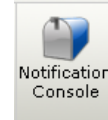
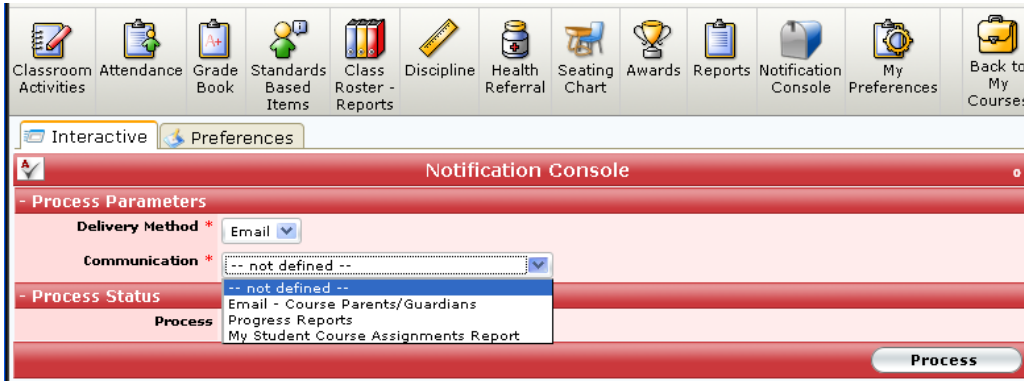


Do you need to send an email to a parent about their student's progress? Maybe you want to send a formal progress report or assignment report. The Lumen WeBSIS Instructor Suite provides a tool to do just that. Here's what you need to do:

- Open the Instructor Suite and click on the class you want to work with
- Click on the **Notification Console** button on the toolbar
- The only **Delivery Method** available is **Email** (it will be selected by default)
- Select the **Communication** type

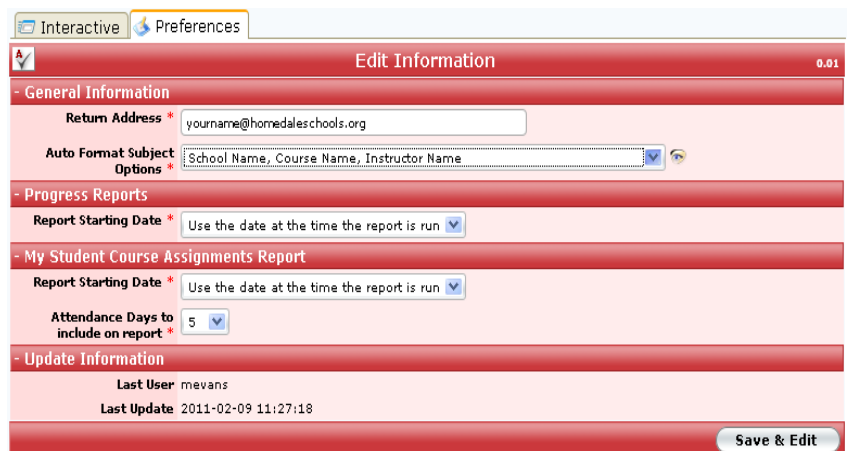



The screenshot shows the Notification Console interface. At the top is a toolbar with various icons for Classroom Activities, Attendance, Grade Book, Standards Based Items, Class Roster - Reports, Discipline, Health Referral, Seating Chart, Awards, Reports, Notification Console, My Preferences, and Back to My Courses. Below the toolbar are two tabs: 'Interactive' and 'Preferences'. The 'Notification Console' window is open, showing a red header with a close button. Underneath, there are sections for 'Process Parameters' and 'Process Status'. In 'Process Parameters', 'Delivery Method' is set to 'Email' and 'Communication' is set to '-- not defined --'. A dropdown menu is open for 'Communication', showing options: 'Email - Course Parents/Guardians', 'Progress Reports', and 'My Student Course Assignments Report'. The 'Process Status' section shows the same options. A 'Process' button is at the bottom right.

- **Email - Course Parents/Guardians** - allows the teacher to compose and send an email message to select parents or to all parents (a parent email must be available in the student demographics record for it to be available here). Attachments can be added to the message if you desire.
- **Progress Reports** - creates and sends a Progress Report to select parents or to all parents (a parent email must be available in the student demographics record for it to be available here).
- **My Student Course Assignments Report** - creates and sends a Student Course Assignment Report to select parents or to all parents (a parent email must be available in the student demographics record for it to be available here).
- **NOTE:** the reports are not available for your preview in the Notification Console but you can go to Reports and look at it there.

