

User Guide

Student Mailer

Student Mailer

Search and Send Emails To Students

About Student Mailer

Student Mailer application allows staff to search and send email to a specific set of student. Also, Student Mailer provides Administrator roles.

Student Mailer is web application designed and developed for both academic and non-academic staff of system engineering at the University of reading. To access student Mailer, Log-in at <http://sip-084.private.rdg.ac.uk/> . You will need to login using your University Username and Password. Contact ITNG for to gain access to application.

The Student Mailer Web Application is an online query application that allows staff to search for preferred sets of student. Student mailer allows staff to search for students in multiple categories and email preferred list of student from set of result. Also, Admin users of student mailer application can manage back end database, so will

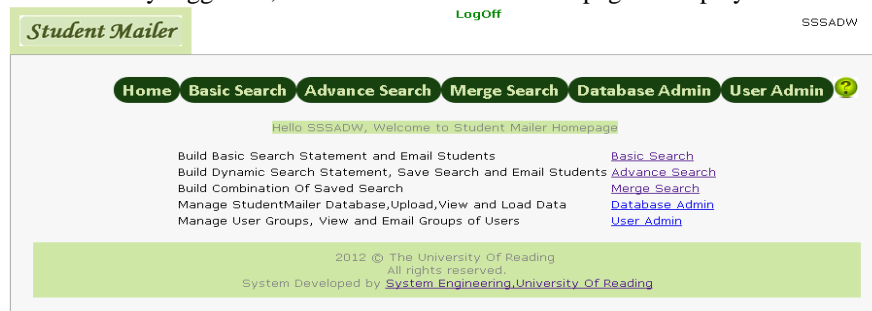
Student Mailer is designed to improve communication between staff and student of system engineering. Student Mailer allows staff to design a more specific set of students and email only those set of student. Hence, facilitating communication between staff and a set of student.

Web Page	User Type	Functionalities
Homepage	Summary Page, Vertical Navigation	
Basic Search	All Users (Staff and Admins)	Filter Student By All 7 Categories <ul style="list-style-type: none">• Academic Year• Degree• Module• Programme• Tutor• Level• Faculty Email Student
Advanced Search	All User (Staff and Admins)	Dynamically Build Search Statement Save Search Edit, Update and Delete Saved Search Create and Manage Group Email Email Student
Merge Search	All User (Staff and Admins)	Select multiple saved search to view a union set result Email Student
Database Admin	Admins	Upload Data into database Manage Data in Database <ul style="list-style-type: none">• Edit, Update and Delete
User Admin	Operator and Admins	View List of Authorised User, their role and available web page

Getting Started

1. Log-In

- To access this tool enter the following link to your web browser (i.e Google Chrome)
<http://sip-084.private.rdg.ac.uk/>
- Web application uses Windows authentication, so if you are accessing via user university your university window account, it will identify and authenticate you. But if you are accessing via another account, you will be required to provide your ITS username and password.
- If successfully logged-In, User is directed to the homepage as displayed below.



