



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

DENBIGH ADMINISTRATION

Emailing Student's Academic Reports

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Emailing students reports via the family email address. Create a PDF of the reports in the Academic Reports File, set up the family email addresses and check the Email School Reports option in the family file. **Please note** whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control Shift V on Windows.

Families Email Address

The screenshot shows the 'Family Detail' screen. On the left, there is a form for family information including Family Code (100144), Family Name (Hooke), Mailing Title (The Hooke and Family), Salutation (Mr and Mrs Hooke), Residential Address (1 John St, Sydney, NSW, 2000), Telephone (02 3456 7890), and Email (srussell@denbigh.com.au). On the right, there is a 'Parent Details (2)' section with two entries: Mr Harry James Hooke (Solicitor) and Mrs Judy Hooke (Registered Nurse). Below this is a 'General Information' section with tabs for Future, Current, Former, and Hosted Students, and a 'Family Information' section with fields for Language (Australian), Marital Status (Married), and Email School Reports options. At the bottom, there are buttons for 'Mark Family', 'Find Marked', 'Mark All Found', 'Unmark All', and 'Audit'.

Family email addresses are entered into the Family Details screen.

Default Family Email Address

This screenshot is similar to the previous one but highlights specific elements with red circles. A red circle labeled '1' is around the email address 'srussell@denbigh.com.au' in the family information section. Another red circle labeled '2' is around the 'Father' dropdown menu in the 'Parent Details' section, which is currently set to 'Father'.

1 - Check the Family box below the email address to choose the default address that emails will be sent to. 2 - It will then update the family email field.

Email School Reports

General Information

Language: Australian
 Marital Status: Married
 Eldest Student: David Year: 9
 Email School Reports:
 Email Non Resident Parent School Reports:
 Email Statements:

Emergency Contacts (0)
 Child: [Empty]
 Emergency Contact Details: [Empty]

Family Alert: [Empty]

MCEECDYA Data
 Father: Language: [Empty] School Education: [Empty] Non School Education: [Empty] Occupation Group: [Empty]
 Mother: Language: [Empty] School Education: [Empty] Non School Education: [Empty] Occupation Group: [Empty]

Check the "Email School Reports" box.

Report PDF Archive

Denbigh Administration

Main Menu | Back | Database Config | Admin Tasks | Quick Search | Quit

- Family
- Community
- Documents Archive
- Compliance
- PTI
- Enrolment Enquiries
- Calendar
- Students
- Staff
- Academic**
- Development Office
- Finance
- Export Menu
- Print Menu
- Class Details
- Course Details
- Academic Reports Menu
- Markbook Menu
- References
- Class Reports
- Individual Student Reports
- Tutor Group Reports
- House Reports
- Print Reports
- Report PDF Archive**
- Class Lists
- Find Free Rooms
- Find Free Teachers
- Course Clash Matrix
- Staff Timetables
- Student Timetables
- Room Timetables

Birthdays

Today (Wed.)

- Lydia Hoad (10.1) is 16 years old today.

