

Missing Assignment Emails to Parents – instructions for Teachers

In a Teacher's Gradebook, there is an option to Email Progress Reports to parents/students. There is also an option to include Missing Assignments in this email. This document walks the teachers through setting up this mass email.

Note: this report cannot be set up to automatically run. The teacher must initiate the email every time.

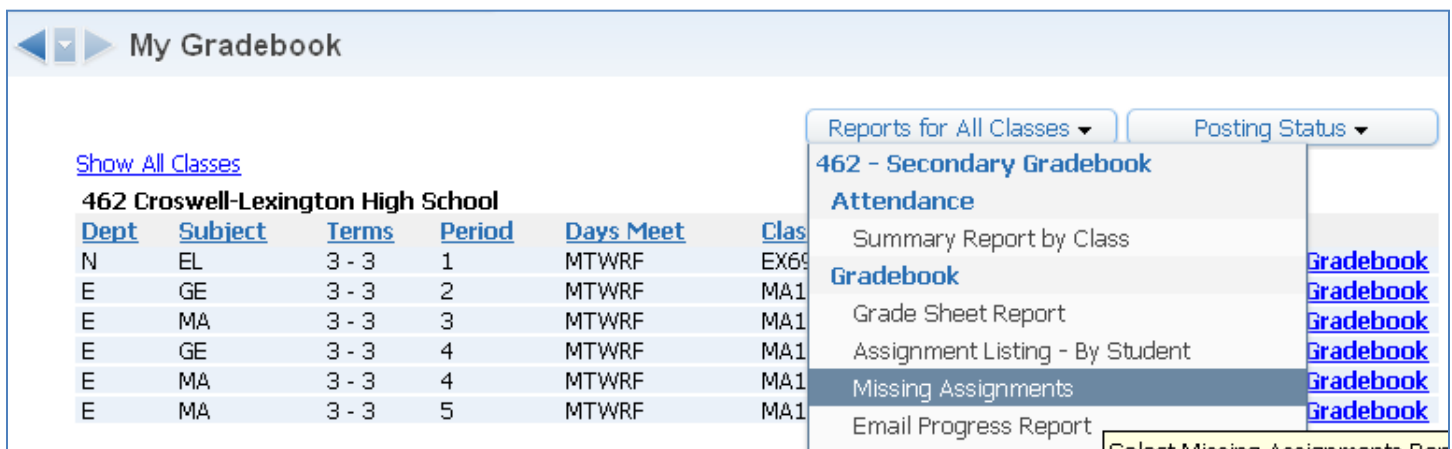
This document includes the following:

- Running a missing assignments report (if you choose to do so)
- Creating a template for emailing the Progress Report
- Emailing the Progress Report

The report can be emailed for an individual class (done from within the Gradebook for that particular class), or for all classes (done from the main Gradebook screen where you see a list of all of your Gradebooks). The directions are the same for either option you select. You can also choose to send the email for all students or for individual students you select. Keep in mind that the primary purpose of this report is to send a Progress Report, which happens to allow you to include Missing Assignments. Because of this, if you choose to send it for all students, parents whose students have no missing assignments will also get it. If you choose to do so, you can first run a report for missing assignments and just send it for the applicable students

To run a missing assignments report (if you choose to do so):

1. From the main **Gradebook** screen, click on **Reports For All Classes/Missing Assignments**



The screenshot shows the 'My Gradebook' interface. At the top, there are navigation arrows and the title 'My Gradebook'. Below this, there is a link 'Show All Classes' and the school name '462 Croswell-Lexington High School'. A table lists classes with columns for Dept, Subject, Terms, Period, Days Meet, and Clas. To the right of the table, there is a dropdown menu for 'Reports for All Classes' and a 'Posting Status' dropdown. The 'Reports for All Classes' dropdown is open, showing options: Attendance, Summary Report by Class, Gradebook, Grade Sheet Report, Assignment Listing - By Student, Missing Assignments (highlighted), and Email Progress Report. Each option has a 'Gradebook' link to its right.

Dept	Subject	Terms	Period	Days Meet	Clas
N	EL	3 - 3	1	MTWRF	EX69
E	GE	3 - 3	2	MTWRF	MA1
E	MA	3 - 3	3	MTWRF	MA1
E	GE	3 - 3	4	MTWRF	MA1
E	MA	3 - 3	4	MTWRF	MA1
E	MA	3 - 3	5	MTWRF	MA1

2. The first time you run this report, you'll need to click on **Add a new Template**. Give the report a **name**. Make it something that will be easily identifiable for the next time you go to run it:

Add a new Report Template for the Missing Assignments Report.

