A guide to Regional SCAS placement notifications

ERN is configured to send email notifications to regional staff informing them of student movements relating to schools within their region.

The following email notifications are generated by ERN:

1. **New ERN support class registration**

   This email is generated when a region places a student into a support class at a school. The student will have a registration status of **Registered (Offered)**

   There are two versions of emails that are generated by ERN.

   1. The first version is a copy of the email sent to the school in which the student has been placed into a support class.

   2. The second version is a copy of the email sent to the school in which the student is currently enrolled, informing the principal that a student at their school is being placed into a support class at another school. If the student is currently not attending a school then this email will not be sent.

   Both emails will also be sent to the region for reference.

2. **SCAS Registration Status Change - Applied to Enrol (Risk Assessed)**

   This email is generated by ERN when a school performs a risk assessment on a student in a support class. The student will now have a registration status of **Applied to Enrol (Risk Assessed)**

   The email will inform the region that a student who has been offered a place in a support class within your region has had their application to enrol progressed to risk assessed.

3. **SCAS Registration Status Change - Enrolled (In Attendance)**

   This email is generated by ERN when a school marks a student as enrolled in a support class. The student will now have a registration status of **Enrolled (In Attendance)**

   This email is to inform the region that a student who has been offered a place in a support class has had their first attendance event at the school of placement.
4. SCAS Registration Status Change - Enrolled (Leaving)

This email is generated by ERN when a school marks a student as leaving a support class. The student will now have a registration status of **Enrolled (Leaving)**

This email is to inform the region that a student who is currently enrolled in a support class in your region has been marked by the school as *Leaving*

5. SCAS Registration Status Change – Left

This email is generated by ERN when a school student leaves a support class. The student will now have a registration status of **LEFT**.

This email is to inform the region that a student no longer attends a support class.
A guide to regional SCAS placement notifications
Setting up email folders in Microsoft Outlook (For Regional Users)

*School based users please refer to the section below on DET Webmail instructions

ERN processes many student placements per day and over time you might receive many emails in your inbox. It is possible using Outlook to categorise ERN notification emails into folders so that they do not consume your inbox. You can manually move the email notifications into folders based on their topic or you can create a “Rule” to automatically have the emails sorted into their appropriate folder (see next section).

Using Microsoft Outlook you can create email folders by going to the “File” Menu and then selecting “Folder” item (or Ctrl-Shift-E)
Enter a name for your folder e.g. "Offered" to store your email notifications informing you of an offer into a support class.

Your created folder will appear as a sub-folder under your inbox folder.
You can create folders for all the email notification categories.

Once you have created the folder you can then drag notification emails into your folders as they arrive in your inbox.

Creating Outlook “Rules”

You can automatically have emails placed into folders when they arrive in your inbox by creating an email “rule”. The rule works by instructing it to put an email in a folder based on the content of its subject. When an email is sent, outlook will check the subject field and if it matches the text that you have specified it will copy it to the folder.

For example all notifications that are sent by ERN informing you of a student being registered (offered) into a support class will have the subject called “New ERN support class registration”. You can create a rule that looks for any email to look for the text of the subject and if it matches the words “New ERN support class registration” then it will be automatically placed in the “Offered” folder.
The following steps demonstrate how to do this:

1. From the “Tools” menu, select the menu item called “Rules and Alerts…”
2. Click “New Rule”

![Rules and Alerts dialog box]

Rule description (click an underlined value to edit):

3. Select the option “Move messages with specific words in the subject to a folder”.

![Rules Wizard dialog box]

Step 1: Select a template

Stay Organized
- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete a conversation
- Flag messages from someone with a colored flag

Stay Up to Date
- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives with specific words in the subject move it to the specified folder

Example: Move mail with Project in the subject to my Project folder
4. Click on the underlined text “specific words” and then type the subject line **New ERN support class registration.** Press the **Add** button and then **OK** to continue.

5. Now click the underlined word **specified** to tell Outlook to move the email to the specified folder. Select the **Offered** folder as this is where you will be storing the placement offer notifications. Press **OK** to continue.
7. Click the “Finished” button and ensure that your rule is ticked so that it will run.

8. Press **OK** to exit and return to your inbox. All ERN email notifications referring to “New ERN Support Class Registration” will now be automatically moved to your “Offered folder”.

9. You will have to create a rule for your other folders by following steps 1-7 for the different notification types. Below is a table with the list of email subjects and their recommended folders.

<table>
<thead>
<tr>
<th>Email Notification Subject</th>
<th>Recommended Outlook Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>New ERN Support Class Registration</td>
<td>Offered</td>
</tr>
<tr>
<td>SCAS Registration Status Change - Applied to Enrol (Risk Assessed)</td>
<td>Risk Assessed</td>
</tr>
<tr>
<td>SCAS Registration Status Change - Enrolled (In Attendance)</td>
<td>Enrolled</td>
</tr>
<tr>
<td>SCAS Registration Status Change - Enrolled (Leaving)</td>
<td>Leaving</td>
</tr>
<tr>
<td>SCAS Registration Status Change – Left</td>
<td>Left</td>
</tr>
</tbody>
</table>
Setting up email folders DET Webmail (For School Users)

ERN processes many student placements per day and over time you might receive many emails in your inbox. It is possible using DET Webmail to categorise ERN notification emails into folders so that they do not consume your inbox. You can manually move the email notifications into folders based on their topic or you can create a “Rule” to automatically have the emails sorted into their appropriate folder (see next section).

Using DET Webmail you can create email folders by right-clicking on your Inbox folder and then selecting the “Create New Folder…” menu item.
Enter a name for your folder e.g “Offered” to store your email notifications informing you of an offer into a support class at your school.

Your created folder will appear as a sub-folder under your inbox folder.

Once you have created the folder you can then drag notification emails into your folders as they arrive in your inbox.

**Creating DET Webmail Outlook “Rules”**

You can automatically have emails placed into folders when they arrive in your inbox by creating an email “rule”. The rule works by instructing it to put an email in a folder based on the content of its subject. When an email is sent, outlook will check the subject field and if it matches the text that you have specified it will copy it to the folder.

For example all notifications that are sent by ERN informing you of a SCAS student being registered (offered) into a support class will have the subject called “**New ERN support class registration**”. You can create a rule that looks for any email to look for the text of the subject and if it matches the words “**New ERN support class registration**” then it will be automatically placed in the “Offered” folder.
The following steps demonstrate how to do this:

1. Click on the “Options” button located on the top right hand corner of your Outlook window

2. Click on the rules button

3. Click the “Create new Rule” Button and then select the menu item labelled “Move Messages with specific words in the subject to a folder”
4. You will be presented with the following screen that allows you to setup your rule.

5. Click the “specific words” link and then enter in the text “New ERN Support class registration” – this is the text that will appear on the subject line of the automatic email notification. Once you have entered in the text then press the “Add” Button. Press “OK” once you have finished.
6. Click the "Specified" folder link to select the folder where you would like to direct the email notification. Press "OK" when done.

7. Once you have set up your rule, you will need to provide it with a name. You can choose the defaulted name and press "Save".

8. Your rule has now been created and emails will be diverted to your new folder called "Offered". If you receive other emails that you do not want stored in your inbox you can create a new folder and a new rule.