

This document is intended to assist External Teachers with using the mandatory and optional bulk emails in ADLC's Student Information System (SIS).

The instructions included in this document are

- *Using the Students Tab to send Mandatory Bulk Emails,*
 - *Using the Students tab to send Optional Bulk Emails, and*
 - *Creating Personalized Bulk Email Templates from the Students Tab.*
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To be compliant with Canada's Anti-Spam Legislation (CASL), we must provide our students the ability to opt out of our bulk emails. However, we are required to ensure students are receiving course-specific information (from which they cannot opt out) including all the automatic notification emails sent to students from SIS.

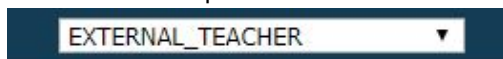
Therefore, SIS now contains two categories of bulk emails for students:

- **Mandatory Bulk Emails** – These are education-related, course-specific information that all students should receive. Students **cannot** opt out of these emails. These require the use of one of the available templates or one of the personalized templates that Teachers can now utilize.
- **Optional Bulk Emails** – These contain optional information from which students **can** opt out. These are emails created by either using a template or entering text directly into the blank Compose email area. Examples of these emails include holiday closure, changing office hours, community events, and club events.

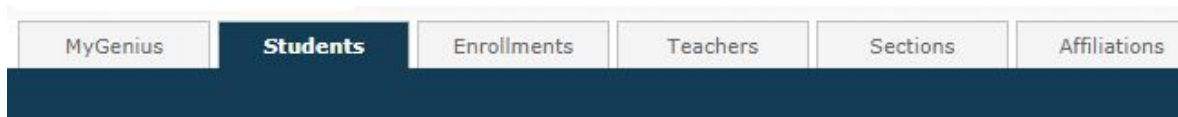
Teachers can access the mandatory and optional bulk emails through the Students tab and through the enrollments tab.

Using the Students tab to send Mandatory Bulk Emails:

1. When you are logged into SIS, be sure to select your External Teacher role before you begin. This is in the drop-down menu on the dark blue bar along the top of the screen.



2. Click the **Students** tab.



3. From the menu on the left-hand side, click **Mandatory Bulk Emails**.



4. Select your search criteria.

Note: To set the minimum criteria, select your school name from the Affiliation drop-down menu.

Search criteria:

Affiliation: <input type="text" value="Select..."/>	Grade Level: <input type="text" value="Select..."/>
Special Ed: <input type="text" value="Select..."/>	Gender: <input type="text" value="Unknown"/>
LEP/ELL: <input type="text" value="Select..."/>	State: <input type="text" value="Select..."/>
Free/Reduced Lunch: <input type="text" value="Select..."/>	Postal Code/Address: <input type="text" value=""/>
Currently Enrolled: <input type="text" value="Select..."/>	Term: <input type="text" value="Select..."/>
Ever Enrolled: <input type="text" value="Select..."/>	Course: <input type="text" value="Select..."/>
Students with PASI Sync Issues: <input type="text" value="Select..."/>	Section: <input type="text" value="Select..."/>
Clone Year: <input type="text" value="Select..."/>	Students with Data Discrepancies: <input type="text" value="Select..."/>

5. Click **Get Data**.

6. Check the boxes in the Select column for all students you would like to email.

There are 62 students matching your criteria:

Check All

Search:

Select	Flags	ID
<input type="checkbox"/>	IP	179050
<input type="checkbox"/>	IP	243459
<input type="checkbox"/>	IP	184597
<input type="checkbox"/>		222281
<input type="checkbox"/>	IP	193261
<input type="checkbox"/>	IP	182446
<input type="checkbox"/>	IP	104243
<input type="checkbox"/>		242369
<input type="checkbox"/>		207260

7. Scroll to the bottom of the page and click **Bulk Email**.

8. From the Template drop-down menu, select the template for the email you would like to send.

Note: If you are unfamiliar with the templates, you can select a template and then preview the text before you send the email.

Template:

Created by: --

Description: Select Template...

Subject:

Attachment: No file chosen

Copy Guardian Copy Affiliation Copy Coach Don't copy Student

Body: **B** *I* U

- After you have chosen the appropriate template, you can select to whom you would like to **copy** the email.

Copy Guardian
 Copy Affiliation
 Copy Coach
 Don't copy Student

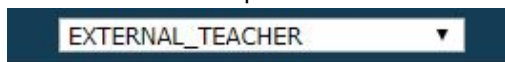
- At the top of the screen, click **Send**.



