

How to Create an Automatic Email in Genius

This feature allows you, students, staff, and parents to receive automatic emails about student pacing, recent logins, grades, nearing end dates, and many more!

- 1) Log into your Genius account and click on Enrollments tab.
- 2) Fill in your search criteria to filter for the students you would like to send an automatic email. You may search by course, last login, number of assignments behind, etc. Click 'Get Data'

The screenshot shows the 'Enrollments' tab in the Genius SIS interface. The search criteria form includes the following fields:

- Affiliation: Select...
- School: Select...
- Department: Select...
- Course: Select...
- Teacher: Select...
- Special Ed: Select...
- LEP/ELL: Select...
- Free/Reduced Lunch: Select...
- Coach: Select...
- Grade between: Select... and Select...
- Term: Select...
- Start Date: Select...
- End Date: Select...
- Grade Level: Select...
- Catalog: Select...
- Pacing: Select... Se... Select... Select...
- Logins: Select... Select... in Select... days

The 'Get Data' button is circled in red.

- 3) A list of students matching the criteria you selected will appear.

The screenshot shows the results of a search for 25 enrollments matching the criteria. The results are displayed in a table with the following columns:

Student	Section	Teacher	StartDate	EndDate	Grade	CurWeek	AssignBehind
Test, Holly	American Literature Part 1 - Foundation DEMONonCP.LA009.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Algebra 2 Part 1 - Foundation DEMOCP.MA003.A.1	TBD, TBD	10/08/2012	02/24/2013	20	15	14
Test, Holly	General Math Part 1 - Competency Based CBDEMOCP.MA008.A.1	TBD, TBD	10/08/2012	02/24/2013	100	15	13
Test, Holly	Environmental Science Part 1 - Competency Based CBDEMOCP.SC001.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Keystone Biology Part 1 HSDemo.SC020.A	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Keystone Literature Part 1 HSDemo.LA007.A	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Life Science Part 1 - Competency Based CBDEMOCP.SC002.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	World History Part 1 - Foundation DEMOCP.SS002.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	eCourses Cyber Essentials PAHS.CB003.A.1213	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Life Skills Part 1 - Competency Based CBDEMOCP.EL001.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	PSSA English Reading HSDemo.LA005.B.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	World Literature I Part 3 HSDemo.LA001.C.1	TBD, TBD	12/13/2012	05/01/2013		6	6
Test, Holly	Algebra 2 Part 3 HSDemo.MA003.C.1	TBD, TBD	12/13/2012	05/01/2013		6	6
Test, Holly	Biology Part 3 HSDemo.SC004.C.1	TBD, TBD	12/13/2012	05/01/2013		6	6
Test, Holly	Geometry Part 3 HSDemo.MA004.C.1	TBD, TBD	12/13/2012	05/01/2013		6	6
Test, PittStudent	Algebra 1 Part 1 - Foundation DEMOCP.MA002.A.1	TBD, TBD	09/11/2012	11/13/2012	91	19	21

- 4) Next click on 'Add new Auto-Email'. You do not need to select any of the students. The Genius system remembers your search criteria for you.

There are 25 enrollments matching your criteria:

Student	Section	Teacher	StartDate	EndDate	Grade	CurWeek	AssigBehind
Test, Holly	American Literature Part 1 - Foundation DEMONonCP.LA009.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Algebra 2 Part 1 - Foundation DEMOCP.MA003.A.1	TBD, TBD	10/08/2012	02/24/2013	20	15	14
Test, Holly	General Math Part 1 - Competency Based CBDEMOCP.MA008.A.1	TBD, TBD	10/08/2012	02/24/2013	100	15	13
Test, Holly	Environmental Science Part 1 - Competency Based CBDEMOCP.SC001.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Keystone Biology Part 1 HSDemo.SC020.A	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Keystone Literature Part 1 HSDemo.LA007.A	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Life Science Part 1 - Competency Based CBDEMOCP.SC002.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	World History Part 1 - Foundation DEMOCP.SS002.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	eCourses Cyber Essentials PAHS.CB003.A.1213	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	Life Skills Part 1 - Competency Based CBDEMOCP.EL001.A.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	PSSA English Reading HSDemo.LA005.B.1	TBD, TBD	10/08/2012	02/24/2013		15	15
Test, Holly	World Literature I Part 3 HSDemo.LA001.C.1	TBD, TBD	12/13/2012	05/01/2013		6	6
Test, Holly	Algebra 2 Part 3 HSDemo.MA003.C.1	TBD, TBD	12/13/2012	05/01/2013		6	6
Test, Holly	Biology Part 3 HSDemo.SC004.C.1	TBD, TBD	12/13/2012	05/01/2013		6	6
Test, Holly	Geometry Part 3 HSDemo.MA004.C.1	TBD, TBD	12/13/2012	05/01/2013		6	6
Test, PittStudent	Algebra 1 Part 1 - Foundation DEMOCP.MA002.A.1	TBD, TBD	09/11/2012	11/13/2012	91	19	21

- 5) A new screen will open. You can type in a custom email and use the 'select variable' for personalization for each student. Alternatively you can choose from various templates. Make sure to select the boxes next to those you would like the email copied to.

Step 1: Select the message template that should be used

Template: Select...

Subject: [Text Box]

Sender: [Text Box]

Sender Email: [Text Box]

Copy Guardian Copy Affiliation Copy Academic Director Copy Teacher Dont copy Student

Body: [Rich Text Editor]

Sample: Select Template...

- 6) Next select how often you would like your email sent and give it a name. Then click 'save'.

Step 2: Select how often the message should be sent and enter a name for this recurring email

Periodicity: Select...

Name: [Text Box]

Step 3: Save the recurring email

Save

- 7) Finally you can view your saved auto-email by clicking on the 'Auto-Emails' menu on the lefthand side of your screen.



There are 9 auto-emails:

View	ID	name	periodicity
	19	CAOLA course update	EVERY_1ST_AND_15TH_OF_MONTH
	15	Pace Warning	EVERY_MONDAY
	16	Pace Warning	EVERY_MONDAY
	11	Pace Warning	EVERY_MONDAY
	12	Pacing	EVERY_MONDAY
	13	Pace Warning	EVERY_MONDAY
	18	pacing	EVERY_WEDNESDAY
	17	Pacing	ONCE
	14	testing	ONCE

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