

ACCUTRACK COMMUNICATIONS SCREEN

When you click on Communications from the Main Menu, you will see the following options:

- **Messaging Center:** Use to enter send messages to students, and/or using various delivery methods.
- **Student Contacts:** A quick method for entering notes for students.

MESSAGING CENTER

Purpose: Leave messages for students and/or tutors.

Access: From **System Administration**, click on **Communications > Messaging Center**.

Recipients:

☒ Students ☒ Tutors

Filter Recipients

☐ Activities **Applies to students and tutors**

☐ Student groups **Applies to students**

☐ Sports **Applies to students**

Message:

Subject

Sender

Message

Keep unread message in recipient's box until:

☒ Wed, Mar 11, 2020, 04:54 PM

Send Via:

☒ AccuSQL ☐ Email ☐ Both ☐ Text Messaging

☐ If sending Text Messages, include those who opted not to receive

(Applies to "AccuSQL" Messages only)

Deliver at: ☒ Sign in ☐ Sign out

Delivery time: ☒ One time ☐ Repeating between

Send

Recipients

First Name	Last Name	Student	Tutor
<input type="checkbox"/> Aaalen	Aaalen	Yes	No
<input type="checkbox"/> Aaavery	Aaavery	Yes	No
<input type="checkbox"/> Bubba	Aaden	Yes	No
<input type="checkbox"/> Mon	Aagar	Yes	No
<input type="checkbox"/> Bobby	Aahab	Yes	No
<input type="checkbox"/> Sid	Aalsian	Yes	No
<input type="checkbox"/> Susie	Aardance	Yes	No
<input type="checkbox"/> Susie	Aardvark	Yes	No
<input type="checkbox"/> Brenda	Aark	Yes	No
<input type="checkbox"/> Sam	Aark	Yes	No
<input type="checkbox"/> Aaron	Aarons	Yes	No
<input type="checkbox"/> Alex	Aarons	Yes	No
<input type="checkbox"/> Alice Myrtle	Aarons	Yes	No
<input type="checkbox"/> Aallen	Aaryan	Yes	No
<input type="checkbox"/> Bob	Aash	Yes	No
<input type="checkbox"/> Aaron	Aasher	Yes	No
<input type="checkbox"/> Meccsha E	Abbott	Yes	No
<input type="checkbox"/> Hattie Martin	Abdelmuhsen	Yes	No
<input type="checkbox"/> Ernest M	Abdur-rahman	Yes	No
<input type="checkbox"/> Joey Elaine	Abdur-rahman	Yes	No
<input type="checkbox"/> Ellie A	Abel	Yes	No
<input type="checkbox"/> Myranda L	Abercrombie	Yes	No
<input type="checkbox"/> Laqueta B	Abid	Yes	No
<input type="checkbox"/> Omid R	Ables	Yes	No
<input type="checkbox"/> Tyheshia Kay	Abramowski	Yes	No
<input type="checkbox"/> Jesrael M	Abro	Yes	No
<input type="checkbox"/> Calinda D	Absher	Yes	No
<input type="checkbox"/> Candi L	Absher	Yes	No
<input type="checkbox"/> Christyal Frank	Absher	Yes	No

In the top left **Recipients** section of the screen, there are several selection control filters. By default, the Students and Tutors checkboxes are selected. If you leave these boxes checked and then click the Apply Filter button, every student and tutor in the database would be selected in the Recipients box. You want to be careful with this one!

If you click on either the Students or Tutors checkboxes, you can click the Select buttons to select

specific students and/or tutors as recipients. Simply select the ones you want, then click Close in the pop-up filter box, then click Apply Filter. The students and/or tutors you selected will be added entered into the Recipients list.

You can select recipients who are registered for a particular class or classes using the Activities filter. You can also filter on any Student Groups you have added, and/or any sports you have defined that have students assigned to them.