Sequence #:

Report Template Name:

3. Click on **Save**

Here are the parameters for the report. Most are self-explanatory, but I've included some comments after the screenshot for those that may not be

20 - Barbs Missing Assignments Report - run for all classes

Assignments

Display Assignments for Term
Current Term : 03/13/2015 - 06/11/2015

Display Assignments for Date Range

Start: Mar 17 2015 → Tue, Mar 17 2015
End: Apr 07 2015 → Tue, Apr 7 2015

Options

Do Not Print Assignments Marked "No Count" Show Signature Line
 Only Print Assignments that are Marked as Missing Exclude Students with No Missing Assignments
 Do Not Print Assignments until [] days past the due date. ?

**Note: An Assignment that is marked as Missing will not consider the grace period and will show on the report regardless.*

Print for this Class Only

Print Details of Missing Assignments
 Print Summary of Missing Assignments

Fields to Print

Student Name Assignment Average Score Percent
 Student Id Earned and Possible Points Grade Mark
 Assignment Comments Each Student on a Separate Page
 Assignment Detailed Description

Sort Students:
 Last Name Random

Free Form Header

Label 1: This is my Free Form Header I added
Label 2:

Free Form Footer

Label 1: This is my Free Form Footer I added
Label 2:
Label 3:
Label 4:

Class Comments

Comment: This is my Free Form Class Comments I added

Display Assignments for Term: when you first create this template, the term defaults to the current term. Once you start a new term, this does not automatically update. Therefore, you'll want to Modify your template once the new term starts and change this if this is the option you're using

Display Assignments for Date Range: just like the above option, when you create this template, it defaults the End date to today's date. If you use this option, you'll need to Modify your template every time you run it to extend the End Date. I don't think you would want to extend this to the end of the term if it's not, as I suspect it will include any upcoming assignments that aren't considered missing. I don't know this for sure, though. And I can't think of a reason you would use this option instead of the one above

Note: these two options are either/or. If you check the other option, the first one becomes unchecked

Exclude Students with No Missing Assignments: although this report is called Missing Assignments, it will include students that don't have any missing assignments. Therefore, you'll want to check this box

Print for this Class Only: when running from your main Gradebook screen, if this option is selected, it will run a report for all of YOUR classes. If you run it from an individual Gradebook, it will report only on your selected class. If you uncheck this box in either area, the report will include missing assignments for all teachers for all of your students. I don't think you would want to uncheck this

Header and Comment information: I added this free-form message in each of these areas so you can see where they print on the report

Once you've selected the options you want, click on **Save**

Back on the **Report Template** screen, highlight your template and click on **Print**

Once the report has finished processing, click on **Display Report**

The **Free-Form Header** I added appears at the top of each page

```
1gbadm20.p 85-2                               Cr
05.15.02.00.00                               Missing Assig

This is my Free Form Header I added
```

The Free-Form Class Comment displays after each student

The Free Form Footer displays at the bottom of each page

Note: Being that you're only using this report to see who to send the Missing Assignments report to, I'm not sure why you would want to include any of these headers/comments on your report:

```
Date      Assignment
03/13/15  Tests
          Total Assignments: 1

This is my Free Form Class Comments I added

This is my Free Form Footer I added
```

This is what the actual report looks like. It sorts by course:

Student: Noah B	Grade: 09	Teacher: R	on				
Course: EX692A / Credit Recovery	Section: 03	Period: 1	Room #: 216				
Date	Assignment	Category	Average	Earned	Possible	Percent	Grade
03/13/15	Tests	DW	43.33	*	100.00		
Total Assignments: 1					100.00		
This is my Free Form Class Comments I added							

Student: Gi	Grade: 11	Teacher: R	on				
Course: EX692A / Credit Recovery	Section: 03	Period: 1	Room #: 216				
Date	Assignment	Category	Average	Earned	Possible	Percent	Grade
03/13/15	Tests	DW	43.33	*	100.00		
Total Assignments: 1					100.00		
This is my Free Form Class Comments I added							

Print your report so you have a list of the students you need to send the Missing Assignments email for

On the My Print Queue screen, click on **Back**

On the Report Templates screen, click on **Back**

You can now set up your template for the Progress Report email

1. On your main Gradebook screen, click on **Reports for All Classes/Email Progress Report**

The screenshot shows the Gradebook interface for '462 - Secondary Gradebook'. A dropdown menu is open under 'Reports for All Classes', listing several report options: Attendance, Summary Report by Class, Gradebook, Grade Sheet Report, Assignment Listing - By Student, Missing Assignments, and Email Progress Report. The 'Email Progress Report' option is highlighted. To the right of the menu, there are links for 'Gradebook' next to 'Attendance', 'Gradebook', 'Gradebook', 'Gradebook', and 'Gradebook'.

