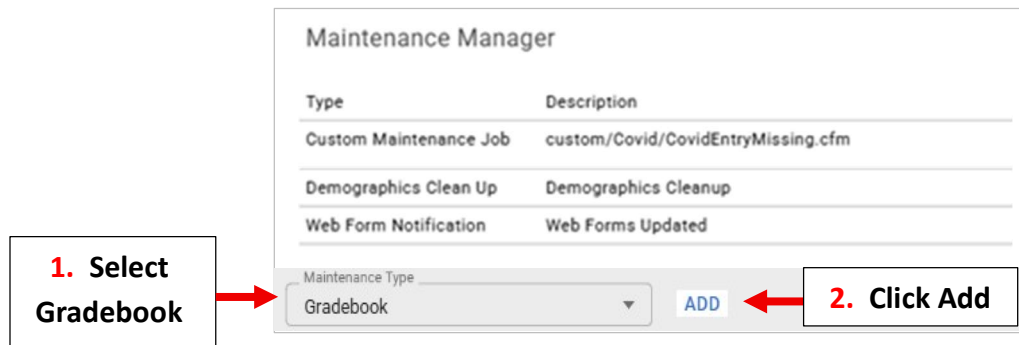


Setup a Gradebook Notification FACTS

From Main Menu select **System > Maintenance Manager**. Select **Gradebook Notification** from the drop-down list and Click **Add**



Type	Description
Custom Maintenance Job	custom/Covid/CovidEntryMissing.cfm
Demographics Clean Up	Demographics Cleanup
Web Form Notification	Web Forms Updated

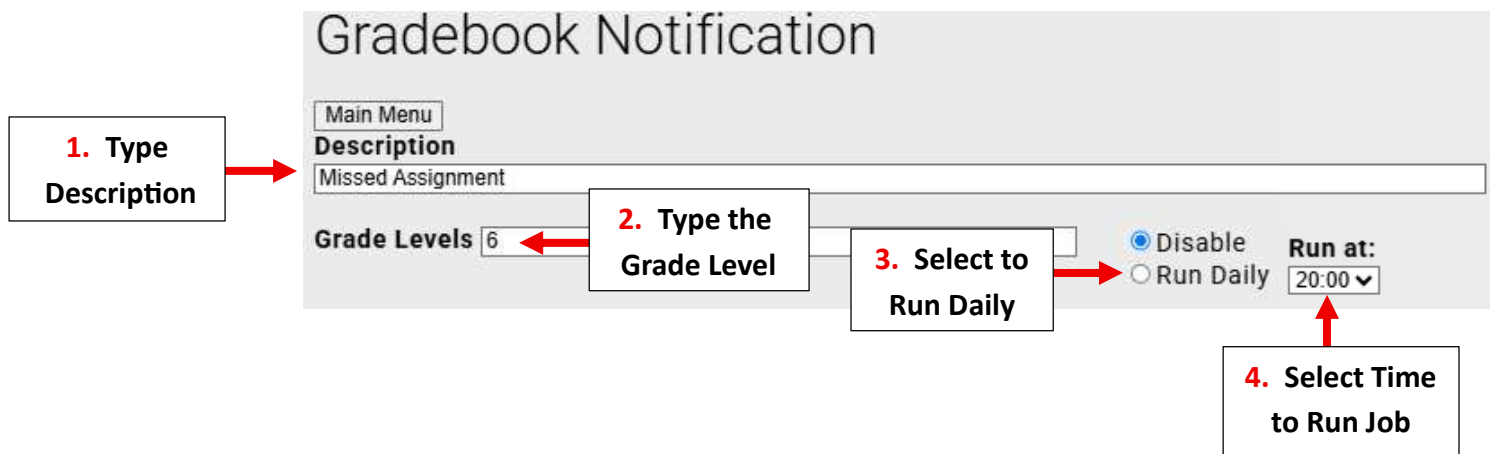
Maintenance Type: Gradebook ADD

1. Select Gradebook (points to Maintenance Type dropdown)

2. Click Add (points to ADD button)

Type in a **Description** and Type the **Grade Level** to include. They should be typed exactly as configured (For ex: *K,01,02,03,04,05). Select to **Run Daily** and **Time** to Schedule Job to Run

Please Note For best system performance and notification delivery, Create **One** Gradebook Notification Job **Per Grade Level** and Schedule the job to run after 12:00 PM



Main Menu

1. Type Description (points to Description field)

Description: Missed Assignment

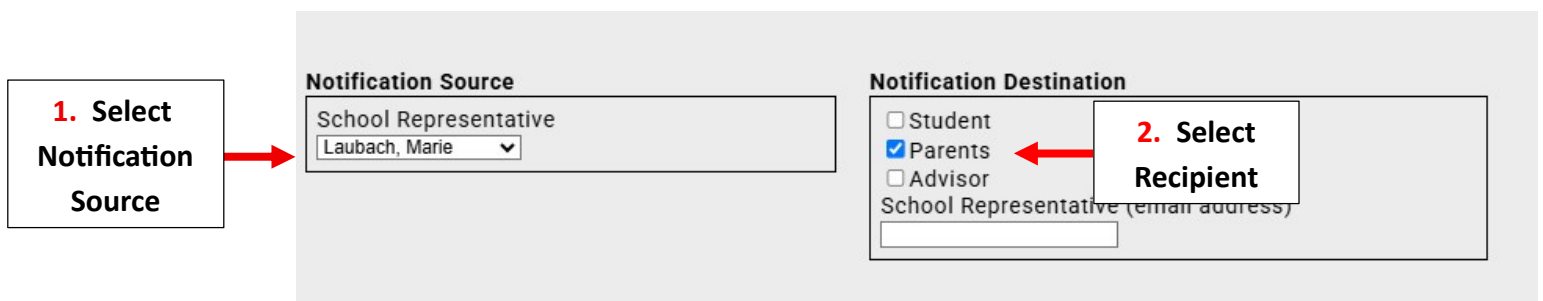
Grade Levels: 6 **2. Type the Grade Level** (points to Grade Levels field)

3. Select to Run Daily (points to Run Daily radio button)

Run at: 20:00 **4. Select Time to Run Job** (points to Run at dropdown)

Disable (selected) Run Daily

Select a **Notification Source** (Person Sending Notification) from dropdown and Select **Recipient** (Person Receiving Notification)



1. Select Notification Source (points to Notification Source dropdown)

Notification Source: School Representative (Laubach, Marie)

2. Select Recipient (points to Parents checkbox)

Notification Destination: ☐ Student ☒ Parents ☐ Advisor

School Representative (email address):

IMPORTANT Verify Gradebook Progress report is set to **Off** Select **Parameters** for Notifications, i.e. Grade is 0% and/or Grade is Missing. Select **Save** to **Save** your Changes

1. Select Notification Source

2. Select Parameters for Notifications

3. Select Save to Save your Changes

Auto Email Gradebook Progress Report

Frequency: ☒ Off ☐ Daily ☐ Weekly ☐ Parent Preference

Type: ☒ Gradebook Details ☐ Category Summary

Daily Assignment Notification

☐ All Assignments ☒ Grade is 0% ☐ Grade is Incomplete

☐ Grade is 100% ☒ Grade is Missing

☐ Grade greater than ☐ Grade is Excused

☐ Grade less than ☐ Grade is Absent

Save