

# Missing Assignment Scheduler

Last Modified on 12/14/2025 8:45 pm CST

[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 [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

\*Start Date/Time  
09/04/2019 11:00 AM

\*Calendar  
19-20 Harrison High



Disabled  
☐

Recurring Frequency  
Daily

Sender  
System Administrator

Delivery Devices

☐ Inbox ☒ Email

<b>*Begin Due Date</b>	<b>*End Due Date</b>
09/04/2019 	06/05/2020 
Include Previously Reported Assignments <input checked="" type="checkbox"/>	Send Confirmation Email <input type="checkbox"/>

### Message Format

B I U A F

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

See the [Missing Assignment Scheduler Tool Rights](#) 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
<b>Name</b>	Enter a unique name to identify this notification schedule.	X
<b>Disabled</b>	Select this checkbox to turn off this notification schedule.	
<b>Start Date/Time</b>	Select the day and time by which Campus should start sending messages.	X
<b>Recurring Frequency</b>	Select how often the messages should be send. Valid options include monthly, weekly, daily and hourly.	X
<b>Calendar</b>	Select the calendar for which messages should be sent.	
<b>Delivery Devices</b>	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 <a href="#">Campus Voice Messenger</a> . Messages are automatically delivered to the inbox on the portal.	
<b>Begin Due Date</b>	Missing assignments due on or after the Begin Due Date will prompt a message.	X
<b>End Due Date</b>	Missing assignments with an end due date before or on the End Due Date will prompt a message.	X
<b>Include Previously Reported Assignments</b>	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.	
<b>Send Confirmation Email</b>	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.