Utah STATE OFFICE of Education

ASPIRE

Student Summary
E-mail Subscription

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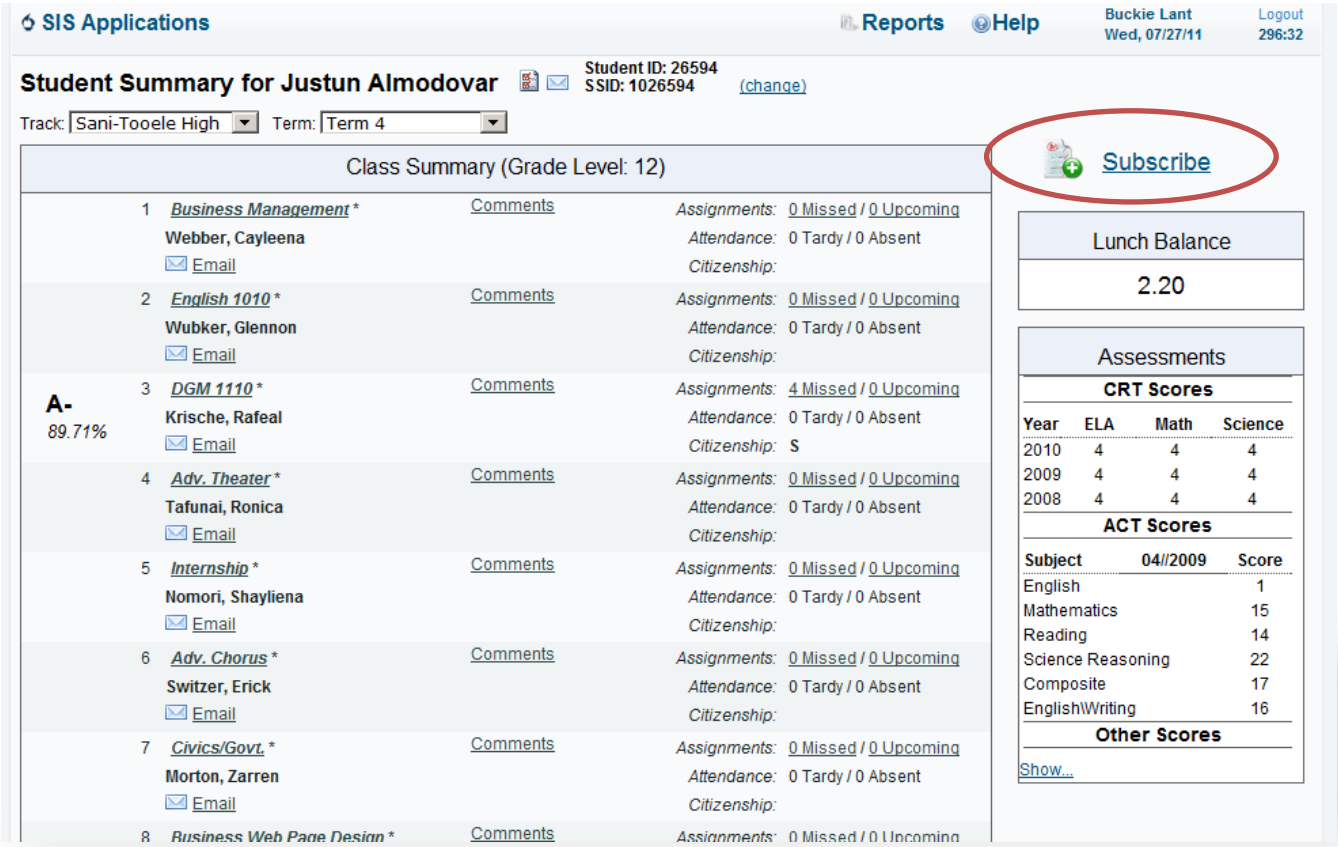
E-mail Subscriptions Overview