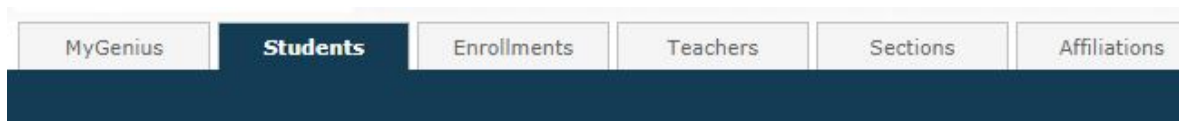
Note: All emails sent from within SIS are posted automatically in the View Communications link of each student's file.

Using the Students tab to send Optional Bulk Emails:

- When you are logged into SIS, be sure to select your External Teacher role before you begin. This is in the drop-down menu on the dark blue bar along the top of the screen.



- Click the **Students** tab.



- From the menu on the left-hand side, click **Optional Bulk Emails**.



- Select your search criteria.

Note: To set the minimum criteria, select your school name from the Affiliation drop-down menu.

Search criteria:

Affiliation: <input type="text" value="Select..."/>	Grade Level: <input type="text" value="Select..."/>
Special Ed: <input type="text" value="Select..."/>	Gender: <input type="text" value="Unknown"/>
LEP/ELL: <input type="text" value="Select..."/>	State: <input type="text" value="Select..."/>
Free/Reduced Lunch: <input type="text" value="Select..."/>	Postal Code/Address: <input type="text"/>
Currently Enrolled: <input type="text" value="Select..."/>	Term: <input type="text" value="Select..."/>
Ever Enrolled: <input type="text" value="Select..."/>	Course: <input type="text" value="Select..."/>
Students with PASI Sync Issues: <input type="text" value="Select..."/>	Section: <input type="text" value="Select..."/>
Clone Year: <input type="text" value="Select..."/>	Students with Data Discrepancies: <input type="text" value="Select..."/>

- Click **Get Data**.

- Check the boxes in the Select column for all students you would like to email.

There are 62 students matching your criteria:

Check All

Search:

Select	Flags	ID
<input type="checkbox"/>		179050
<input type="checkbox"/>		243459
<input type="checkbox"/>		184597
<input type="checkbox"/>		222281
<input type="checkbox"/>		193261
<input type="checkbox"/>		182446
<input type="checkbox"/>		104243
<input type="checkbox"/>		242369
<input type="checkbox"/>		207260

7. Scroll to the bottom of the page and click **Bulk Email**.

8. Type the Subject of the email in the line.

Template:

Created by: --

Description: Select Template...

Subject:

Attachment: No file chosen

Copy Guardian
 Copy Affiliation
 Copy Coach
 Don't copy Student

Body:

Paragraph Font Size Color **B** *I* U

You're receiving this email because you're taking a course through ADLC. [OPT_OUT_LINK]

9. Compose your email in the body of the email.

Note: The body contains the following text that you should not remove: “You’re receiving this email because you’re taking a course through ADLC. [OPT_OUT_LINK]”

10. After you have composed your email, you can select to whom you would like to **copy** the email.

Copy Guardian
 Copy Affiliation
 Copy Coach
 Don't copy Student

11. At the top of the screen, click **Send**.



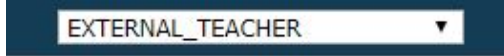
Note: All emails sent from within SIS are posted automatically in the View Communications link of each student’s file.

Creating Personalized Bulk Email Templates from the Students Tab:

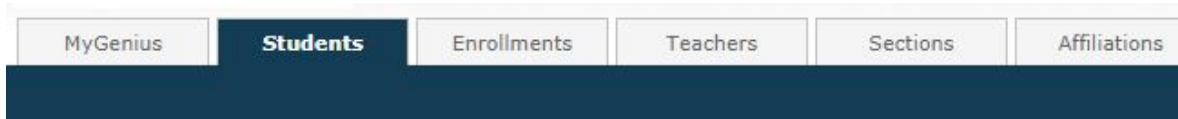
When sending **Mandatory Bulk Emails**, you may choose one of the existing Templates from the drop-down list of Templates located in the Compose area of a Bulk Email or you may select a Template that you have created and saved in SIS. (Realize that you cannot edit in the Compose area--edits can be made only directly in the template creation area.)

For **Optional Bulk Emails**, you may choose one of the existing templates or one of your own personalized Templates (which you can edit in the Compose area), or you may type your desired text directly into the Compose area.

1. When you are logged into SIS, be sure to select your External Teacher role before you begin. This is in the drop-down menu on the dark blue bar along the top of the screen.



