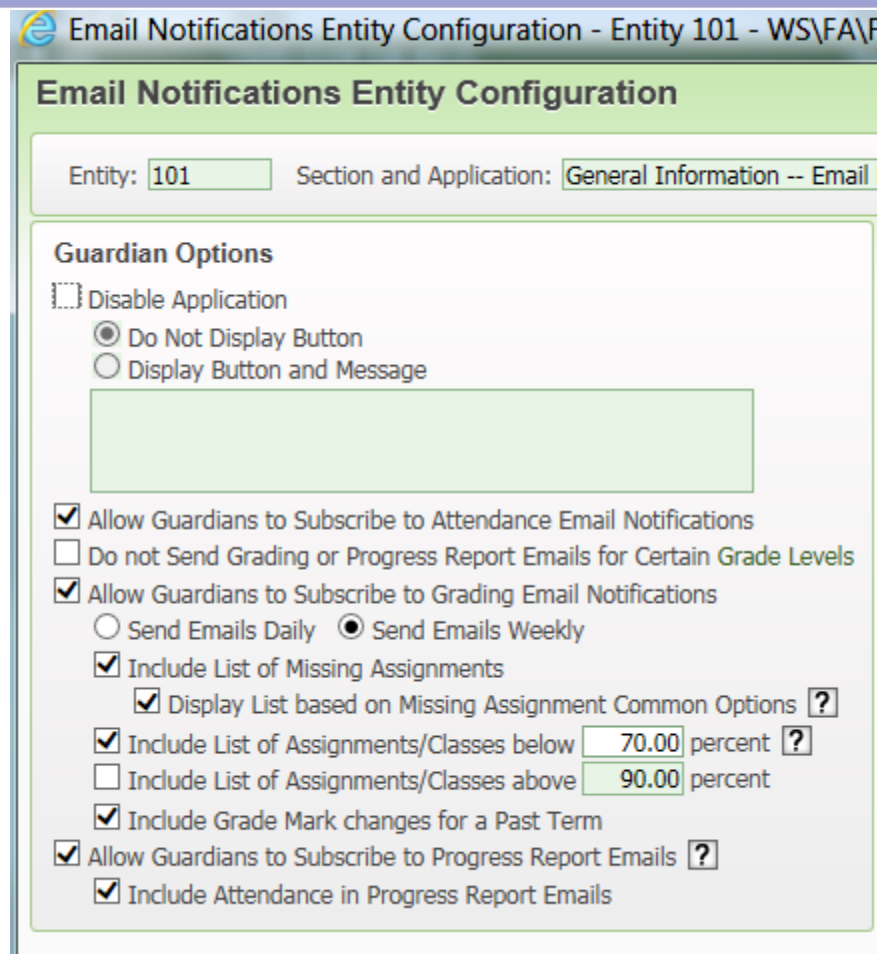
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Email Notifications Entity Configuration - Entity 101 - WS\FA\FM\PS\CF\EC

### Email Notifications Entity Configuration

Entity:  Section and Application:

#### Guardian Options

Disable Application

- Do Not Display Button
- Display Button and Message

- Allow Guardians to Subscribe to Attendance Email Notifications
- Do not Send Grading or Progress Report Emails for Certain Grade Levels
- Allow Guardians to Subscribe to Grading Email Notifications
  - Send Emails Daily
  - Send Emails Weekly
- Include List of Missing Assignments
  - Display List based on Missing Assignment Common Options
- Include List of Assignments/Classes below  percent
- Include List of Assignments/Classes above  percent
- Include Grade Mark changes for a Past Term
- Allow Guardians to Subscribe to Progress Report Emails 
  - Include Attendance in Progress Report Emails

Parents can choose to subscribe to the email notifications through the “My Account” link next to their name.

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[Krista Abellascr](#) → 
 [My Account](#) | 
 [Contact Us](#) | 
 [Email History](#) | 
 [Exit](#)

 
 Select Language ▼




**Email Notifications**

- Receive Daily Attendance Notifications for my student(s) by
  - Email  Wall Message  Email and Wall Message
- Receive Grading Emails for my student(s) [?](#)  
 Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):  
 Low:  for Osvaldo Abbescr
- Receive Progress Report Emails for my student(s)
  - Daily  Weekly (every Saturday)  Monthly (1st of each month)
- Receive Notifications when Food Service Balance is under \$5.00
  - Email  Wall Message  Email and Wall Message
- Receive Health Office Visit Notifications
  - Email  Wall Message  Email and Wall Message
- Receive Expiring Medication Notifications: Send warning  days prior to the expiration date.
  - Email  Wall Message  Email and Wall Message
- Receive Medication Low Inventory Notifications: Send warning when inventory reaches  doses or less.
  - Email  Wall Message  Email and Wall Message

The Mass Email Account Information can be sent to users that still have a temporary password.

