

## **Missing Assignment Scheduler**

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## Create a New Notification Schedule

Tool Search: Missing Assignment Scheduler

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 <u>Grade Book</u>.

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



See the <u>Missing Assignment Scheduler Tool Rights</u> article for information on available tool rights.



## **Create a New Notification Schedule**

- 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.  | х        |
| Disabled   | Select this checkbox to turn off this notification schedule.   |          |
| Start<br>Date/Time                               | Select the day and time by which Campus should start sending messages.   | Х        |
| Recurring<br>Frequency                           | Select how often the messages should be send. Valid options include monthly, weekly, daily and hourly.   | Х        |
| Calendar   | Select the calendar for which messages should be sent.   |          |
| Delivery<br>Devices                              | Select the devices to which the message should be<br>sent. Valid options include Inbox, Email and Voice.<br>Voice is only an option if the district uses <u>Campus</u><br><u>Voice Messenger</u> . Messages are automatically<br>delivered to the inbox on the portal. |          |
| Begin Due<br>Date                                | Missing assignments due on or after the Begin Due<br>Date will prompt a message.   | Х        |
| End Due<br>Date                                  | Missing assignments with an end due date before or<br>on the End Due Date will prompt a message.   | Х        |
| Include<br>Previously<br>Reported<br>Assignments | Once a message for a specific failing or missing<br>assignment is sent, that assignment won't trigger<br>another message unless "Include Previously<br>Reported Assignments" is marked.  |          |
| Send<br>Confirmation<br>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.