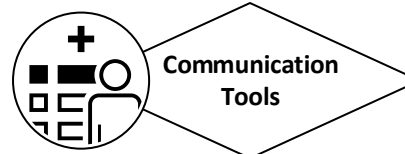


Communication Tools



News & Event Reminder

Mailing List

SMS Notification

Communication Log

Survey Management

Reports (Add/ edit Email template)

Reports (Add/Edit Letter Templates)

Communication > manage news & Reminders

Add news events or reminder

- Select item type
- Enter heading
- Enter news content
- Display period from - Display period to
- Announcement - Recurring interval (once only, weekly, fortnightly, monthly)
- Add new Event

Edit Event

- edit event details

Assign Event access

- by class, course, user role
- select the user to assign the event
- Assign (assigned user(s) will see the news on Home page.

Communication > Mailing List Mailing List

Student Mailing List

- Select option to view students (class, student course, student course between two dates, particular student)
- View Student list
- Enter cc email (if required)
- Select template (email template set up) or enter the subject and email content
- Add file (optional)
- Select to Add to communication log
- Select student(s) to send email to
- Send Mail **Staff Mailing List**

Staff Mailing List

- Select option to view staff (Active staff, staff position)
- View Staff list
- Enter cc email (if required)
- Select template (email template set up) or enter the subject and email content
- Add file (optional)
- Select to Add to Staff communication log
- Select Staff to send email to
- Send Mail

Communication > SMS Notification

SMS Notification

SMS to Student

- Select option to view students (class, student course, student course between two dates, particular student)
- View Student list
- Select template (SMS template set up) or enter the SMS content
- Send SMS **SMS to Staff**
- Select option to view staff (Active staff, active teachers)
- View Staff list
- Select template (SMS template set up) or enter the SMS content
- Send SMS

Communication > Communications Log

Communication Log (Student)

- Enter Student ID
- Get all Logs
- Enter comments
- Select status
- Select type
- Add Log

Communication > Survey management

Survey Management

Enter Form Name

- Select type
- Enter Form name
- Category (Course type, Course, Subject, None)
- From access role (Student, Teacher, Admin, Employer)
- Send request (allow this form to send the request via email)
- Add

Enter Question for Form

- Question heading
- Question type
- Select/Enter value for Question type
- Enter the question details
- Add

Activation

- Select Course type
- Select Semester, Term
- Form Type
- Form Name
- Evaluation Start date
- Evaluation Finish date
- Activate

Survey Results

- Select course type
- Select Semester
- Select From (submitted forms)
- Start date
- Finish date (survey submitted range)
- View

Reports > Add/edit email template

Template Set up (requires permission setup)

Predefined Email template

- Edit to change the content

Create new email template

- Select Email template
- Add new
- Enter email subject
- Enter template name
- Recipient (Student, Agent, Staff)
- Save Template

Create new SMS template

- Select SMS template
- Add new
- Enter template name
- Recipient (Student, Agent, Staff)
- Save Template

Reports > Add/ Edit letter template

Add Letter template to Report

Letter Set up

- Select Report
- Add new Letter
- Enter Letter name
- Recipient (Student, Agent)
- Category (Academic, Payment, Attendance)
- Track Letter (Select color)
- Input parameters (additional parameters to allow user to input before generating the letter)
- Enter Letter content (can select parameter using parameter dropdown)
- Save (icon on the editor)

Extra Parameter (can be used for creating parameter based on calculation eg. Current date+7 days)

- Select parameter
- Enter extra parameter name
- Enter extra parameter value
- Operator
- Add