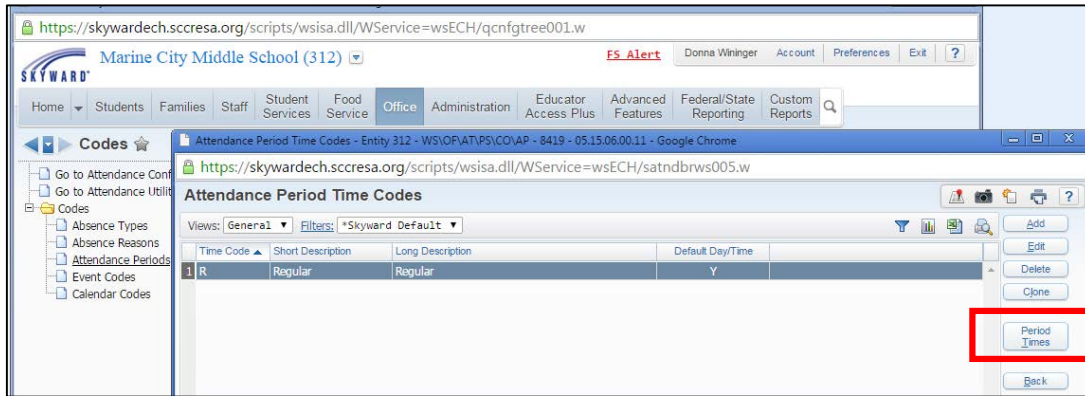
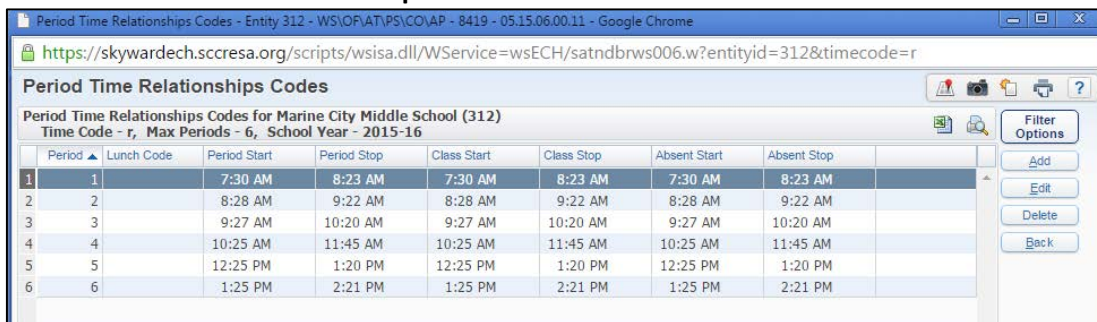


## Automated Unrecorded Class Email Setup

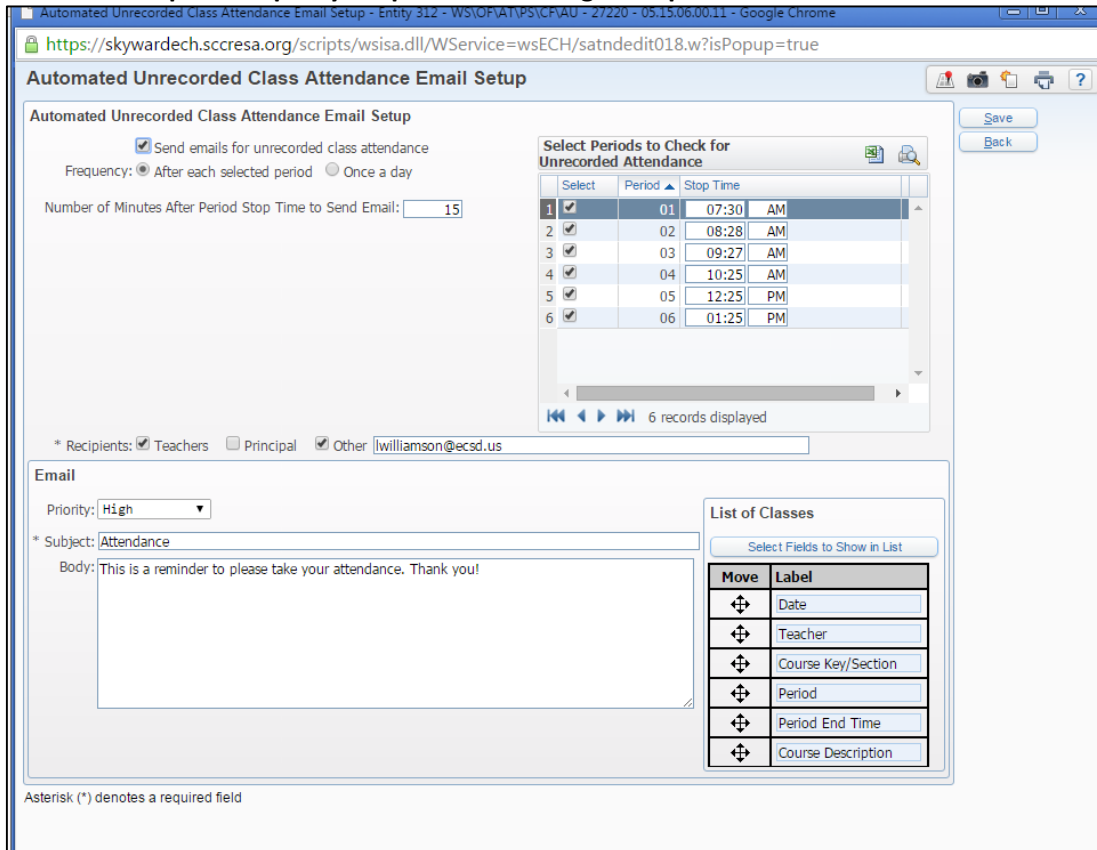
### 1. Office – Attendance – Product Setup – Codes – Attendance Periods – Period Times (WS/OF/AT/PS/CO/AP)



### 2. Enter Period Time Relationships and Save



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



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.

The screenshot shows the Skyward Monitoring Task Maintenance interface. The task is "Automated Unrecorded Class Attendance Email" and is currently "Active". The frequency is set to 10 minutes, which is highlighted with a red box. The start time is 07:00 AM and the stop time is 03:00 PM. The task is scheduled for Tuesdays. The interface includes sections for Task Information, Day(s) of the week, Week(s) of the month, Month(s) of the year, and Additional Export Options.

**Task Information**

Task Status:  Active  Inactive Entity:

\* Task Description: Automated Unrecorded Class Attendance Email

*Task cannot be synchronized because there is no associated template. ?*

\* Start Date: 09/03/2013  Tuesday \* Start Time: 07:00 AM

End Date: 12/31/2013  Tuesday \* Stop Time: 03:00 PM

Frequency (Mins):  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

**Month(s) of the year**

January  February  March  April  May  June  
 July  August  September  October  November  December

**Additional Export Options**

Spreadsheet Format:  ?  
*Spreadsheet Format will only apply to reports that produce spreadsheets*

Email Results To:

Export Location:  ?