Student Summary information is now available to student contacts via email. E-mails are sent daily or weekly to contacts subscribing to receive Student Summary information. The e-mail message includes Lunch Balances, Assignment Information, Grades, and Attendance based on permissions. Sample E-mail:

```
Justun Almodovar [26594]

Sani-Tooele High (Term 4)
=========================

Lunch Balance as of 7/12/2011 11:06:25 AM is $2.20

Period 1 - Business Management (Webber, Cayleena)
(No Academic Gra de) / (No Citizenship Grade)
Assignments: 0 Missed / 0 Upcoming  / 0 Below 70% in the last 14 days
Attendance: 0 Tardy / 0 Abse nt

Period 2 - English 1010 (Wubker, Glennon)
(No Academic  Grade) / (No Citizenship Grade)
Assignments: 0 Missed / 0 Upcom ing / 0 Below 70% in the last 14 days
Attendance: 0 Tardy / 0 A bsent

Period 3 - DGM 1110 (Krische, Rafeal)
Academic Grade : A- / Citizenship: S
Assignments: 4 Missed / 0 Upcoming / 0 Below 70% in the last 14 days
Attendance: 0 Tardy / 0 Absent

 Period 4 - Adv. Theater (Tafunai, Ronica)
(No Academic Grade) /  (No Citizenship Grade)
Assignments: 0 Missed / 0 Upcoming / 0  Below 70% in the last 14 days
Attendance: 0 Tardy / 0 Absent

Period 5 - Internship (Nomori, Shayliena)
(No Academic Grade ) / (No Citizenship Grade)
Assignments: 0 Missed / 0 Upcoming /  0 Below 70% in the last 14 days
Attendance: 0 Tardy / 0 Absent

Period 6 - Adv. Chorus (Switzer, Erick)
(No Academic Grad e) / (No Citizenship Grade)
Assignments: 0 Missed / 0 Upcoming  / 0 Below 70% in the last 14 days
Attendance: 0 Tardy / 0 Absen t

Period 7 - Civics/Govt. (Morton, Zarren)
(No Academic Gr ade) / (No Citizenship Grade)
Assignments: 0 Missed / 0 Upcomin g / 0 Below 70% in the last 14 days
Attendance: 0 Tardy / 0 Abs ent

Period 8 - Business Web Page Design (Krische, Rafeal)
 (No Academic Grade) / (No Citizenship Grade)
Assignments: 0 Mis sed / 0 Upcoming / 0 Below 70% in the last 14 days
Attendance:  0 Tardy / 0 Absent



==============================
Login to  view Student Summary:
http://sistrunk.usoe-dcs.org:8088/Studen tUtilities.aspx/StudentSummary/
```

Contact Subscriptions to Student Summary E-mail

On the Student Summary page: contacts /parents will click 'Subscribe' link.



Determine the delivery frequency.

Daily e-mails are sent out after midnight each day. Each AM you will have the current information as of the close of school the day before. Weekly updates are sent out Friday after Midnight. Each Saturday AM the weekly e-mail will be delivered.

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To unsubscribe or adjust the frequency of e-maila from the automatic Student Summary e-mails, click the "Unsubscribe" link and adjust settings. By unckecking the box in front of "Receive" users unsubscribe.

Granting Access to Allow for Student Summary E-mail Subscriptions

Site administrator manage Student Summary access via e-mail Subscription in Control Master > Edit Groups > Permissions > Student Summary > Allow E-mail Subscription.

System Administrators need to grant permissions to the school's "Contact" group. This setting toggles access for all users in the group.

