STUDENT VERIFY COURSES ASSIGNED FOR NEXT YEAR

SCHEDULER HAS BEEN RAN

This options will run an excel report that includes the students email address and course names assigned for the future year. Then you can create an email mail merge that takes the data in the spreadsheet and emails each student.

1. Contact NEOnet studenthelp@neonet.org to have the report option uploaded to your building.

2. Make sure you are in 2020-2021 in top corner of DASL
3. Navigate to Management > School Administration > StudentInformation Options
4. Choose the Schedule Result in the Finalize Schedule Result dropdown
5. SAVE

6. Navigate to Local-Anayltics Hub and the Scheduling folder
7. Find the report Student Schedule Cross Tab-NEOnet
8. Make sure the filters point to the 2020-2021 school year
9. Export the report to Excel
10. Use one of the options below to create email mail merge

OUTLOOK: How to Email Mail Merge spreadsheet via Outlook Exchange

GMAIL: Use this presentation on how to use AutoCrat to setup email mail merge