



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

DENBIGH ADMINISTRATION

Emailing Student 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

Family Detail

100003 **Styles**

Family Code Family Name Use as addressee

Mailing Title: Mr G and Mrs M Styles
Salutation: Mr and Mrs Styles

Residential Address

Property: ID ADID43324
Street: 18 Home Street
Suburb/State/PC: Belfield NSW 2191
Country:
Telephone: 02 6899 8888 Fax:
Email:

Count of Children: Future 5 Current 1 Former 1 Hosted 0

Parent Details 3

Step-father Mr **Greg** Styles Father

Relationship Title Given Names Surname CPC FMR St Type

02 1234 5678 0407225668 gstyles@denbighde Yes
Occupation Work Phone Mobile Email Family Include in PTI

Mother Mrs **Margaret** Styles Mother

Relationship Title Given Names Surname CPC FMR St Type

Teacher 02 1234 5678 0414 123 456 mstyles@denbighde Yes
Occupation Work Phone Mobile Email Family Include in PTI

Father Mr **James Andrew** Kerrisk Non Resident

Relationship Title Given Names Surname CPC FMR St Type

ja@denbigh.com.au No
Occupation Work Phone Mobile Email Family Include in PTI

General Info Future Students Current Students Former Students Hosted Students Addresses Fundraising Groups Notes Correspondence Email

Family Info

Language:
Marital Status: Married
Eldest Child: Yvonne Year 5
Email School Reports:
Email Non Resident Parent School Reports:
Email Statements:

Family Alert

Family Alert

Emergency Contacts

Contact #1 Contact #2
Contact Name Jenny Styles Greg Edwards
Relationship Aunty Uncle
Phone 0404 203 405 02 7697 6979
Work

MCEECDYA Data

Father Mother
Language Austrian English
School Education Year 12 Year 12
Non School Education Higher Higher
Occupation Group Group 1 Group 1

Family email addresses are entered into the Family Details screen.

Default Family Email Address

Family Detail

100003 **Styles**

Family Code Family Name Use as addressee

Mailing Title: Mr G and Mrs M Styles
Salutation: Mr and Mrs Styles

Residential Address

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Teacher 02 1234 5678 0414 123 456 mstyles@denbighde Yes
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Father Mr **James Andrew** Kerrisk Non Resident

Relationship Title Given Names Surname CPC FMR St Type

ja@denbigh.com.au No
Occupation Work Phone Mobile Email Family Include in PTI

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.

General Info	Future Students	Current Students	Former Students	Hosted Students	Addresses	Fundraising	Groups	Notes	Correspondence	Email
Family Info Language : <input type="text"/> Marital Status : <input type="text" value="Married"/> Eldest Child : <input type="text" value="Yvonne"/> Year <input type="text" value="5"/> Email School Reports : <input checked="" type="checkbox"/> Email Non Resident Parent School Reports : <input checked="" type="checkbox"/> Email Statements : <input checked="" type="checkbox"/> Family Alert Family Alert <input type="text"/>					Emergency Contacts Contact #1 Contact Name <input type="text" value="Jenny Styles"/> Relationship <input type="text" value="Aunty"/> Phone <input type="text" value="0404 203 405"/> Work <input type="text"/> Contact #2 Contact Name <input type="text" value="Greg Edwards"/> Relationship <input type="text" value="Uncle"/> Phone <input type="text" value="02 7697 6979"/> Work <input type="text"/>					
					MCEECDYA Data Father Language <input type="text" value="Austrian"/> School Education <input type="text" value="Year 12"/> Non School Education <input type="text" value="Higher"/> Occupation Group <input type="text" value="Group 1"/> Mother Language <input type="text" value="English"/> School Education <input type="text" value="Year 12"/> Non School Education <input type="text" value="Higher"/> Occupation Group <input type="text" value="Group 1"/>					

Check the "Email School Reports" box.

Report PDF Archive

The screenshot shows the Denbigh Administration software interface. The 'Academic' menu item is highlighted with a red box. Within the 'Academic' menu, the 'Report PDF Archive' option is also highlighted with a red box. The interface includes a top navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, Quick Search, and Quit. The main area contains a grid of icons for various school functions like Families, Students, Class Details, Class Reports, Class Lists, Community, Staff, Course Details, Individual Student Reports, Find Free Rooms, Academic, Academic Reports Menu, Tutor Group Reports, Find Free Teachers, Compliance, Development Office, Markbook Menu, House Reports, Course Clash Matrix, Parent Teacher Interviews, Finance, References, Print Reports, Staff Timetables, Enrolment Enquiries, XLS Export Menu, Student Timetables, and Calendar, Print Menu, Room Timetables. On the right side, there are sections for Birthdays, Absences, Timetable, Calendar, and Reminders, with a 'Today (Wed)' section showing student birthdays and a 'This Week' section showing a weekly schedule.