2. The first time you send the email, you'll need to create a template. Click on **Add a new Template**
3. Give it a name that's descriptive enough that you know what it is the next time you go to run it:

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

Sequence #:

Report Template Name:

4. Click on **Save**

Here are the Parameters for the Email. Most of the fields are self-explanatory, but I've highlighted a few that might not be. Details for these areas are at the end of the screenshots

Grades and Students to Print

Display Grades and Assignments for Term:

Only print students with a grade mark of

Only print students with than percent

Only print students with than absences

Recipients

Guardians Students

Display Grades and Assignments for Term: when you first create the template, it defaults this to the current term. If you're running it for subsequent terms, you'll first need to modify your template and change this

Recipients: when you go to send the emails, if you have either of these options checked, there will be a column for Email Report. If one of these options is not checked, there will just be an option to Print Report. This is how it appears if only Guardian is checked. For them, there's an option to Email Report. Because Students wasn't checked, you can only Print a report for them (if you choose to do so)

Guardian	Email Report	Print Report	Email Address
Butler, <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	@croslex.org
Butler, <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	@iceac-inc.com
Butler, <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	@iceac-inc.com

Report Format

Header Area

Display Student's Name Display Attendance Totals Display Student's Advisor

Display Student's ID Only for Selected Term Display Grades for Previous Terms

Free Form Header

Label 1:

Label 2:

Category Totals

Display Category Totals

Assignment Detail

Do Not Print Assignments Marked as 'No Count'

Do Not Print Ungraded (*) Assignments

Do Not Print Assignments Not Posted to Family Access

Group Assignments by Category

Fields to Print

Assignment Comments

Assignment Detailed Description

Missing Indicator and Reason

Earned and Possible Points

Percent Earned

Grade Mark

Special Codes

Special Codes Legend

Absences

Absences Legend

Date Sequence of Assignments Descending (newest to oldest)

Ascending (oldest to newest)

Free Form Header: I included this just so you can see how it appears on the report

The screenshot shows a configuration interface for a report. It has a light blue background. At the top left, there is a section titled "Footer Area" with a red border. Inside this section, there are four checkboxes: "Display List of Missing Assignments" (checked), "Display Teacher's Log", "Display Signature Line", and "Display Guardian Signature Line with Course and Teacher Names". Below this is a section titled "Free Form Footer" with a red border. It contains four text input fields labeled "Label 1:", "Label 2:", "Label 3:", and "Label 4:". The first field contains the text "Free Form Footer". At the bottom is a section titled "Class Comment" with a red border, containing a single text input field with the text "Class Comment".

Display List of Missing Assignments: you'll want to make sure this option is checked

Free Form Footer and Class Comments: I added these just so you can see how they appear on the report

5. Once you have the options you want selected, click on **Save**
6. On the Report Templates screen, highlight your template and click on Create Emails

If you get this message after clicking on Create Emails, click on the Prev button, click on the Back button, and from the Reports for All Classes dropdown menu, select Email Progress Report. If you do not get the following message, skip to the Note section below:

The screenshot shows a message box with a light blue header titled "Student/Guardian Selection". The main text is white on a grey background and reads: "No guardians have email addresses. Select the Prev button to return to the Report Range screen." In the top right corner, there is a link: "For 11/21/14 - 03/14".

7. Highlight your template again and click on **Create Emails**

Note: You'll get a pretty lengthy list, which, if you selected to do this for All Courses, will include all classes you teach, even from previous terms, as well as students who have dropped the course. Each section has its own heading, which will tell you whether or not you need to include any of these students listed below. Examples of students you don't want to include, based on the heading. By default, none of the Email Report checkboxes will be checked:

The screenshot shows a heading in blue text: "These students are enrolled in this class MA127A / 01 Pre-Calculus A but are not scheduled for the selected date range." Below the heading is the word "Student" in blue text.

The screenshot shows a heading in blue text: "These students have dropped this class MA127A / 01 Pre-Calculus A."