AccuSQL - Build 20.0.0

Close

Messaging Center

Recipients:

☒ Students

Select

☐ Tutors

Select

Filter Recipients

☐ Activities

Applies to students and tutors

1

☒ Student groups

Select

Applies to students

☐ Sports

Applies to students

Apply Filter

Message:

Subject

Sender

Message

Keep unread message in recipient's box until:

☒ Wed, Mar 11, 2020, 04:54 PM

Send Via:

☒ AccuSQL

☐ Email

☐ Both

☐ Text Messaging

☐ If sending Text Messages, include those who opted not to receive

(Applies to "AccuSQL" Messages only)

Deliver at:

☒ Sign in

☐ Sign out

Delivery time:

☒ One time

Wed, Mar 04, 2020

☐ Repeating between

Wed, Mar 04, 2020

Recipients

<input checked="" type="checkbox"/>	First Name	Last Name	Student	Tutor
<input type="checkbox"/>	Aaalen	Aaalen	Yes	No
<input type="checkbox"/>	Aaavery	Aaavery	Yes	No
<input type="checkbox"/>	Bubba	Aaden	Yes	No
<input type="checkbox"/>	Mon	Aagar	Yes	No
<input type="checkbox"/>	Bobby	Aahab	Yes	No
<input type="checkbox"/>	Sid	Aalsian	Yes	No
<input type="checkbox"/>	Susie	Aardance	Yes	No
<input type="checkbox"/>	Susie	Aardvark	Yes	No
<input type="checkbox"/>	Brenda	Aark	Yes	No
<input type="checkbox"/>	Sam	Aark	Yes	No
<input type="checkbox"/>	Aaron	Aarons	Yes	No
<input type="checkbox"/>	Alex	Aarons	Yes	No
<input type="checkbox"/>	Alice Myrtle	Aarons	Yes	No
<input type="checkbox"/>	Aallen	Aaryan	Yes	No
<input type="checkbox"/>	Bob	Aash	Yes	No
<input type="checkbox"/>	Aaron	Aasher	Yes	No
<input type="checkbox"/>	Meccsha E	Abbott	Yes	No
<input type="checkbox"/>	Hattie Martin	Abdelmuhsen	Yes	No
<input type="checkbox"/>	Ernest M	Abdur-rahman	Yes	No
<input type="checkbox"/>	Joey Elaine	Abdur-rahman	Yes	No
<input type="checkbox"/>	Ellie A	Abel	Yes	No
<input type="checkbox"/>	Myranda L	Abercrombie	Yes	No
<input type="checkbox"/>	Laqueta B	Abid	Yes	No
<input type="checkbox"/>	Omid R	Ables	Yes	No
<input type="checkbox"/>	Tyeshia Kay	Abramowski	Yes	No
<input type="checkbox"/>	Jesrael M	Abro	Yes	No
<input type="checkbox"/>	Calinda D	Absher	Yes	No
<input type="checkbox"/>	Candi L	Absher	Yes	No
<input type="checkbox"/>	Christyal Frank	Absher	Yes	No

Send

Remember you can combine filters too. For example, you could send a message to students who are registered for a particular set of classes who are in an At Risk Student Group and are on your Tennis team.

Based on your filters, after you click Apply Filter, the list box on the right, labeled "Recipients" shows users you select to receive your message. The users are all selected automatically in the Recipients list, but if you want you can deselect particular students or tutors directly in the list before you send the message.

Sending Messages

AccuSQL/AccuTrack can send the messages via the software itself, via Email, both

https://attendance-tracking.com/docs/

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AccuSQL/AccuTrack and Email, or Text Messaging. Send the message by checking the appropriate radio button. If you are sending a text message, you can include students who have “do not send text messages” selected on their student record by clicking the “If sending Text Messages, include those who opted not to receive” checkbox.



