

Missing Assignment Scheduler

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[Creating a New Notification Schedule](#)

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Search Terms: [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 ☆

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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

Delivery Devices
 Inbox Email

***Begin Due Date**
09/04/2019

Include Previously Reported Assignments

Message Format

Disabled

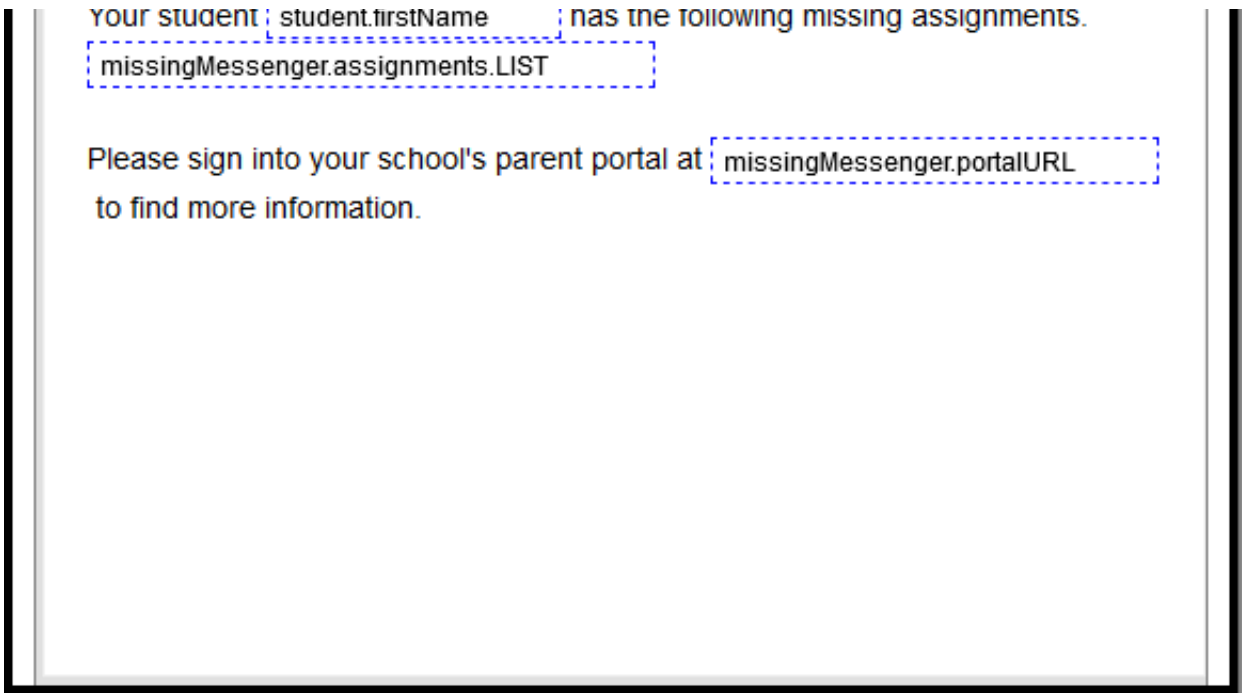
Recurring Frequency
Daily

Sender
System Administrator

***End Due Date**
06/05/2020

Send Confirmation Email

Rich Text Editor: B I U [List Icons] [Image Icon] [Table Icon] [Link Icon] [Unlink Icon] [Bold Icon] [Text Color Icon]



Missing Assignments Scheduler Editor

Creating a New Notification Schedule

PATH: *System Administration > Messenger > 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.	

Field	Description	Required
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.	
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	This checkbox indicates that recipients should receive messages about assignments for which a message was previously sent.	
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.