DENBIGH ADMINISTRATION

Emailing Student Academic Reports

Table of Contents

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

Family email addresses are entered into the Family Details screen.

Default Family Email Address

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.

Check the "Email School Reports" box.

Report PDF Archive

Click on Academic - Report PDF Archive

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

PDF Report Archive Viewer

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

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.
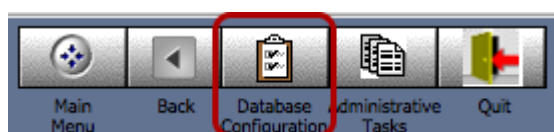
Email Detail

The default email text will be entered.

Email Found Set

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

Email Setup - Database Configuration

Main Menu - Go to Database Configuration.

Check with your IT Manager regarding the Preference. Denbigh Mail supports sending of HTML formatted emails however, it only supports plain authentication at this point. It does not support SSL.

Update the text for emailing school reports.

Staff Access to Email

For staff to have permission to send emails, ensure the Allow Email check box is Yes. If using Denbigh Mail in order to send HTML formatted emails, an HTML formatted signature can be created in the HTML Wrapper field. This HTML formatted signature does not need to include the <htlm> or <body> tags as these will be added when the email is created.

If an image is required as part of the signature then the image should be hosted on a web server in order to allow an additional attachment to be used. An HTML link to this image can be setup in the Signature HTML Wrapper field. At this point, the email setup only allows for a single attachment.