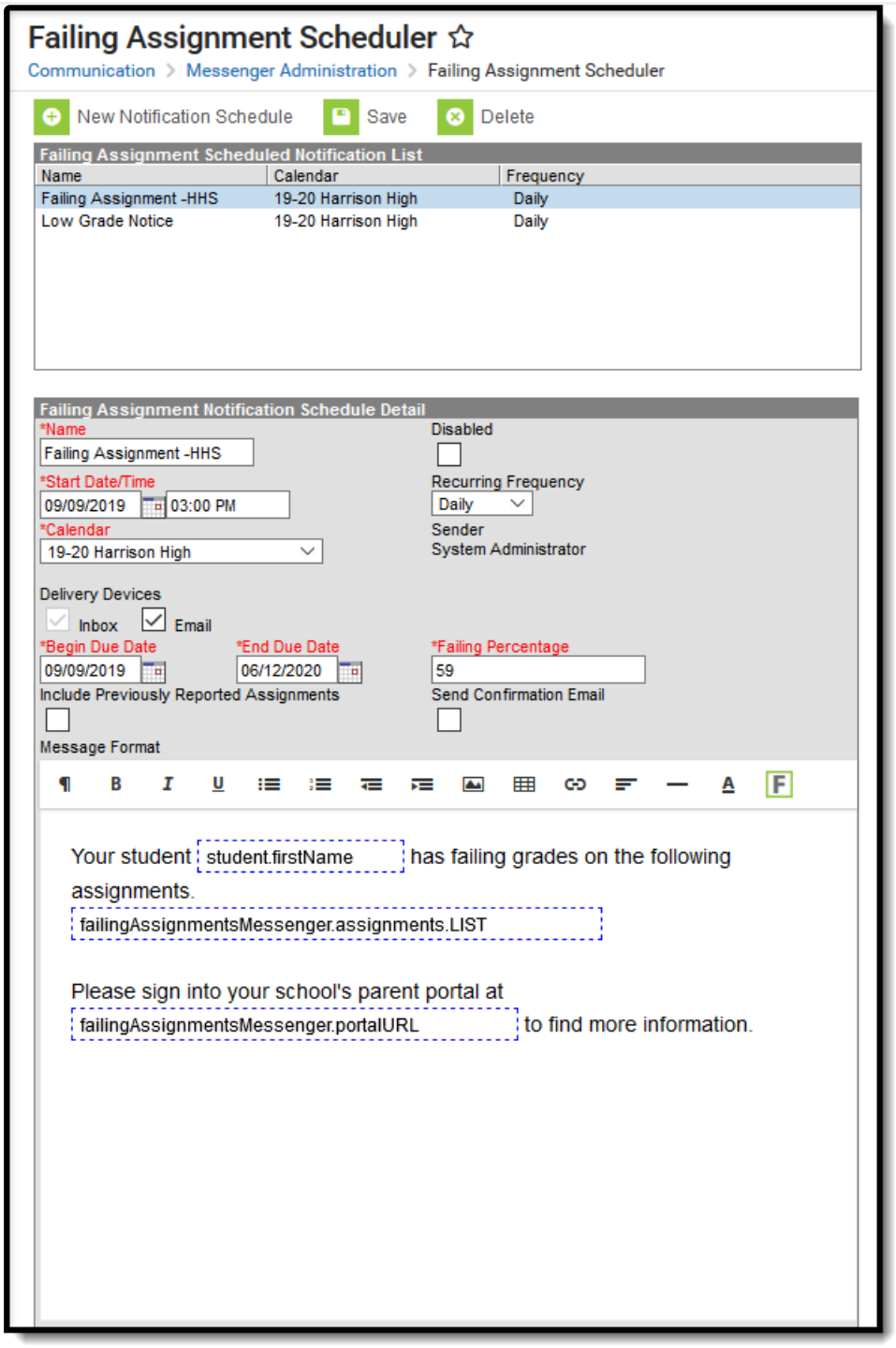
Failing Assignment Scheduler

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Tool Search: Failing Assignment Scheduler

The **Failing Assignment Scheduler** allows districts to select a time when notifications regarding failing grade assignment messages will be sent to parents, based on the **Start Dates** and **Due Dates** of assignments. This eliminates the possibility of sending failing assignment information to those students that may have already received a notice or are no longer in the class.