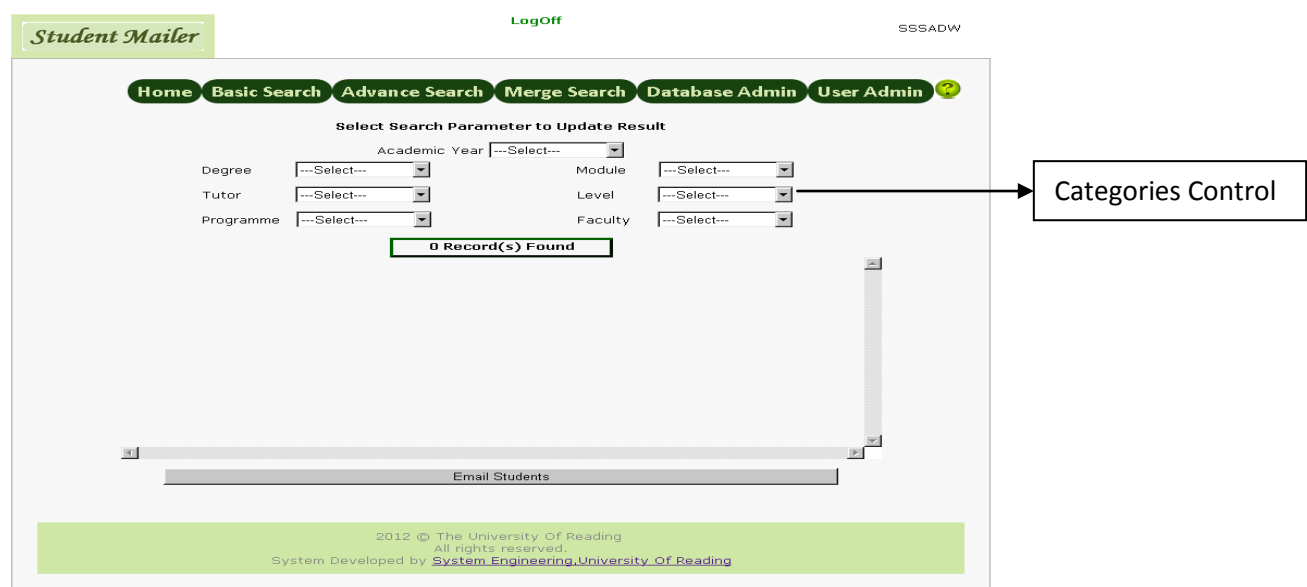
2. Roles

- There are three main roles within Student Mailer application which are Staff and Administrator and Operator.
- Staff Operator can access Basic, Advance and Merge Search web pages.
- Administrator can access all web pages except the Database Admin page
- Operator can access all web pages.

Basic Search

Basic Search web page provides an easy filtering functionality. It enables users to filter down student based on all provided categories.

Upon Navigation to Student Mailer Application, the below image is displayed



The Top section display dropdown-list of all filter categories. The next main control is the GridView result control. It displays filtered result derived from database. The final main control is the Email Section, this is where user can send email to student who was selected from the GridView result panel.

Step-By-Step Guide

- Task 1 – “Select student in 2008/9 taking BSC4WYSC and enrolled in Applied Computer Science”
 - Go to Academic Year Dropdownlist, expand control and Select “2008/9”.
 - Go to Degree Dropdownlist, expand control and select BSC4WYSC
 - Go to Programme Dropdownlist, expand control and select “Applied Computer Science”
 - Go to Tutor Dropdownlist expand control and select “Dr M Manjunatha”
- Result

Student Mailer LogOff SSSADW

Home Basic Search Advance Search Merge Search Database Admin User Admin ?

Select Search Parameter to Update Result

Academic Year: 2008/9

Degree: BSC4WYSC Module: ---Select---

Tutor: Dr M Manjunatha Level: ---Select---

Programme: Applied Compute Faculty: ---Select---

4 Record(s) Found

Name	Email	Std Num	Year	Faculty	Level	Degree	Programme
Bowling Ben	gl528247@reading.ac.uk	80528247	2008/9	Science	Placement Year	BSC4WYSC	Applied Computer Science
Klein Guy	qo666723@reading.ac.uk	07666723	2008/9	Science	1st Year	BSC4WYSC	Applied Computer Science
Moser Bryan	cl791138@reading.ac.uk	24791138	2008/9	Science	1st Year	BSC4WYSC	Applied Computer Science
Watkins Sandra	pd843334@reading.ac.uk	36843334	2008/9	Science	Placement Year	BSC4WYSC	Applied Computer Science

- Task 2 – “Select all student in Faculty of Science within academic year 2008/9 enrolled in3 BSC3S3 degree taking module Biomechanics”
 - Go to Academic Year Dropdownlist, expand control and Select “2008/9”.
 - Go to Module Dropdownlist, expand control and select Biomechanics
 - Go to Level Dropdownlist, expand control and select “3rd Year”.
 - Select All Student To Email, Expand Email Section and Send Email to Student.
- Result

Student Mailer LogOff SSSADW

Home Basic Search Advance Search Merge Search Database Admin User Admin ?