Examples of headers for your current term classes. By default, the Email Report checkboxes will be checked for anyone that has an email recorded in Skyward:

Student List for EX692A / 03 Credit Recovery

Note: if a checkbox is grayed out under the Email Report column, it means this person does not have an email recorded in Skyward



- At this point, you can either send the Progress Report to all checked recipients (which will send the PR whether or not the student has missing assignments, or you can use the Missing Assignments report you printed off an uncheck anyone that does not need to get the email
- Once you have your selections made, click on **Next**

Here is the Email Setup screen:

Email Progress Report Setup

Process Emails
Prev

Recipient Options

- Send samples to R: [redacted] and don't email guardians/parents
- Send a copy of all emails to R: [redacted] (barbara.a.kimball@gmail.com)

Text Options

Email Summary: **Progress Report for [Student Name] in [Class Name]**

Enter Text of Email

Dear Parents,
Attached is a Progress Report for your student, which is current as of today. If your student has any missing assignments, they will show at the bottom of the report.
Please let me know if you have any questions.
Barb Kimball

Send sample to <your name> and don't email guardians/parents: select this option if you want to see what the parents will receive. If you have multiple recipients selected, you'll get an individual email for each recipient, for each course

Send a copy of all emails to <your name>: if you select this option, the emails will go to your selected recipients, as well as yourself. Again, if you select this, you'll get an individual email for every recipient and for every course selected

Enter Text of Email: this is what will appear in the text of the email the parents receive. The actual report gets sent as an attachment

- Once you're ready to send the email, click on **Process Emails**
If you click on Process Emails and nothing happens, you may need to back all the way out to your Gradebook screen and click on Reports for All Classes/Email Progress Report and click on Create Emails again. If nothing still happens, you may need to log out of your Gradebook and log back in. I'm not sure why this happens, but it does sometimes

- Once the report has finished processing, click on **Display Report**

12. Look to see that the email has been accepted for deliver:

Email Error Message/Status
 Email has been accepted for delivery.

This is what the email looks like in the recipient's mailbox:

✉ skyward@crosex.org Progress Report for Na Z in MA110B / 07 Prd:2 Geometry B

This is what the actual email looks like:

Message | SKR56330Z4Q1V2B91146.pdf (3 KB)

FROM barbara.a.kimball@gmail.com

Dear Parents,
 Attached is a Progress Report for your student, which is current as of today. If you have any questions, please let me know. Thank you for your report. Please let me know if you have any questions.
 Barb Kimball

 District: Croswell-Lexington Community Schools District Web Site: www.crosex.org
 State: MI
 District Code: 76080

Croswell-Lexington Community Schools - Live Conversion Data 04/09/14

This is what the attached report looks like:

Free Form Header									
Student: Na		: Z		Grade: 09		Teacher: R		on	
Course: MA110B / Geometry B				Sec: 07		Prd: 2		Room #: 312	
Current P3 Grade: 100 Percent: 100.00									
Category	Earned	Possible	Score %	Grd	Category %	Adjusted Category %		% of Grd	
DW	0.00	0.00			0.00				
FE	0.00	0.00			0.00				
HW	20.00	20.00	100.00	100	20.00 of 100	(20.00 * 100.00%)		20.00	
LABS	0.00	0.00			0.00				
PRAC	20.00	20.00	100.00	100	10.00 of 100	(10.00 * 100.00%)		10.00	
QUIZ	60.00	60.00	100.00	100	20.00 of 100	(20.00 * 100.00%)		20.00	
TEST	79.00	78.00	100.00	100	50.00 of 100	(50.00 * 100.00%)		50.00	
Current Grade: 100					Current Percent: 100.00				
Only 100% of each category will be used to calculate term grades.									
Cat	Wk	Day	Due	Assignment	Earned	Possible	%	Grade	Spec Code
HW	30	Mon	03/23	Week 1 Homework	*	*			
* Assignment is not scored and past the due date.									
HW	31	Mon	03/30	Week 2 Homework	20.00	20.00	100.00	100	
Total for: Homework					20.00	20.00	100.00	100	
PRAC	29	Fri	03/20	Chapter 6 Quiz Review	10.00	10.00	100.00	100	
PRAC	30	Fri	03/27	Chapter 6 Test Review	10.00	10.00	100.00	100	
Total for: Practice					20.00	20.00	100.00	100	
QUIZ	29	Fri	03/20	Chapter 6 Quiz	60.00	60.00	100.00	100	
Total for: Quizzes					60.00	60.00	100.00	100	
TEST	30	Fri	03/27	Chapter 6 Test	79.00	78.00	101.28	100	
Total for: Assessments					79.00	78.00	101.28	100	
Assignments missing for Robert									
Due Date	Week	Day	Cat	Assignment	Special Code		Points Poss		
03/23/15	30	Mon	HW	Week 1work			20.00		
Class Comment									
Free Form Footer									