



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 created to alert teachers and staff of attendance that has not been taken through the gradebook.

Automated Unrecorded Class Attendance Email Setup - Entity 101 - WS\OF\AT\PS\CF\AU - 27220 - 05 - Internet Explorer

Automated Unrecorded Class Attendance Email Setup

Send emails for unrecorded class attendance
 Frequency: After each selected period Once a day
 Number of Minutes After Period Stop Time to Send Email:

Select Periods to Check for Unrecorded Attendance

Select	Period	Stop Time
<input type="checkbox"/>	01	09:15 AM
<input checked="" type="checkbox"/>	02	09:40 AM
<input type="checkbox"/>	03	10:45 AM
<input type="checkbox"/>	04	11:30 AM
<input type="checkbox"/>	05	12:15 PM
<input type="checkbox"/>	06	01:00 PM
<input checked="" type="checkbox"/>	07	01:40 PM
<input type="checkbox"/>	08	02:30 PM

9 records displayed

* Recipients: Teachers Principal Other

Email

Priority:

* Subject:

Body: Your attendance has not been entered for the specified period. Please enter your attendance immediately. Thank you.
The Office

List of Classes

Select Fields to Show in List

Move	Label
<input type="checkbox"/>	Date
<input type="checkbox"/>	Teacher
<input type="checkbox"/>	Course Key/Section
<input type="checkbox"/>	Period

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:

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

	Low	High
Name Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Secured User Status:	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Active"/> ▼	
	<input type="checkbox"/> Only Users with Active/Inactive Groups	
	<input type="checkbox"/> Only System Wide Users	

Staff Ranges

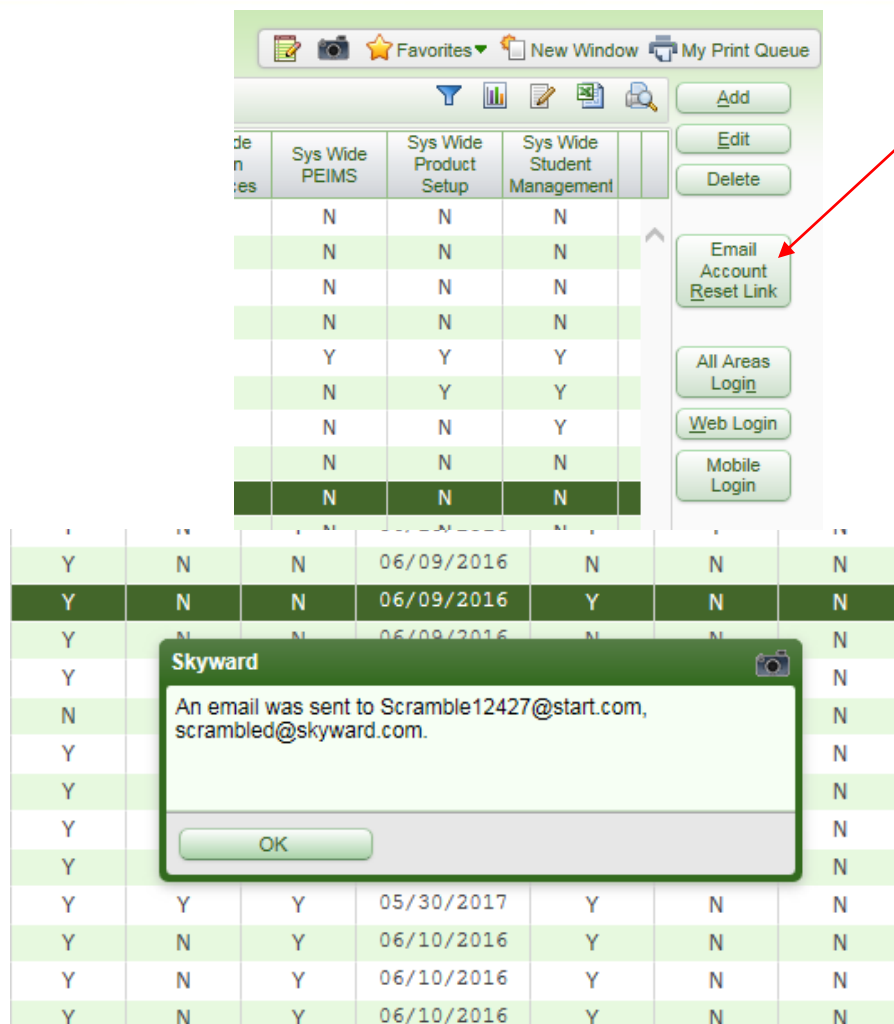
Only Generate For Staff Members

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



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THANK YOU FOR ATTENDING!

