

Genesis – Class Email Distribution Lists

Create Distribution List

- 1) Log on to Genesis
- 2) Click on Gradebook

- 3) Click on Setup
- 4) Click on Progress Reports

The screenshot shows the Genesis software interface for Upper Saddle River School District. The school year is set to 2012-13. The navigation menu includes Student Data, Grading, Attendance, and Gradebook. The Gradebook menu is expanded, showing Home, Gradebook, Rosters, Assignments, and Setup. The Setup menu is further expanded to show Gradebook.Setup.Email Lists (8-WH/101 - Work habits). The main content area displays the 'User Email Lists' section for the selected list, showing a dropdown for '8-WH/101 - Work habits, ABCDEF, Per. 8 (FY)'. Below this, there are tabs for Course Profile and Progress Reports. The 'Available Email Lists' tab is selected, showing a table with columns for List Name, Counselors, Case Managers, Vice Principals, 504 Coordinator, and Guardians. The table currently shows 'No email lists have been created.'


- 5) Look at the bottom of the screen and find Email List Name. (example below)

The screenshot shows the 'Add Email List' form. It features a text input field for 'Email List Name:'. Below this, there is a section titled 'Include these email addresses:' with several checkboxes: Counselors, Case Managers, Vice Principals, 504 Coord., Guardians, Gradebook Email, and Student Email. An 'Add Email List' button is located at the bottom of the form.


- 6) Enter a name for your List (Example: ClassParentEmailList)
- 7) Select the **Guardian** checkbox (and any other checkboxes that you want to include such as principal or case manager)

*The most common checkbox would be **Guardian**.*

- 8) **Click Add Email List to create your list.**

- 9) **Click the View icon  on the right hand side of the table.** The contacts are not added into the list until you actually view your list

View Distribution List / Send an Email to the List

- 1) **Click the View icon  on the right hand side of the table**
- 2) Select the “Select All” checkbox to select all of the email address

Course Profile		Progress Reports		
Available Email Lists		View List Contacts		
Select Email List: <input type="text" value="ClassParentList"/>		Students to Display: <input type="text" value="Show only students in list"/>		
ID	Student Name	<input type="checkbox"/> Contact Type	Contact Name	Email
20035	Bibi, Zachary Ryan	<input type="checkbox"/> Guardian 1	Bibi, Stacey	staceybibi@gmail.com
16139	Bookstaver, Ryan Charles	<input type="checkbox"/> Guardian 1	Bookstaver, Jennifer	scbjdb@aol.com

3) Click the “Generate an email line based on selected emails” (at the bottom of the page)

20002	Phillips, Brooke Emma	1	<input type="checkbox"/>	Guardian 1	Phillips, Emma	gemmaemma@optonline.net	
20031	Prisco, Thomas James	1	<input checked="" type="checkbox"/>	Guardian 1	Prisco, Julia	julia@priscofamily.com	
19296	Reyes-Guerra, Karolina	1	<input checked="" type="checkbox"/>	Guardian 1	Reyes Guerra, Wanda	wji0227@optonline.net	
			<input checked="" type="checkbox"/>	Guardian 2	Reyes Guerra, Paul	prg1122@optonline.net	
20068	Shah, Priya M	1	<input checked="" type="checkbox"/>	Guardian 1	Shah, Sonal	sonal821@yahoo.com	
			<input checked="" type="checkbox"/>	Guardian 2	Shah, Manish	manish17@yahoo.com	
20060	Smieszowski, Daniel Gregory		<input checked="" type="checkbox"/>	Guardian 1	Smieszowski, Katy	kate.smieszowski@yahoo.com	

[Send Email to Selected Contacts \(Selected Emails will appear in the BCC line\)](#)

[Generate an email line based on selected emails](#)

[Create Progress Reports](#)

4) This will generate a list of all the parent email addresses that you can **copy into an email** (the bcc field) and send to parents

5) You can also **copy and paste the email addresses into a distribution list** to be used from Outlook Web Access.