



# Using the ACIS Email Tool: Administrators

This document explains how to use the email tool in ACIS when working on your PDP. *Truenorthlogic* made some changes to the email tool for your ease.

## SENDING AN EMAIL TO YOUR TEACHER

A macro has been entered into the **Subject** such that it will automatically include your first and last name.

All you will need to do is complete the body, as in this example.

**Email Members** [x]

Evaluator  
 Williams, Bart

**Subject:** \$(senderfirstname) \$(senderlastname)

**Text:** Mr. Williams, you can now check my PDP.

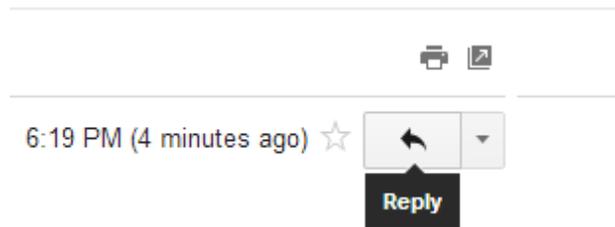
[Send Email(s)] [Cancel]

When the teacher views the message, the email will appear as follows in their inbox:



## RESPONDING TO AN EMAIL FROM A TEACHER

If you select Reply, it is preset to be sent to [ACIS@gm.sbac.edu](mailto:ACIS@gm.sbac.edu). Third party devices cannot manage email by replacing the ACIS address with your teacher's address, so you will have to **remove the ACIS address** and replace it with your teacher's email address.



Delete the ACIS email by selecting x

Enter your admins name and then select his/her email.