This feature uses data entered by teachers in the Grade Book to send messages to appropriately marked parents and guardians, so those individuals are aware and can take action to enhance the student's experience with the course.



Failing Assignments Scheduler

See the Failing Assignment Tool Rights article for information on available tool rights.

Assignments marked as one of the following will not be included:

- Exempt
- Dropped
- Inactive
- Hidden

Failing Assignment Scheduler details

The Failing Assignment Scheduler tool is in two sections. The first section, the Failing Assignment Schedule Notification List, displays existing and saved failing assignments. The second section, the Failing Assignment Notification Schedule Detail, notes the specific options included in each notification. Edits can be made by selecting a saved notification and updating the details.

The following table provides a definition of the fields included in the scheduler.

Field	Description
Name	Displays the name of the message notification that will be sent. This is a required field.
Disabled	Determines if the message is active. If marked, the message is not active and will not be sent at the designated time.
Start Date/Time	Determines the date and time the messages will be sent. Dates are entered in *mmddyy* format or use the calendar icon to select a date. Time is entered in standard HH:MM format. This is a required field.
Recurring Frequency	Determines the interval at which the messages are sent. Options are: • Monthly • Weekly • Daily • Hourly
Calendar	Indicates the calendar from which data is pulled in the message and defaults to the calendar selected in the toolbar. This is a required field.
Sender	Notes which user has created the message.
Delivery Devices	Indicates how the recipients will receive the message. • Inbox is always selected. Users will receive a notice in the Messages section on the Campus Portal. • Email will send a message to the parent's/guardian's email address. • Voice will call the parent/guardian at the selected number. This option is only for Campus Voice Messenger districts.
Caller ID	Lists the phone number that will display (if Phone is selected as a Delivery Device) when the message is sent. This field populates with the number entered on the School tool for the calendar selected. This is a required field.

Field	Description
Begin Due Date	The first date to include due assignments. The message will list assignments with this due date through the end due date. This is a required field.
End Due Date	The last date to include due assignments. The message will list assignments with the beginning due date through this date. This is a required field.
Failing Percentage	Lists the percentage that indicates a failing grade (i.e, 50% is F). The message will be sent to students who received this percentage or lower. This is a required field.
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	When selected, a confirmation email will be sent to the sender of the message indicating the message has been sent.
Message Format	Lists the text of the message. This message can be built using the WYSIWYG editor and Campus Fields that will personalize the message. This displays the body of the message as written in the Grade Messages tool. Do NOT copy attribute fields from another Messenger tool in Campus. The attribute fields are not the same.

Use the Failing Assignment Scheduler

1. Select the **New Notification Schedule** icon.
2. Enter the **Name** of the Failing Assignment Scheduler.
3. Enter the **Start Date** and **Time** of this message.
4. Select the **Recurring Frequency** from the dropdown list.
5. Select the **Calendar** with which this message is associated.
6. Select the appropriate **Delivery Devices.**
7. Mark the Include **Previously Reported Assignments** checkbox if previously reported assignments should be listed on this current announcement.
8. Enter the **Begin Due Date** in *mmddyy* format, or use the calendar icon to select a date.
9. Enter the **End Due Date** in *mmddyy* format, or use the calendar icon to select a date.
10. Mark the **Send Confirmation Email** checkbox if a message regarding the receipt of messages should be delivered.
11. Enter the percentage that qualifies as a failing grade in the **Failing Percentage** field.
12. Review the **Message Format.**
13. Click the **Save** icon when complete. The Failing Assignment Message is now scheduled to be delivered to the appropriate individuals.

Disable the Failing Assignment

Scheduler

To disable a message, select that message from the list of Failing Assignment Schedules. Mark the **Disabled** checkbox and click the **Save** icon. This message will no longer be sent.