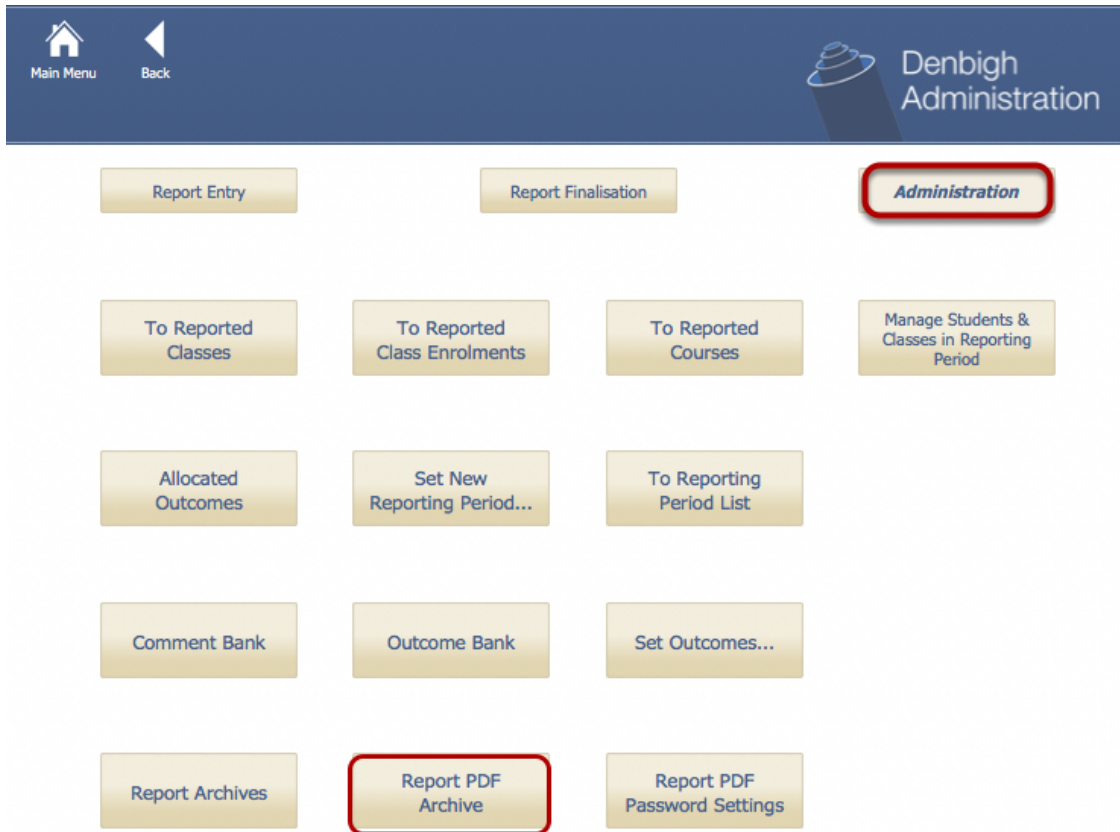
This Week

Day	Year	House	Name	Age
Mon	6	B	Ning, Ashley	12
Wed	10	B	Hoad, Lydia	16
Thu	8	B	Crocker, Srikar	13

Staff Birthdays

- Fri Gorrige Mr W

Click on Academic - Report PDF Archive



Also in the Academic Reports Menu - Administration - Report PDF Archive

Default Email Text



To change the default text for emails click the preferences button

Main Menu
 Back
 Report List

Denbigh Report Archive Preferences

Reports From Address
Also used for 'Reply to'

Subject Line for Emails

Main Body for Emails

To insert a tag:

- Select a Tag
- Place the cursor where you would like the tag inserted
- Click the 'Insert Tag'

Edit the text in the preferences for sending emails. Please always only the tags supplied for this function.

PDF Report Archive Viewer

Main Menu
 Back
 Report Viewer
 Preferences

Test Email Address (leave empty to email parents)

Denbigh PDF Report Archive

Student Name	Student ID	Reporting Period	Report Type	Record ID	Calendar Year	Academic Year	Sem	Term		
Bain-Smith, Georgia	102816	Semester Two 2012	Report	ID00000001	2012	10	2	4	<input type="button" value="Email Report"/>	support@denbigh.com.au
<input type="checkbox"/> Bain-Smith, Georgia	102816	Semester One 2014	Report	ID00000002	2014	10	1	2	<input type="button" value="Email Report"/>	support@denbigh.com.au
<input type="checkbox"/> Banjac, Michael	101124	Semester One 2014	Report	ID00000003	2014	10	1	2	<input type="button" value="Email Report"/>	support@denbigh.com.au
<input type="checkbox"/> Beckett, Claire	102863	Semester One 2014	Report	ID00000004	2014	10	1	2	<input type="button" value="Email Report"/>	support@denbigh.com.au
<input type="checkbox"/> Bilton, Nicholas	103196	Semester One 2014	Report	ID00000005	2014	10	1	2	<input type="button" value="Email Report"/>	support@denbigh.com.au

Click on Report Viewer button or the Jump button to View a PDF report.