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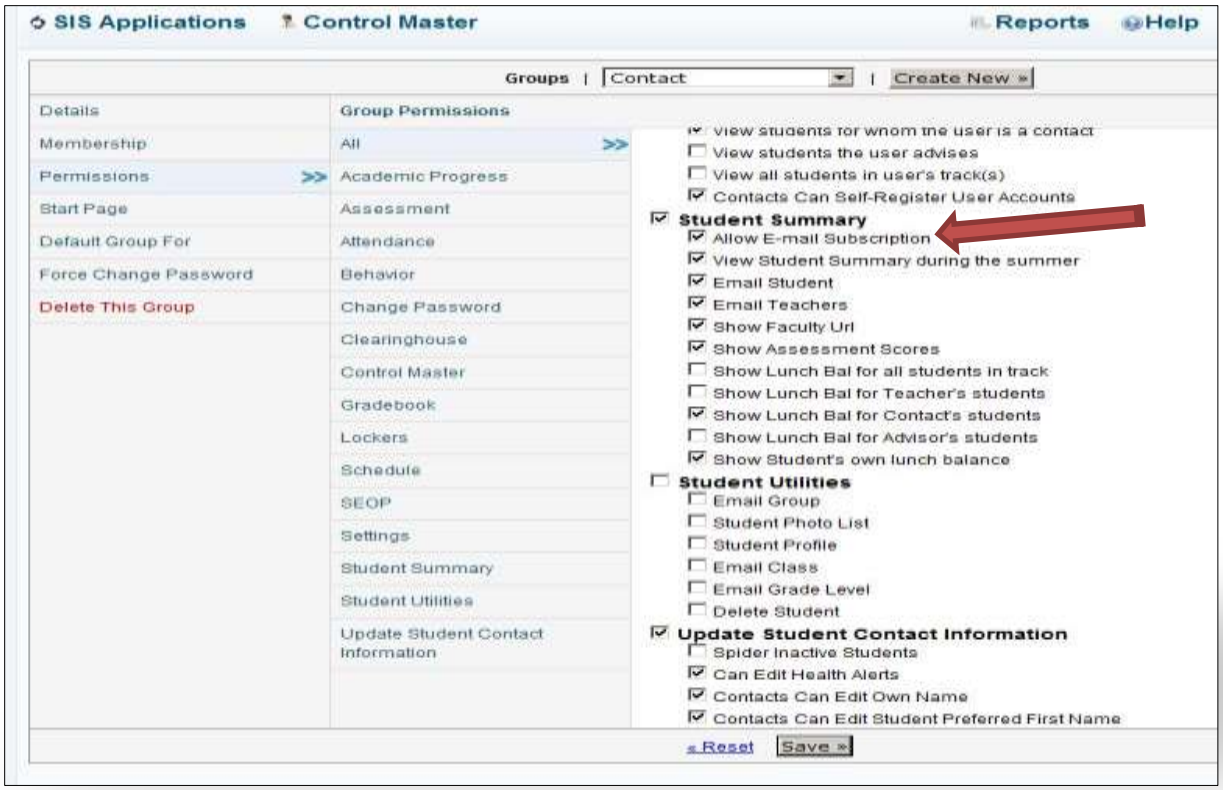
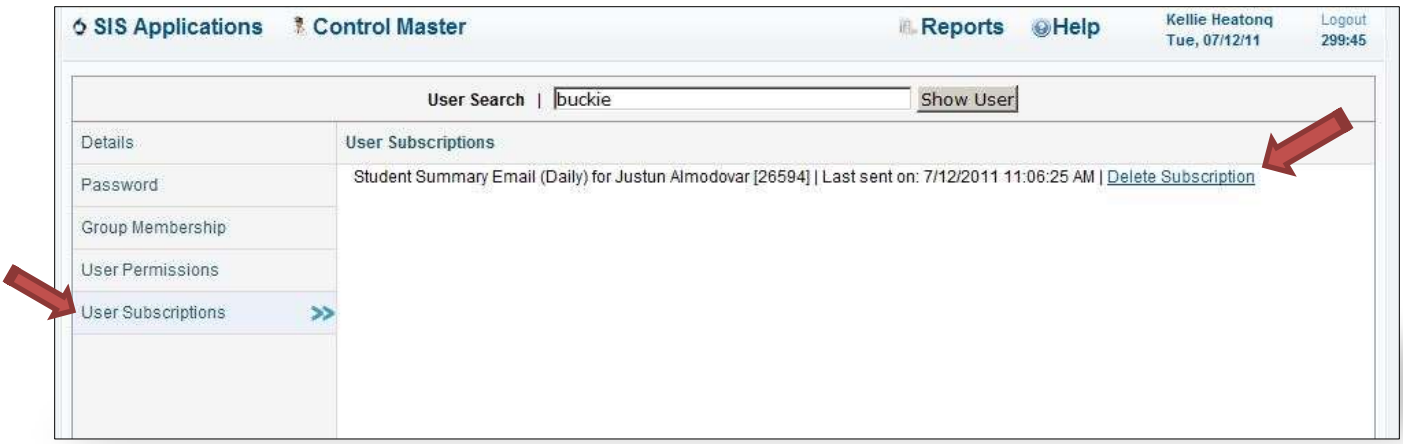


Managing Student Summary Subscriptions

Control Master > Edit Users > Allow User Subscriptions

System Administrators can see individual user subscriptions and delete them if needed.



E-mail Subscriptions Review

Administrators must grant subscription permission to the school's contact group. Student contacts must subscribe to begin receiving e-mails. Student contacts may change their

subscription status at any time. System administrators may delete subscriptions through Control Master > Edit Users for each student contact.

Weekly or daily e-mails are sent to student contacts who subscribe to receive e-mail Student Summary information. E-mails are sent daily after midnight or weekly early Saturday AM. Student contacts subscribing to recieve Student Summary information will see Lunch Balances, Assignment Information, Grades, and Attendance information in their e-mail inbox (based on permissions).

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