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

Denbigh Report Archive

Select a Student
101276 Al Ghardaqa, Nancy

Then Select a Reporting Period
Semester One 2015

Then Select a Report Type
Report

Print Report

Denbigh Demonstration School

Semester One 2015

Student Name: Nancy Amy Al Ghardaqa
Academic Year: 12
Tutor Group: 12.1

Attendance Summary Absences Lateness
Explained
Unexplained

This report contains individual reports on the following courses:

Chemistry
Economics
English Extension 1
Mathematics Extension 1
Physics
English Advanced
Modern History
Ancient History

Year Coordinator's Comment
Nancy has achieved good results this semester and has developed reasonable design skills as is evident in her 'Alubona' and PowerPoint projects. Her examination mark is satisfactory and she has kept her class notes in good order and to a high standard. It has been encouraging to see Nancy develop her appreciation of design through her mature analysis of everyday objects.

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

Denbigh PDF Report Archive

Email Found Set

Student Name	Student ID	Reporting Period	Report Type	Calendar Year	Academic Year	Sem	Term	
Cotis, Anthony	101171	Semester One 2015	Report	2015	12	1	1	
Thorne, Rachel	101214	Semester One 2015	Report	2015	12	1	1	
Triglia, Connie	101257	Semester One 2015	Report	2015	12	1	1	
Tedeschi, Vanessa	101269	Semester One 2015	Report	2015	12	1	1	
Hanson, Jane	101270	Semester One 2015	Report	2015	12	1	1	
Al Ghardaqa, Nancy	101276	Semester One 2015	Report	2015	12	1	1	Email Report sally.hill@me.com

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

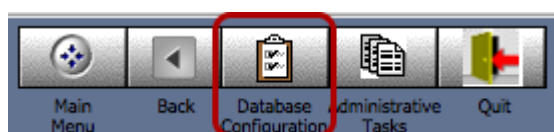
The default email text will be entered.

Email Found Set

Student Name	Student ID	Reporting Period	Report Type	Calendar Year	Academic Year	Sem	Term	
MacLellan,	100600	Semester One 2015	Report	2015	12	1	1	Email Report
Knox, Annie	100607	Semester One 2015	Report	2015	12	1	1	
Meyer, Edward	100627	Semester One 2015	Report	2015	12	1	1	Email Report
Roberts, Vivien	100686	Semester One 2015	Report	2015	12	1	1	Email Report
McCulloch, Rosanna	100725	Semester One 2015	Report	2015	12	1	1	
Hammond, Nai	100876	Semester One 2015	Report	2015	12	1	1	Email Report

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.

eMail Settings

Denbigh Admin can use standard email programs such as Outlook Express or it may be configured to use a plug in that talks directly to your mail server.

Denbigh Mail supports sending of HTML formatted emails however, it only supports plain authentication at this point. It does not support SSL.

Mail Preference : FileMakers Built-in Email
 Denbigh Mail
 Local Email Client

Staff Logged In:
 eMail Access:

eMail Server Settings

Mail Server:
 Port:
 Authority Type:
 Authentication From:
 Authentication Password:

eMailing Report PDFs

Reports From Address

Subject Line for Emails
 School Report for <<Your Current Student's Preferred Name>>
 The tag <student> will be replaced in the subject line with the Student's 'Preferred Name and Surname'

Main Body for Emails
 Dear <<Family Mailing Title>>,
 Please find attached the School Report for your child <<Your Current Student's Preferred Name>>.
 Should you have any queries I can be contacted on xx xxxx xxxx.
 The tag <student> will be replaced in the body text with the Student's 'Preferred Name'

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

Staff Details

DENJ Denbigh John Head of Middle School S00063
 Code Surname First Name Second Names Known As Position Community ID

General Info Classes Timetable Tutor Group Absences Extras CoCurricular Groups Professional Correspondence Notes Confidential Textbooks Audit

Account / Email Info / Security

DENBIGH denbigh eMail
 Test User eMail UserName

Login Name
 Yes No
 Allow eMail

ReAuthenticate

Markbook Administrator
 On Off
 Auditing Switch (overrides the system setting, for this user)
 Log Viewing of Data in files

Automatically return to MainMenu if timeout occurs in these files :

- Addresses
- Attendance
- Audit
- Calendar Bookings
- Calendar Events
- Calendar
- Classes
- Clubs
- Community
- Correspondence
- Denbigh Assets
- Denbigh Calendar
- Discipline
- Email
- Enrollment Report
- Extra Curricular
- Family
- Finance
- Finance_Correspondence
- Function
- Internal Messaging
- iOS
- MainMenu
- Markbook Group Students
- Markbook Groups
- Markbook Task Students
- Markbook Tasks Groups
- Markbook Tasks
- Markbook
- Notes
- Photos
- POS
- Program
- PurchasingInterface
- References
- ReportArchive
- Reports
- SMS
- Staff
- Student Class Enrolments
- Student Current
- Student Former
- Student Future
- Test Results
- TextBooks
- Times
- Timetable Lessons
- TimeTables
- Transport Passes
- VCAL
- VSR

Prevent Security Idle Timeout Override Idle Time

Users will need to log out and back in to apply new settings.

Do not include the <body> and <html> tags, they will be ignored. Enter tags <name>, <position>, and <phone> to be substituted. If you require additional tags, let denbigh know.

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 <html> 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.