PDF Viewer Screen

1 - Choose the student from the drop down list, 2 - Select the relevant reporting period, 3 - Choose the report type, 4 - to go back to List view.

Emailing the PDF Report

Student Name	Student ID	Reporting Period	Report Type	Record ID	Calendar Year	Academic Year	Sem	Term	Email Report	Email Address
Bain-Smith, Georgia	102816	Semester Two 2012	Report	ID00000001	2012	10	2	4	Email Report	support@denbigh.com.au
Bain-Smith, Georgia	102816	Semester One 2014	Report	ID00000002	2014	10	1	2	Email Report	support@denbigh.com.au
Banjac, Michael	101124	Semester One 2014	Report	ID00000003	2014	10	1	2	Email Report	support@denbigh.com.au
Beckett, Claire	102863	Semester One 2014	Report	ID00000004	2014	10	1	2	Email Report	support@denbigh.com.au

To email an individual report Click the email button. It will email to the email address as displayed. Only Students that have the "Email School Reports" checked in the family file will have this Email Report button visible.

Email Detail

The default email text will be entered.

Email Found Set

Student Name	Student ID	Reporting Period	Report Type	Record ID	Calendar Year	Academic Year	Sem	Term		
<input checked="" type="checkbox"/> Bain-Smith, Georgia	102816	Semester Two 2012	Report	ID00000001	2012	10	2	4	Email Report	stomas@denbigh.com.au
<input type="checkbox"/> Bain-Smith, Georgia	102816	Semester One 2014	Report	ID00000002	2014	10	1	2	Email Report	stomas@denbigh.com.au
<input type="checkbox"/> Banjac, Michael	101124	Semester One 2014	Report	ID00000003	2014	10	1	2	Email Report	stomas@denbigh.com.au
<input checked="" type="checkbox"/> Beckett, Claire	102863	Semester One 2014	Report	ID00000004	2014	10	1	2	Email Report	stomas@denbigh.com.au

Find the students to be emailed, then Click Email Found Set. (Only sent to families with valid emails)

Export Found Set

The screenshot shows the 'Denbigh PDF Report Archive' interface. At the top, there are navigation buttons: 'Main Menu', 'Back', 'Report Viewer', and 'Preferences'. On the right, there are two buttons: 'Export Found Set' (highlighted with a red circle) and 'Email Found Set'. Below these buttons is a text input field for 'Test Email Address (leave empty to email parents)' with the value 'support@denbigh.com.au'. The main area contains a table with columns: Student Name, Student ID, Reporting Period, Report Type, Record ID, Calendar Year, Academic Year, Sem, and Term. The table lists seven students from 'Semester One 2014' with their respective IDs and report types. Each row has an 'Email Report' button and the email address 'support@denbigh.com.au'.