2. Click the **Students** tab.



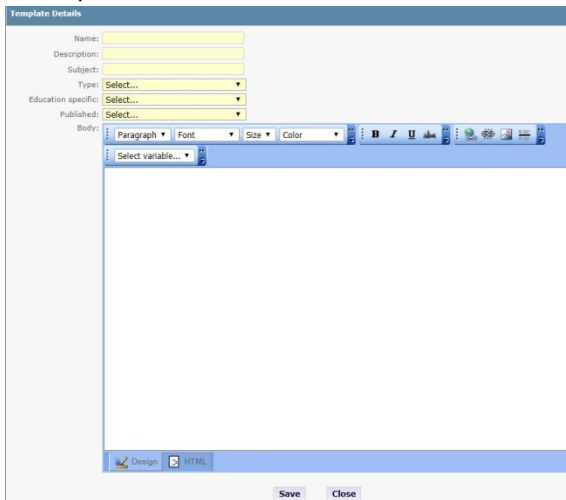
3. From the menu on the left-hand side, click **Email Templates**.



4. To create a new template, click the **Add Template** link.



5. To name your template, enter the respective text into the Name field.
Note: The 'Name' is whatever is displayed in the drop-down template menu in the Compose area of the Mandatory and Bulk Email links. Please ensure that this name is sufficiently descriptive for ease of use.

A screenshot of a web form titled 'Template Details'. The form has several fields: 'Name' (text input), 'Description' (text input), 'Subject' (text input), 'Type' (dropdown menu), 'Education specific' (dropdown menu), and 'Published' (dropdown menu). Below these fields is a rich text editor with a toolbar containing options for Paragraph, Font, Size, Color, Bold, Italic, Underline, and other formatting tools. At the bottom of the form are 'Save' and 'Close' buttons.

6. In the Description field, enter the purpose of your template.
7. In the Subject field, enter the subject to be displayed for your Bulk Email.
8. In the Type field, select **Students** from the drop-down menu. (This determines in which tab you choose to use this template.)
9. In the Education Specific field, select **Yes** or **No** appropriately.
Note: When you create an Optional Bulk Email template (that is, Education Specific = No), the opt out text (that is, "You're receiving this email because you're taking a course through

ADLC. Unsubscribe from these emails.”) is included automatically in the ‘Body’ area of your message. You are required to leave the opt out message in the template to be CASL compliant.

10. In the Published field, select either **Yes** or **No** appropriately.
 - Selecting **Yes** allows other teachers to view and use your template, but only you, Tech Admin, or Communications can edit your created template.
 - Selecting **No** ensures that only you are able to view and use your template from the drop-down menu.

Note: If another teacher chooses to use one of your templates while composing an Optional Bulk Email, he or she will be able to edit the template contents; however, this will affect only the bulk email that teacher intends to send. Such edits do not change the original template. When composing a Mandatory Bulk Email that requires the use of a template, you cannot make edits in the Compose area.

11. The Select variable function (that is, inclusion of a student’s name, course name, end date, current assignments, assignments left, etc. into the ‘Body’ of your message) allows you to send bulk emails that are personalized automatically for each student.

Note: The [SIGNATURE] variable (located under 'User Info') will work if you have entered your 'Signature' information in the 'Edit Account' link located on the left-side column of your Dashboard in SIS.

12. Compose your template with the desired text in the Body of the email.

13. Click **Save**.

Note: In the Email Templates link, you are able to view, edit, and delete any template you have created by clicking on the edit icon (pencil/paper image) located in the View Column next to the respective template.

The screenshot displays the MyGenius SIS interface. The top navigation bar includes tabs for MyGenius, Accommodations, Students, Enrollments, Teachers, Coaches, Sections, Markers Admin, Reports, and Affiliations. The 'Enrollments' tab is active, and the user is logged in as 'TEACHER'. The left sidebar contains navigation options: Students, Basic Search, Advanced Filter, Mandatory Bulk Emails, Optional Bulk Emails, **Email Templates** (circled in red), and Class list. The main content area features a search criteria section with a dropdown menu for 'Type' and a text input for 'Containing word'. Below this is an 'Add Template' button and a table listing templates. The table shows one template with ID 120, titled 'Course Status Progress Update...', with a description 'Example Monthly Course Progress Update Template', subject 'Course Progress Update...', and body containing HTML code. The 'View' column for this entry contains a pencil icon circled in red.

View	ID	Name	Description	Subject	Body	Type	Created by	Last Used On
	120	Course Status Progress Update...	Example Monthly Course Progress Update Template	Course Progress Update...	<table class="MsoNormalTable" style="font-family: "Times Ne	ENROLLMENTS	Crystal Waldovski-Puskeppies	

Contact

If at any time you have questions, please contact:

Learning Network Help Desk

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