Select Search Parameter to Update Result

Academic Year: 2008/9

Degree: ---Select--- Module: Biomechanics

Tutor: ---Select--- Level: 3rd Year

Programme: ---Select--- Faculty: ---Select---

6 Record(s) Found

Name	Email	Std Num	Year	Faculty	Level	Degree	Programme
Friedman Jacqueline	jr539010@reading.ac.uk	93539010	2008/9	Science	3rd	BSC3SC	Biomedical Engineering and Cybernetics
Pate Hellen	jr210437@reading.ac.uk	68210437	2008/9	Science	3rd	BSC3SC	Biomedical Engineering and Cybernetics
Randall Allen	yp221298@reading.ac.uk	46221298	2008/9	Science	3rd	BSC3SC	Biomedical Engineering and Cybernetics

Collapse Email Section

FROM: SSSADW@reading.ac.uk

TO: jr539010@reading.ac.uk; jr210437@reading.ac.uk; yp221298@reading.ac.uk; rb445381@reading.ac.uk; kb796633@reading.ac.uk; qp947977@reading.ac.uk;

CC:

BCC:

Subject:

Message

Send

Advance Search

Advance search provides user the ability to dynamically build search and request for result. User can save, view or delete search. User can create email group and add student to groups. User can select which data field to view in result and email students. Below Is the default view of Advanced Search.

Step-By-Step Guide

- Task 1 – “Select student in 2009/0 on a placement year tutor is AA Adams”
 - a. Go to Advance Search Page
 - b. Go to Category Drop-down-list, select Academic Year
 - c. Academic Year Drop-down-list will appear, Select year 2009/0
 - d. Click Add
 - e. Go back to Category Drop-down-list
 - f. Select Level, Level Dropdownlist will appear, Select Placement Year
 - g. Click Add
 - h. G back to Category, Select tutor, Tutor Dropdownlist will appear, select Dr. AA Adams
 - i. Click Add and Search to return result
 - j. Save Search as Test1

Result

	Name	Email	Student Number	Level	Tutor	Academic Year	StudentID
<input type="checkbox"/>	Lassiter Edith	kl821774@reading.ac.uk	4082177	Placement Year	Dr AA Adams	2009/0	2001
<input type="checkbox"/>	Clements	kl548715@reading.ac.uk	8954871	Placement	Dr AA	2009/0	1743

Save Search

Search - test1 Successfully Saved

Name

Saved Searches

Save

- Task 2 – “Select student in 2008/9 taking BSC4WYSC and enrolled in Applied Computer Science”
 - a. Click Re-Start to clear previous search and result
 - b. Go to category and select Academic Year, In Academic Year Dropdownlist select 2008/9
 - c. Go to Criteria Dropdownlist, Select logical link “AND”
 - d. Go to category and select Module, In Module Dropdownlist select “Network Security”
 - e. Expand “Select Result Field” Section, Select Level to display Degree in result table
 - f. Go to Criteria Dropdownlist, Select logical link “EXCEPT”
 - g. Select 3rd Year in level Dropdownlist
 - h. Tick level query check box,
 - i. Change level to placement year, click change button
 - j. Save test as Test2
 - k. Expand “Groups” Section, Type in a group name “Group1” and click create a group
 - l. Select student to add in groups, click “Add Student To Group”

Student Mailer
LogOff
SSSADW

Home
Basic Search
Advance Search
Merge Search
Database Admin
User Admin

Build Dynamic Search Statement

☐ Academic Year IS 2008/9
☐ AND Module IS Network Security
☐ AND Level EXCEPT Placement Year

Criteria

Category

Level

Add

Search

Re-Start

Select Result Field

Save Search

Groups

48 Record(s) Found

	Name	Email	Student Number	Level	Module	Academic Year	StudentID
<input type="checkbox"/>	Kendall Larry	ah651179@reading.ac.uk	84651179	3rd Year	Network Security	2008/9	1094
<input type="checkbox"/>	Nash Marcus	ai779095@reading.ac.uk	96779095	3rd Year	Network Security	2008/9	1440
<input type="checkbox"/>	McLean Emma	bn371613@reading.ac.uk	94371613	3rd Year	Network Security	2008/9	1369
<input type="checkbox"/>	Fitzpatrick Helen	bv640121@reading.ac.uk	09640121	3rd Year	Network Security	2008/9	1154
<input type="checkbox"/>	Padgett Edward	bv797355@reading.ac.uk	73797355	3rd Year	Network Security	2008/9	1035

