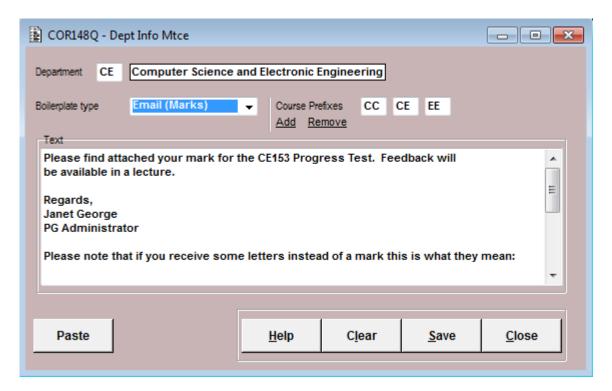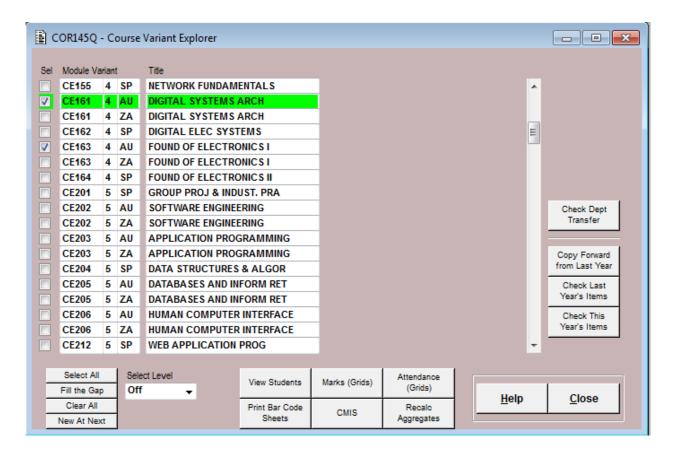# To export to E-mail – January Exam Marks

This facility will e-mail each student a grid of their coursework and exam marks for the module you have selected.
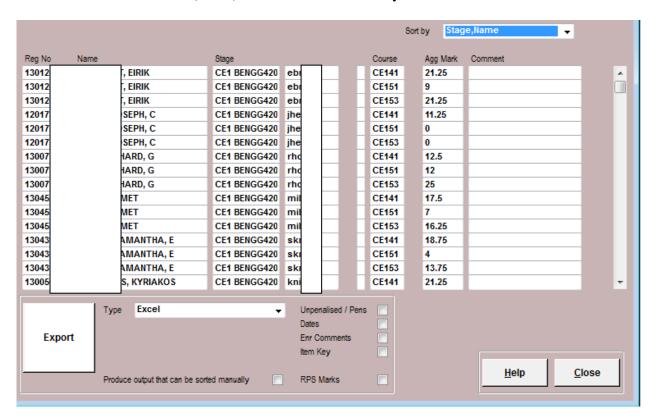
1. Create your template text for E-mail from the coursework main menu "Text Templates" button. If you are releasing results which have not been to an exam board you must make it clear that the marks are provisional and will not be finalised until the summer board. You must also make it clear that decisions about reassessment and progress will not be made until the summer board. Please give the students details about where to go if they need want to discuss their results and progress with a member of staff.

2. Go into Module Explorer from the coursework main menu

3. Click the select box for all the modules you want to send. You can do this individually or all modules at once, as below
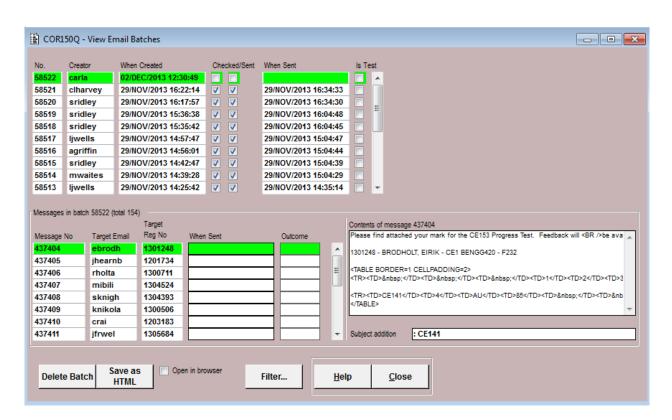
4. Click on the Marks (Grids) Button which will take you into the screen below

**Remember you can add text to go with all e-mails to do this you need to go to Text Templates on the main screen. If the text relates to January Exam Marks then you must indicate on the text template whether the marks have been ratified by an Exam Board or not. If they have not been ratified, you must state that they will be not be finalised until the main Board of Examiners' meeting in June, so they are only provisional until then. The June Board will make decisions about progress and reassessment, and will consider any extenuating circumstances forms which they have already submitted. You must do this prior to creating the email batch.

1. Click the RPS Marks Button

2. Change the type to E-mail

3. Click on the Export Button

4. You should get the message E-Mail batch created successfully

5. Click on E-Mail Batches button that will appear, which will take you to the screen below.

To select the batch for sending click on the Checked tick box. Once sent a tick will appear in the sent box automatically, this is picked up by the e-mail system about once an hour.

To view the mail template sent to each individual student: -

1. Click on the Open in Browser button

2. Click on Save as HTML button

3. Save the file and it will appear in your web browser for viewing.

To Delete a Batch

Click on the batch you want to delete and click the delete button. You will get a messages asking if you are sure, click yes.