Mass Email Account Information - PS\CA\SE\PS\UT\SU\ME - 25276 - 0...

### Mass Email Account Information

**Template Settings**

\* Template Description:

Share with other users in the district

**Ranges**

Name Key:  Low  High

Secured User Status:  ▼

Only Users with Active/Inactive Groups

Only System Wide Users

**Staff Ranges**

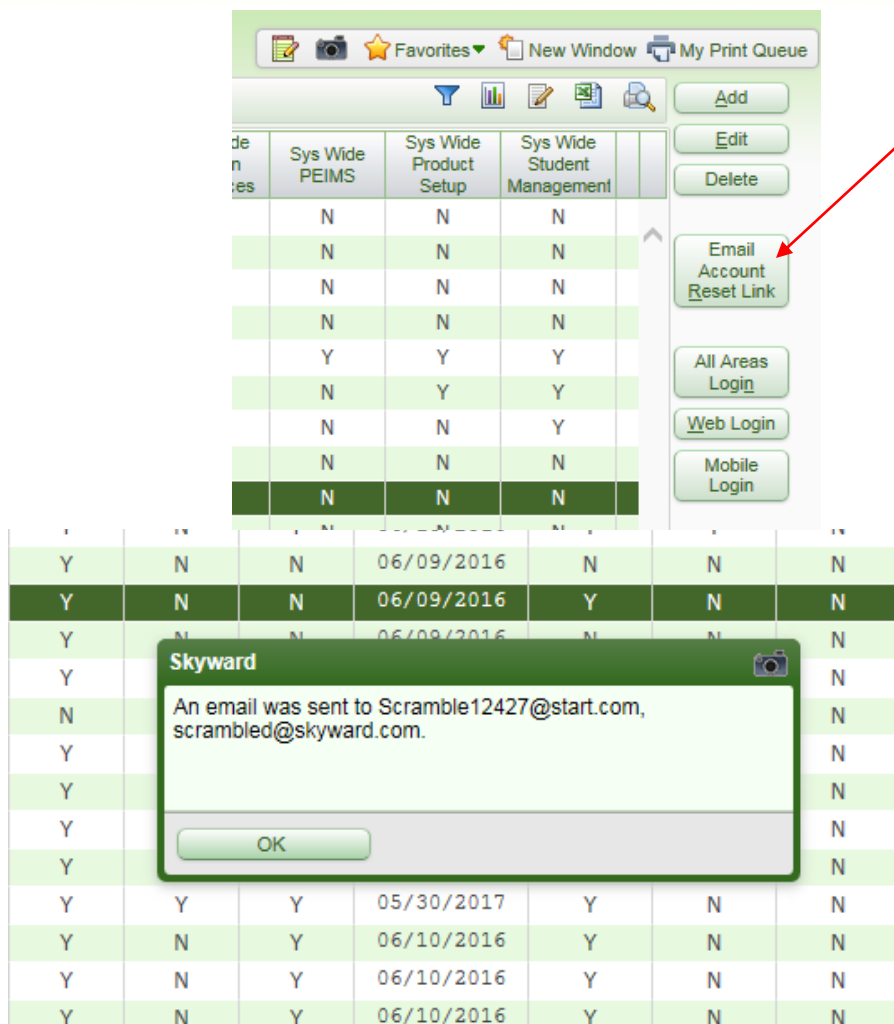
Only Generate For Staff Members

**Options**

Only Secured Users with a Temporary Password

Asterisk (\*) denotes a required field

The Email Account Reset link can be sent to users that been locked out of their account.



de n res	Sys Wide PEIMS	Sys Wide Product Setup	Sys Wide Student Management
	N	N	N
	N	N	N
	N	N	N
	N	N	N
	Y	Y	Y
	N	Y	Y
	N	N	Y
	N	N	N
	N	N	N

Y	N	N	06/09/2016	N	N	N
Y	N	N	06/09/2016	Y	N	N
Y	N	N	06/09/2016	N	N	N
Y						
N						
Y						
Y						
Y						
Y	Y	Y	05/30/2017	Y	N	N
Y	N	Y	06/10/2016	Y	N	N
Y	N	Y	06/10/2016	Y	N	N
Y	N	Y	06/10/2016	Y	N	N

End of presentation –  
Extra space for other notes

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Texas Skyward User Group Conference

**THANK YOU FOR ATTENDING!**

