ADLC | Sending Mandatory and Optional Bulk Emails from SIS

Revised: August 19, 2020

This document is intended to assist external teachers with using the mandatory and optional bulk emails in ADLC's Student Information System (SIS). The instructions included in this document are:
- *using the Students tab to send Mandatory Bulk Emails*
- *using the Students tab to send Optional Bulk Emails*
- *creating Personalized Bulk Email Templates from the Students tab*

To be compliant with Canada's Anti-Spam Legislation (CASL), we must provide our students the ability to opt out of our bulk emails. However, we are required to ensure students are receiving course-specific information (from which they cannot opt out) including all the automatic notification emails sent to students from the ADLC Student Information System (SIS).

ADLC SIS now contains two categories of bulk emails for students:

- **Mandatory Bulk Emails** - These are education-related, course-specific informational emails that all students should receive. Students **cannot** opt out of these emails. These require the use of one of the available templates or one of the personalized templates that teachers can utilize.
- **Optional Bulk Emails** - These emails contain optional information from which students **can** opt out. These are emails created by either using a template or entering text directly into the blank **Compose Email** area. Examples of these emails include holiday closure, changing office hours, community events and club events.

Teachers can access the **Mandatory** and **Optional Bulk Emails** through the **Students** tab and through the **Enrollments** tab.

Using the Students Tab to Send Bulk Emails

1. Log into the [ADLC Student Information System (SIS)](#) and make sure your **External Teacher** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar near the top of the screen.

2. Click the **Students** tab.
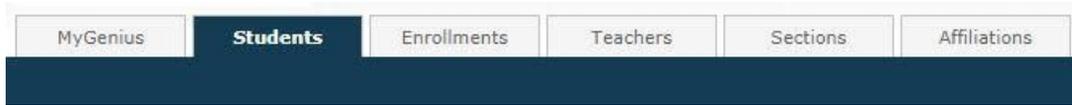
3. From the menu on the left-side of the screen, click either **Mandatory** or **Optional Bulk Emails**.

4. Select your search criteria.

   *Note: To set the minimum criteria, select your school name from the **Affiliation** drop-down menu.*

5. Click **Get Data**.

6. Check the boxes in the **Select** column for all students you would like to email.

7. Scroll to the bottom of the page and click **Bulk Email**.

8. From the **Template** drop-down menu, select the template to use or compose your own letter.

    Note: If you are unfamiliar with the templates, you can select a template and then preview the text before you send the email.
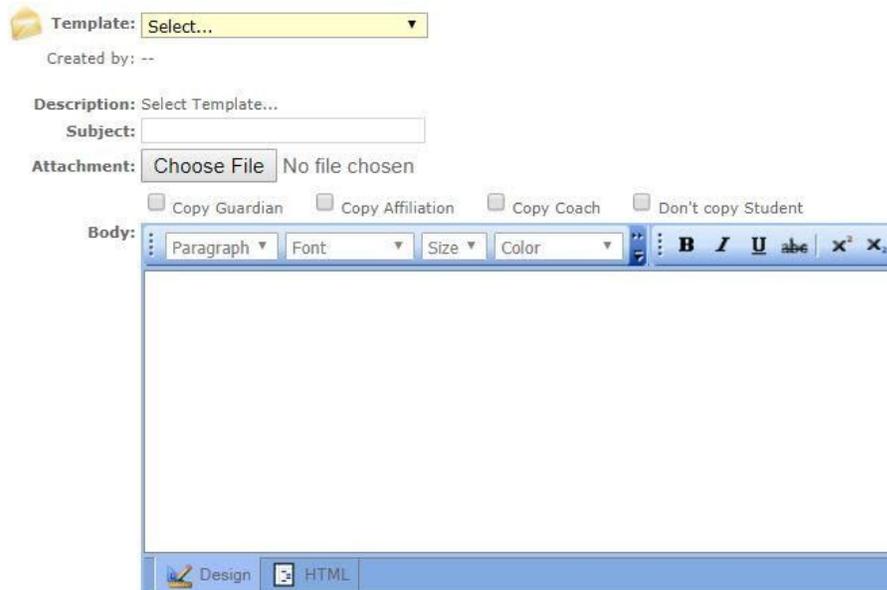
9. After you have chosen the appropriate template, you can select to whom you would like to **Copy** the email.

