

Missing Assignment Scheduler

Last Modified on 03/11/2024 2:29 pm CDT

Creating a New Notification Schedule

Tool Search: Missing Assignments, Assignment Scheduler, Missing, Assignment

The Missing Assignment Scheduler allows districts to select a day and time for Campus to send missing assignment messages. Missing assignment information is based on the start date and the due dates of assignments and the scores entered in the teacher's [Grade Book](#).

Messages are only sent for assignments marked as *Missing*.

Missing Assignment Scheduler ☆

Communication > Messenger Administration > Missing Assignment Scheduler

+ New Notification Schedule
Save
✕ Delete

Missing Assignment Scheduled Notification List		
Name	Calendar	Frequency
Missing Assignments - HHS	19-20 Harrison High	Daily
Missing Assignments - Middle	19-20 Fillmore Middle School	Daily

Missing Assignment Notification Schedule Detail

*Name

Missing Assignments - HHS

Disabled

☐

*Start Date/Time

09/04/2019 11:00 AM

Recurring Frequency

Daily

*Calendar

19-20 Harrison High

Sender

System Administrator

Delivery Devices

☒ Inbox
 ☒ Email

*Begin Due Date

09/04/2019

*End Due Date

06/05/2020

Include Previously Reported Assignments

☒

Send Confirmation Email

☐

Message Format

Your student `student.firstName` has the following missing assignments.
 `missingMessenger.assignments.LIST`

Please sign into your school's parent portal at `missingMessenger.portalURL` to find more information.

Missing Assignments Scheduler Editor

Creating a New Notification Schedule

Tool Search: Missing Assignment Scheduler

1. Click **New Notification Schedule**.
2. Use the information in the following table to complete the fields.

Field	Description	Required
Name	Enter a unique name to identify this notification schedule.	X
Disabled	Select this checkbox to turn off this notification schedule.	
Start Date/Time	Select the day and time by which Campus should start sending messages.	X
Recurring Frequency	Select how often the messages should be send. Valid options include monthly, weekly, daily and hourly.	X
Calendar	Select the calendar for which messages should be sent.	
Delivery Devices	Select the devices to which the message should be sent. Valid options include Inbox, Email and Voice. Voice is only an option if the district uses Campus Voice Messenger . Messages are automatically delivered to the inbox on the portal.	

Field	Description	Required
Begin Due Date	Missing assignments due on or after the Begin Due Date will prompt a message.	X
End Due Date	Missing assignments with an end due date before or on the End Due Date will prompt a message.	X
Include Previously Reported Assignments	Once a message for a specific failing or missing assignment is sent, that assignment won't trigger another message unless "Include Previously Reported Assignments" is marked.	
Send Confirmation Email	This checkbox indicates that a receipt of messages is required.	

3. Click the Message Format area and add/remove any required text.
4. Click the **Save** button.