Collapse Group Section

Group TutorAAdams Successfully Deleted

Name

Accessibility State ☐ Private ☒ Public

Create

Mange Group

Group List ☐ SecondGroupPublic ☒ Group1

Delete Group **Add Student** **View Student**

48 Record(s) Found

<input type="checkbox"/>	Name	Email	Student Number	Level	Module	Academic Year	StudentID
<input checked="" type="checkbox"/>	Kendall Larry	ah651179@reading.ac.uk	84651179	3rd Year	Network Security	2008/9	1094
<input checked="" type="checkbox"/>	Nash Marcus	ai779095@reading.ac.uk	96779095	3rd Year	Network Security	2008/9	1440
<input type="checkbox"/>	McLean Emma	bn371613@reading.ac.uk	94371613	3rd Year	Network Security	2008/9	1369
<input type="checkbox"/>	Fitzpatrick Helen	bv640121@reading.ac.uk	09640121	3rd Year	Network Security	2008/9	1154

Collapse Result Field Section

Select Data(s) to Display in Search Result

☒ Student Number
 ☒ Email
 ☒ Name
 ☒ Level
 ☒ Module
 ☒ Course
☐ Academic Year
☐ Faculty
☐ Degree
☐ Tutor
☐ Programme

Save Search

Groups

48 Record(s) Found

<input type="checkbox"/>	Name	Email	Student Number	Level	Module	Academic Year	StudentID
<input checked="" type="checkbox"/>	Kendall Larry	ah651179@reading.ac.uk	84651179	3rd Year	Network Security	2008/9	1094
<input checked="" type="checkbox"/>	Nash Marcus	ai779095@reading.ac.uk	96779095	3rd Year	Network Security	2008/9	1440
<input type="checkbox"/>	McLean Emma	bn371613@reading.ac.uk	94371613	3rd Year	Network Security	2008/9	1369
<input type="checkbox"/>	Fitzpatrick Helen	bv640121@reading.ac.uk	09640121	3rd Year	Network Security	2008/9	1154
<input type="checkbox"/>	Padgett Edward	bv797355@reading.ac.uk	73797355	3rd Year	Network Security	2008/9	1035
<input type="checkbox"/>	Lamm Crystal	ce635005@reading.ac.uk	99635005	3rd Year	Network Security	2008/9	1233

Merge Search

Merge search provides users the ability to retrieve a joint result of saved search. As described earlier, save search web page allows user to create and manage personal search items. Merge search allows user to join one or more saved search. Below is the default view for Merger Search Web page

LogOff

SSSADW

Student Mailer

[Home](#)
[Basic Search](#)
[Advance Search](#)
[Merge Search](#)
[Database Admin](#)
[User Admin](#)

Select And Merge Multiple Saved Searches

☐ test1
☐ Test2

Merge

Select Result Field

Email Students

2012 © The University Of Reading
 All rights reserved.
 System Developed by [System Engineering, University Of Reading](#)

Step-By-Step Guide

- Task 1 – “Join and retrieve result for test1 and test2”
 - a. Select test1 and Test2
 - b. Expand result field section, select data to display in result table
 - c. Click Merge button

Result

Student MailerLogOffSSSADW

[Home](#) [Basic Search](#) [Advance Search](#) [Merge Search](#) [Database Admin](#) [User Admin](#)

Select And Merge Multiple Saved Searches

☒ test1
☒ Test2

Merge

Collapse Result Field Section

Select Data(s) to Display in Search Result

☒ Student Number ☒ Email ☒ Name ☒ Level ☒ Module ☒ Course
☒ Academic Year ☐ Faculty ☐ Degree ☐ Tutor ☐ Programme