10. At the top of the screen, click **Send**.

    *Note: All emails sent from within the SIS are posted automatically in the **View Communications** link of each student's file.*

## Creating Personalized Bulk Email Templates from the Students Tab

When sending **Mandatory Bulk Emails**, you may choose one of the existing templates from the drop-down menu of templates located in the **Compose** area of a bulk email, or you may select a template that you have created and saved in the ADLC SIS. *Note: You cannot edit in the **Compose** area; edits can be made only directly in the template creation area.*

For **Optional Bulk Emails**, you may choose one of the existing templates or one of your own personalized templates (which you can edit in the **Compose** area), or you may type your desired text directly into the **Compose** area.

1. Log into the ADLC SIS and make sure your **External Teacher** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar near the top of the screen.

2. Click the **Students** tab.
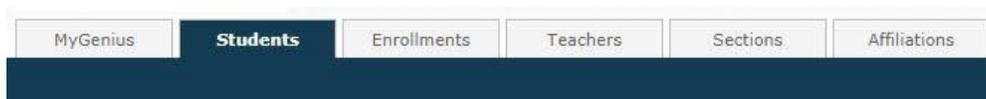
3. In the menu on the left-side of the screen, click **Email Templates**.

4. To create a new template, click the **Add Template** link.

5. To name your template, enter the respective text into the **Name** field.

   *Note: The **Name** is what is displayed in the drop-down template menu in the **Compose** area of the **Mandatory** and **Bulk Email** links. Please ensure that this name is sufficiently descriptive for ease of use.*
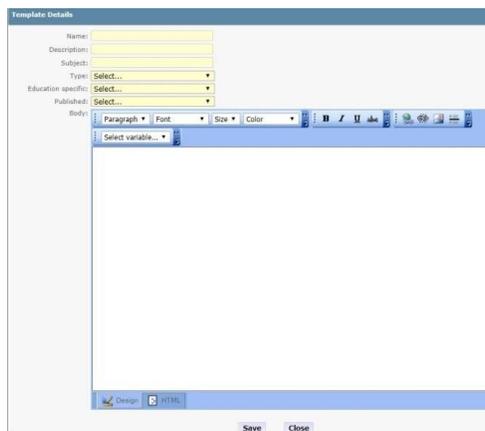
6. In the **Description** field, enter the purpose of your template.

7. In the **Subject** field, enter the subject to be displayed for your *Bulk Email*.

8. In the **Type** field, select **Students** from the drop down menu. (This determines in which tab you choose to use this template).

9. In the **Education Specific** field, select **Yes** or **No** appropriately.

   *Note: When you create an Optional Bulk Email template (i.e. **Education Specific**=**No**), the opt out text (i.e. 'You're receiving this email because you're taking a course through ADLC. Unsubscribe from these emails.') is included automatically in the body area of your message. You are required to leave the opt out message in the template to be CASL compliant.*

   The *Published* field is locked down so all templates, by default, are not Published; only you see your templates. Our SIS support staff can publish one for you if you feel your template can be used by all others in the system.
   *Note: If another teacher chooses to use one of your templates while composing an **Optional Bulk Email,** he or she will be able to edit the template contents; however, this will affect only the bulk email that the teacher intends to send. Such edits do not change the original template. When composing a **Mandatory Bulk Email** that requires the use of a template, you cannot make edits in the **Compose** area.*

11. The **Select Variable** function (i.e. inclusion of a student's name, course name, end date, current assignments, assignments left, etc. into the **Body** of your message) allows you to send bulk emails that are personalized automatically for each student.

   *Note: The **[SIGNATURE]** variable (located under **User Info**) will work if you have entered your signature information in the **Edit Account** link located in the menu on the left-side of your Dashboard in the SIS.*

12. Compose your template with the desired text in the body of the email.

13. Click **Save**.
   *Note: In the **Email Templates** link, you are able to view, edit, and delete any template you have created by clicking on the **Edit** icon (pencil/paper image) located in the **View** column next to the respective template.*

Questions?
Give us a call at 1-866-774-5333, ext. 5378 or email info@adlc.ca