1. Office – Attendance – Product Setup – Codes – Attendance Periods – Period Times (WS/OF/AT/PS/CO/AP)

Attps://skywardech.s	sccresa.org/sc	ripts/wsisa.dll/W	Service=wsECH	H/qcnfgtree001.v	1)						1		
Marine Ci	ty Middle Sc	chool (312) 💌			FS Alert	Donna Wininger	Account	Preferences	Exit	?			
Home 👻 Students Fa	milies Staff	Student Food Services Service	Office Admini	stration Educato Access P	Advanced us Features	Federal/State Reporting	Custom Reports	Q					
< 🖬 🕨 Codes 😭	Attendance P	eriod Time Codes - En	tity 312 - WS\OF\A	T\PS\CO\AP - 8419 - 0	5.15.06.00.11 - Go	oogle Chrome						- 0	×
Go to Attendance Conf	https://skywardech.sccresa.org/scripts/wsisa.dll/WService=wsECH/satndbrws005.w												
Go to Attendance Utilit Codes Absence Types Absence Reasons	Attendance Period Time Codes								6	0 0	?		
	Views: General 🔻 Filters: *Skyward Default 🔻 🔟 🚇 🎰								Add				
	Time Code 🔺	Short Description	cription Long Description Default Day									Edit	
- Event Codes	1 R	Regular	Regular			Y					-	Delete	<u> </u>
Calendar Codes												Cjone	
												Period Times	
												Back	

2. Enter Period Time Relationships and Save

🔒 ht	tps://skywardech	n.sccresa.org/	scripts/wsisa.d	III/WService=w	/sECH/satndbr	ws006.w?entit	yid=312&timeco	de=r	
Period Time Relationships Codes									1 🕁 [
erio Tii	d Time Relationshi me Code - r, Max P	ps Codes for Ma eriods - 6, Sch	rine City Middle ool Year - 2015-	School (312) 16				۲ 🖻	Filter Options
P	eriod 🔺 Lunch Code	Period Start	Period Stop	Class Start	Class Stop	Absent Start	Absent Stop		Add
	1	7:30 AM	8:23 AM	7:30 AM	8:23 AM	7:30 AM	8:23 AM	*	Edit
	2	8:28 AM	9:22 AM	8:28 AM	9:22 AM	8:28 AM	9:22 AM		Lun
3	3	9:27 AM	10:20 AM	9:27 AM	10:20 AM	9:27 AM	10:20 AM		Delete
	4	10:25 AM	11:45 AM	10:25 AM	11:45 AM	10:25 AM	11:45 AM		Back
5	5	12:25 PM	1:20 PM	12:25 PM	1:20 PM	12:25 PM	1:20 PM		
5	6	1:25 PM	2:21 PM	1:25 PM	2:21 PM	1:25 PM	2:21 PM		

3. Office – Attendance – Product Setup – Configuration – Automated Unrecorded Class Attendance Email Setup – Set up to your preference using example below and Save

Automated Unrecorded Class Attendance Email Se	etup						(in the second		
Automated Unrecorded Class Attendance Email Setup							Save	•	
Send emails for unrecorded class attendance	riods to Cheo d Attendance	ds to Check for Attendance				Bacl			
Hequeicy: • Alter each selected period • • once a day	Select	Period 🔺 St	op Time						
Number of Minutes After Period Stop Time to Send Email: 15	1	01	07:30 AM		^				
	3	03	09:27 AM						
	4 🕑	04	10:25 AM						
	5 💌	05	12:25 PM						
	6 🕑	06	01:25 PM						
					۶.				
	144 A Þ	M 6 record	ls displayed						
* Recipients: 🗹 Teachers 📃 Principal 📝 Other [williamson@ecsd.u	15			7					
Emeil				_					
Priority: High			List of Classe	es					
* Subject: Attendance	Select Fie								
Subject Attenualice	Body: This is a reminder to please take your attendance. Thank you!								
Body: This is a reminder to please take your attendance. Thank you!			Move Lab	el					
Body: This is a reminder to please take your attendance. Thank you!			Move Lab	el e					
Body: This is a reminder to please take your attendance. Thank you!			Move Lab Date Tea	el e cher					
Body: This is a reminder to please take your attendance. Thank you!			Move Lab ⊕ Date ⊕ Tea ⊕ Cour	el e cher Irse Key/Sectio	n				
Body: This is a reminder to please take your attendance. Thank you!			Move Lab ⊕ Date ⊕ Tea ⊕ Cour ⊕ Peri	el e cher rse Key/Sectio od	n				
Body: This is a reminder to please take your attendance. Thank you!			Move Lab ⊕ Date ⊕ Tea ⊕ Cou ⊕ Peri ⊕ Peri	el cher rse Key/Sectio od od End Time	n				
Body: This is a reminder to please take your attendance. Thank you!			Move Lab ⊕ Date ⊕ Tea ⊕ Cour ⊕ Peri ⊕ Peri ⊕ Cour ⊕ Cour ⊕ Cour	el e cher rse Key/Sectio od od End Time rse Descriptior	n)				

4. Product Setup – System Administration – Monitoring Tasks – Set up making sure to enter a time for Frequency as this runs the task. Remember to click on Save when complete.

East China School District	Donna Wininger Account Preferences	Exit ?						
Home - Skyward System E Contact Access Administration Admin	Data Student Task inistration Management Manager							
■ Monitoring Tasks ☆	1 📴 📾 🏫 Favorites 🛡 🕤 New Window 🥁	I My Print Queue						
Views: General V Filters: *All Monitoring Tasks	· · · · · · · · · · · · · · · · · · ·	Edit						
Task Description	Status Sync Params User Frequency Start Time Stop Time Program Description	Delete						
1 Automated Unrecorded Class Attendance Email	Active N Skyward 10 12:00 am 12:00 am Unrecorded Attend							
2 BI file size monitoring with email alerts	Monitoring Task Maintenance - PS\SA\PQ\MT - 25833 - 05.15.06.00.11 - Google Chrome							
3 Load Release Notifications	https://skywardech.sccresa.org/scripts/wsisa.dll/WService=wsECH/qprntedit006.	w?isPopup=						
	Monitoring Task Maintenance	- 7						
	Task Information	Save						
	Task Status: Active Inactive Folity:	Back						
	* Task Description: Automated Unrecorded Class Attendance Email							
	Task cannot be synchronized because there is no associated template.							
	Start Date: 09/03/2013 and Tuesday Start Time: 07:00 AM							
	Frequency (Mins): 10 One Day - 1440 12 Hours - 720 6 Hours - 360 3 Hours - 180)							
	Day(s) of the week							
	Mon Tue Wed Thur Fri Sat Sun							
	Week(s) of the month (1-6)							
	First @ Second @ Third @ Fourth @ Fifth @ Sixth							
20 3 records displayed	Month(s) of the year							
	🖉 January 🗹 February 🖉 March 🖉 April 🖉 May 🖉 June							
	🗌 July 🔹 August 🖉 September 🖉 October 🖉 November 🖉 December							
5	Additional Export Options	0						
	Spreadcheat Formaty User Preference							
	Spreadsheet Format will only apply to reports that produce spreadsheets							
	Email Results 10:							