Send Via:

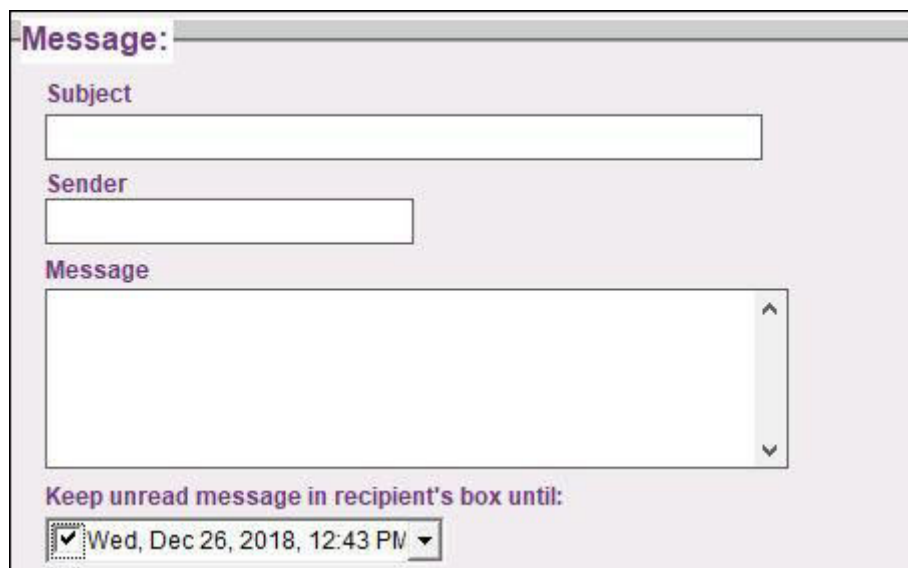
☒ AccuSQL ☐ Email ☐ Both ☐ Text Messaging

☐ If sending Text Messages, include those who opted not to receive

Now enter the subject of the message. Also, enter the name of the sender. These fields are specifically helpful if you send the message via email. Type your message in the Message box.

For text messaging, only use the Message field is used. You need not enter a Subject or Sender.

If you are sending the message via **AccuSQL/AccuTrack**, use the date box under the Message edit box to enter the expiration date of the message. The default is one week from the date that your message is entered. If the recipient still did not read your message by the expiration date, the message will be deleted automatically. This function is useful for removing messages that are no longer relevant after a certain date.



Message:

Subject

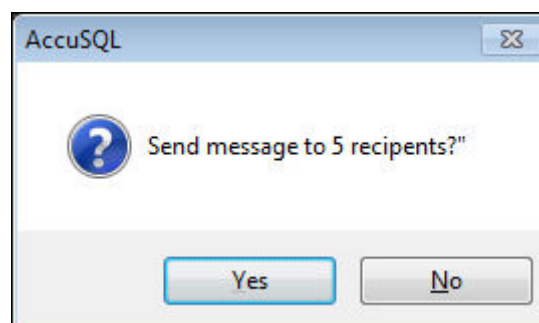
Sender

Message

Keep unread message in recipient's box until:

☒ Wed, Dec 26, 2018, 12:43 PM

When you are ready to send the message, click on the “Send” button. If you selected more than one recipient, you will see a confirmation message:

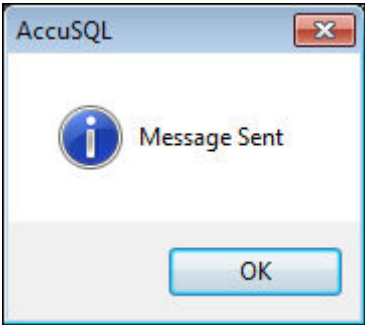


AccuSQL

Send message to 5 recipients?"