50 Record(s) Found

<input type="checkbox"/>	Name	Email	Student Number	Course	Level	Module	Academic Year
<input type="checkbox"/>	Bowers Cameron	fm863822@reading.ac.uk	00863822	Computer Science	3rd Year	Network Security	2008/9
<input type="checkbox"/>	Bowman Jeanette	po126125@reading.ac.uk	95126125	Applied Information Technology	3rd Year	Network Security	2008/9
<input type="checkbox"/>	Brandt Ron	xa324582@reading.ac.uk	84324582	Computer Science	3rd Year	Network Security	2008/9
<input type="checkbox"/>	Briggs Daniel	hi596141@reading.ac.uk	51596141	Computational Mathematics	3rd Year	Network Security	2008/9
<input type="checkbox"/>	Byers Toni	tf467044@reading.ac.uk	90467044	Computer Science	3rd Year	Network Security	2008/9
<input type="checkbox"/>	Clarke	6067300@reading.ac.uk	0067300	Applied Computer	3rd Year	Network	2008/9

User Admin

Operators and Administrators are the only users that can access this page. This page allows users to view a list of Student Mailer authorised roles and it respective users.

Step-By-Step Guide

- Task 1 – “Join and retrieve result for test1 and test2”
 - a. Select Operator Role
 - b. See table result
 - c. Tick which staff to send email to
 - d. Expand email panel to send emails.

Student Mailer LogOff SSSADW

Home Basic Search Advance Search Merge Search Database Admin User Admin ?

Select A Group To View Its Users

Operator

6 Operator(s)

	FullName	UserName	Email
<input type="checkbox"/>	Nick Gurr	SIS07NG	sis07ng@reading.ac.uk
<input type="checkbox"/>	SSE ITNG Support	SIS03IMI	
<input type="checkbox"/>	Christopher David Chapman	SIS02CDC	sis02cdc@reading.ac.uk
<input type="checkbox"/>	Adrian Ogden	SSSOGADR	sssogadr@reading.ac.uk
<input type="checkbox"/>	Ian Michael Bland	SIS00IMB	sis00imb@reading.ac.uk
<input type="checkbox"/>	Anthony Worrall	SSSADW	sssadw@reading.ac.uk

Email Staff

2012 © The University Of Reading
All rights reserved.
System Developed by [System Engineering, University Of Reading](#)

Database Admin

Only Administrators users are allowed to access this page. Database Admin provides functionalities that enable importing data into the database and managing data in the database

Step-By-Step Guide

- Task 1 – Upload a data CSV file, View data in file and import data into the database
 - a. Select which type of CSV data file you intend to upload
 - b. View data in file to check for correctness, optional step
 - c. Click “Import” button

Student Mailer LogOff SSSADW

Home Basic Search Advance Search Merge Search Database Admin User Admin ?

Load Student Mailer Database

CSV File Type

General ClassList

CSV File Uploaded to Database

Choose File No file chosen

☒ View Data

Load

StudentNumber	UniEmail	StudentName	Initial	Year	Mo
20358084	fj358084@reading.ac.uk	Watts Kyle	KA	2008/9	
20358084	fj358084@reading.ac.uk	Watts Kyle	KA	2008/9	
20358084	fj358084@reading.ac.uk	Watts Kyle	KA	2008/9	
20358084	fj358084@reading.ac.uk	Watts Kyle	KA	2008/9	

Edit And Update Database

- Task 2 – Edit, Update and delete data from the database
 - Expand “Edit and Update Database”
 - As-in Basic Search, Filter student data to precise set of data of interest
 - Click on “Edit”, editable field are displayed, edit student data as needed.
 - Click “Update” to save changes
 - Or Click “Cancel” to discard changes
 - Click “Delete” to delete data row from database

Edit And Update Database

Degree
 Tutor
 Programme

Academic Year
 Module
 Level
 Faculty

2 Record(s) Found

Edit	Delete	Name	Std Num	Uni Email	Faculty	Level	Degree	Programme
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Harper Lois	82806060	zi806060@reading.ac.uk	Science	Foundation Year	BSC3SC	Robotics
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	McCall Theodore	65565781	vz565781@reading.ac.uk	Science	Foundation Year	BSC3SC	Robotics