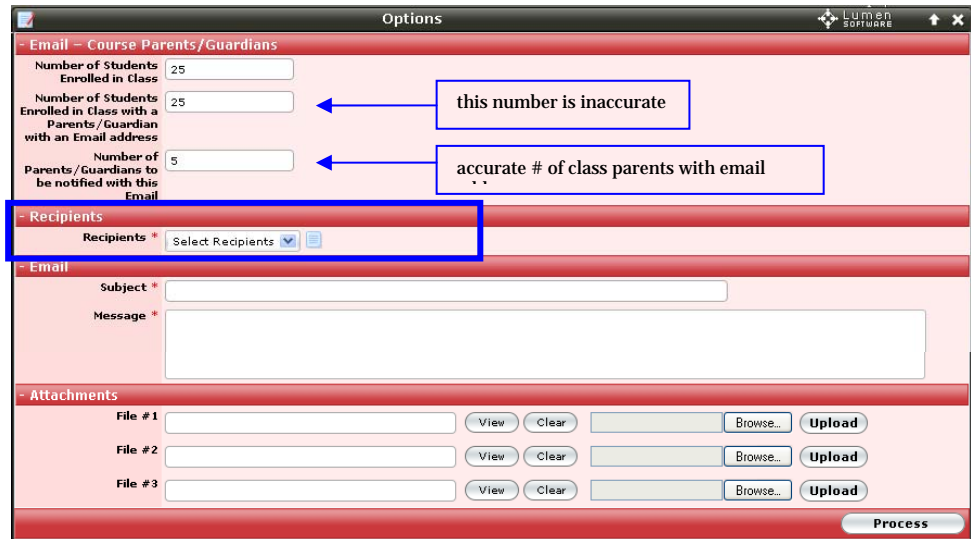
- The first time you use the Notification Console, you should check the **Preferences**; after the first time, you can skip these steps as the settings will be saved for future notifications

- Click the **Preferences** tab
- Enter your **Return Address**
- Select an **Auto Format Subject Option** - click the "eye" icon to see the Subject line; select **no formatted subject created** if you want to enter your own subject
- The **Report Starting Date** defaults to the date the report is run and will apply to Progress Reports and Course Assignment Reports
- Select the number of **Attendance Days** to include on Report
- Click **Save and Edit**



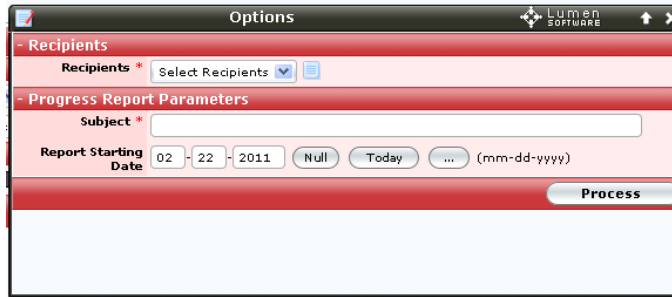
The screenshot shows the 'Edit Information' preferences window. It has a red header with a close button and a version number '0.01'. The window is divided into several sections: 'General Information' with 'Return Address' (yourname@homedaleschools.org) and 'Auto Format Subject Options' (School Name, Course Name, Instructor Name); 'Progress Reports' with 'Report Starting Date' (Use the date at the time the report is run); 'My Student Course Assignments Report' with 'Report Starting Date' (Use the date at the time the report is run) and 'Attendance Days to include on report' (5); and 'Update Information' with 'Last User' (mevans) and 'Last Update' (2011-02-09 11:27:18). A 'Save & Edit' button is at the bottom right.

- If your preferences have been set, you're ready to process the notification on the **Interactive** tab
- Click **Process** - this is a bit scary since you haven't yet selected the parents to send to; but you will be given the opportunity to select recipients in the Options dialog box
- The **Options** dialog box displays; the Options are different depending on which Communication method you chose previously
- **When Sending an Email**
 - The top section of the Options dialog box shows the number of students enrolled in the class, the number that have a parent/guardian with an email address (this is inaccurate) and the number of parents/guardians to be notified with this email. By default, the number to be notified is ALL the parents who have email addresses available. ***



- To check to see which parents have an email address or to select only certain parents/guardians to receive this email, in the Recipients drop-down, choose **Select Recipients**
- Click the **'paper'** icon next to the drop-down
- The list of students displays along with parent/guardian names
- An email address is available **ONLY** for those parents who have email addresses in the system ***
- To select a specific student to send messages to, **check the box in the right column** next to the student name.
- Click **Process Selections**
- If you selected an Auto Format Subject in the Preferences tab, it will be entered in the **Subject** field; you can leave it or change it to whatever you choose
- Enter the message that is going to be sent in the **Message** field. Spell check!
- Add any **Attachments** if necessary
 - Click **Browse** to find a file to attach
 - Click **Upload** - the file name should move from the box on the right to the box on the left
 - The **View** button should allow you to see the file before you send it, but unfortunately, it's not working correctly right now. The attached file **WILL** go with the email.
 - If you upload the wrong file or decide not to send the attachment, click **Clear** to detach it from the email.
- Click **Process** and your notification will be sent

- **When Sending a Progress Report or Student Assignment Report**



- The Options dialog box allows you to select **Recipients** with **All** as the default
 - To check to see which parents have an email address or to select only certain parents/guardians to receive this email, in the Recipients drop-down, choose **Select Recipients**
 - Click the **'paper'** icon next to the drop-down
 - The list of students displays along with parent/guardian names
 - An email address is available **ONLY** for those parents who have email addresses in the system ***
 - To select a specific student to send messages to, **check the box in the right column** next to the student name.
 - Click **Process Selections**
- If you selected an Auto Format Subject on the Preferences tab, it will be entered in the **Subject** field; you can leave it or change it to whatever you choose
- Select the **Report Starting Date**; today is the default but you can enter any previous date
 - In the Progress Report, the date is the 'ending' date and progress up to that date will be included
 - In the Assignment Report, assignments on and after the date selected will be included
 - NOTE: to preview the report that will be created, go to the Reports section and create the report
- Click **Process** and your notification will be sent

After processing the Notification, the **Process Status** displays. Note the number of messages submitted, sent and errors. Contact Lumen Support if you have errors or problems with messages not being sent.