Yes No

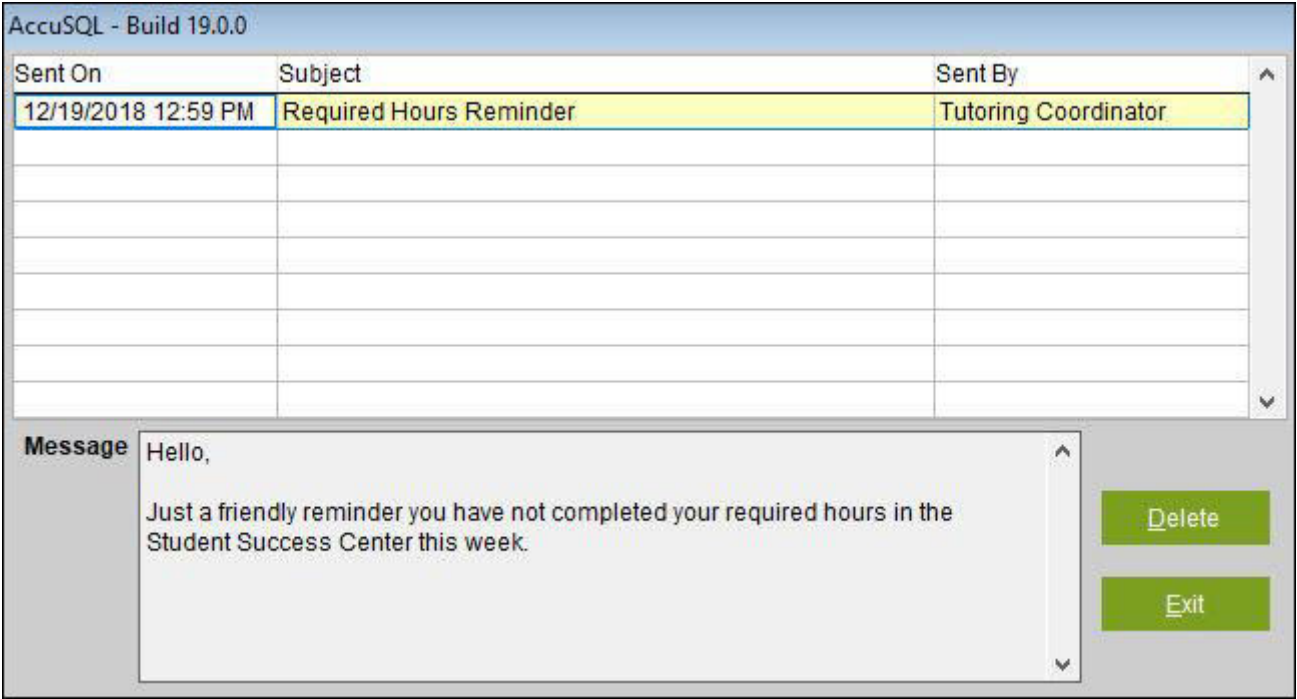
Click on “Yes” to send the message. You will see a confirmation:



You can enable the Messaging Center for students too by enabling the Messaging Center button on the main sign-in screen. Students, however, will not have access to text messaging and you can further set a restriction where students can message tutors only and not other students.

Receiving Messages

If you chose to send the message via **AccuSQL/AccuTrack**, when the recipient of the message signs in or out, the message delivery box will appear:



The “You have mail” screen lists all the messages you have received, the date and time the message was sent, the subject of the message, and its sender. When you select one of the messages in this list, the message box will show the message itself.

The user has the option of deleting this message or keeping as a reminder at the next sign-in or sign-out time.

If you chose Email as the delivery method, it will be delivered to the recipients’ email inbox, or if you chose text, then the recipients will receive a text message.

Required Hours Reminder☐ AccuSQL Admin

<david

Sent: Tue 4/26/2016 10:12 AM

To: ☐ david

Just a friendly reminder you have not completed your required hours in the Tutoring Center this week.

STUDENT CONTACTS

Purpose: Track your contact with students.

Access: From **System Administration**, click on **Communications > Student Contacts**.

This module allows you to track contacts with visitors. For example, you can log phone calls, emails, and personal interactions in this screen. The available fields to register your contacts are:

- **Contact Date Time:** Date and time when the student was contacted.
- **Student:** Student's name.
- **Reason:** The reason for the contact.
- **Contacted by:** Who contacted the student.
- **Contact type:** The type of contact. For example: phone, e-mail, personal interaction, etc.
- **Notes:** Here, you can enter comments, or the description of the subject of the contact, or any notes you like.

To add a new contact, click on the “Add” button. To edit a contact, select one from the list box located at the top of the screen by double-clicking on it. To record your selection, click on “Save”.

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