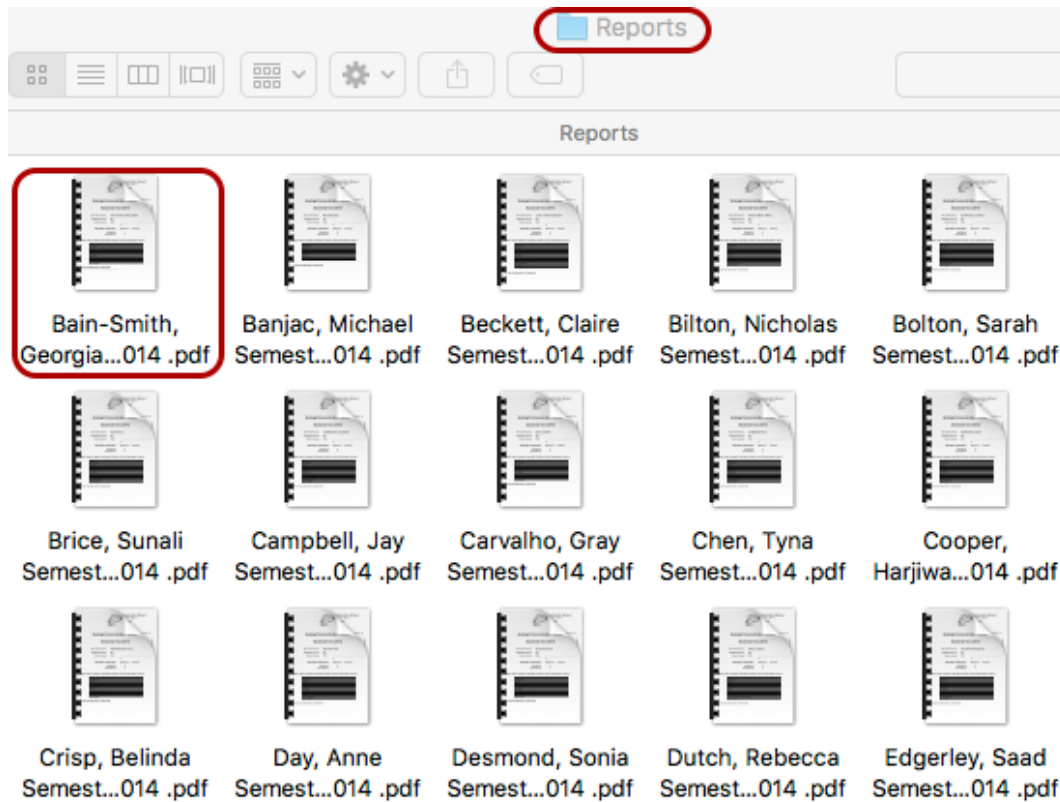
Find the students who you wish for their records to be exported and then click "Export Found Set"

This screenshot shows the same interface as above, but with a dialog box open. The dialog box title is 'Export the 31 PDF reports?'. The text inside reads: 'In order to export the 31 reports, please ensure that there is a folder on your Desktop named "Reports" for the reports to be saved into. Once checked then click OK to proceed.' At the bottom of the dialog box are two buttons: 'It Exists' (highlighted with a red circle) and 'Cancel'. The background table is partially obscured by the dialog box.

Please ensure that prior to exporting the found set a folder named "Reports" exists on the desktop in order for the found set to be saved to. Click "It Exists" once this condition has been satisfied.

The screenshot shows a success message pop-up window. The title bar reads 'The 31 PDF reports were successfully exported'. The main text inside the window says: 'The 31 PDF reports were successfully exported to the Reports folder on your Desktop'. At the bottom right of the window is an 'OK' button.

If the export process has been successful the following pop-up will appear.



The PDF's have now been saved in the Reports file that had been created on your desktop.

PDF password protection

The screenshot displays the Denbigh Administration web interface. At the top, there is a navigation bar with 'Main Menu' and 'Back' icons on the left, and the 'Denbigh Administration' logo on the right. Below the navigation bar, the 'Administration' tab is highlighted with a red border. The main content area contains several buttons for report management, including 'Report Entry', 'Report Finalisation', 'To Reported Classes', 'To Reported Class Enrolments', 'To Reported Courses', 'Manage Students & Classes in Reporting Period', 'Allocated Outcomes', 'Set New Reporting Period...', 'To Reporting Period List', and 'Set Outcomes...'. A dialog box titled 'Report PDF Password Preference' is open, showing four radio button options: 'None' (selected), 'Student ID', 'Family Code of the student', and 'Static Password for all pdfs'. An 'OK' button is at the bottom of the dialog. A red callout box points to the 'Report PDF Password Settings' button on the right side of the dialog.

To setup password protection for PDF's select the appropriate authentication method from the pop over button attached to the "Report PDF Password Settings" within the Administration tab of the Academic reports file. (Contact Denbigh Support if you would like this functionality)