ProgressBook StudentInformation Notifications Guide

StudentInformation

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(This document is current for v21.2.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Notifications Guide* have been made.

Product Version	Heading	Page	Reason
21.2.0	*"DataMap Notification Rules"*	22	Updated table for the **Intervention Start** notification.
20.1.0	*"Security and Email Address Settings"*	2	Updated screenshots and text to reflect new security updates.
20.0.0	*"Superintendent"*	20	Added new job function section.
20.0.0	*"GradeBook and VirtualClassroom Notification Rules"*	21	Updated message for **Report Card Entry Date Open** rule.
20.0.0	*"DataMap Notification Rules"*	22	Added new section.
20.0.0	*"Report Card Entry Date Settings"*	22	Removed sentence that specified that the selected time is included in the delivered message.
19.5.0	*"Security and Email Address Settings"*	2	Added note regarding **Report Card Entry Date** rule.
19.5.0	*"District and Building Settings"*	9	Updated screenshots and text to reflect new **Report Card Entry Date** rule.
19.5.0	*"User Settings"*	15	Updated screenshots and text to reflect new **Report Card Entry Date** rule.
19.5.0	*"Appendix: Job Functions & Rules"*	19	Updated screenshots to reflect new **Report Card Entry Date** rule. Added new section on **Config** selections available for the new **Report Card Entry Date** rule.

Overview

Notifications provide a quick way for districts to communicate key events to members of the district. Notification rules are either required, optional, or disabled at the district, building, and/or individual level, and a combination of these configurations determines if a user can receive or subscribe to a notification.

In addition to setting up notification rules, users must also have the proper security settings in order to receive notifications. Depending on the rule, users must have the corresponding resource permission enabled and be assigned the correct job function(s).

- To set up job functions for users, see *"Setting Up Job Functions."*
- To set up resource permissions for users, see *"Setting Up Resource Permissions."*
- To configure rules at the district level, see *"District Settings."*
- To configure rules at the building level, see *"Building Settings."*
- To configure rules at the user level, see *"Subscription List."*
- To view notifications, see *"Receiving In-app Notifications"* and *"Notification List."*
- To view details regarding the events that generate notifications and job functions to which the rules apply, see *"Appendix: Job Functions & Rules."*

Security and Email Address Settings

After the notification rules are configured at the district, building, or individual level (see *"District and Building Settings"* and *"User Settings"*), in order for users to receive the notifications, they must also have the proper job function(s) assigned and resource permission(s) enabled. To understand which job functions and resource permissions apply to each notification rule, see *"Appendix: Job Functions & Rules."* For more information about security, see the *StudentInformation Security Guide*.

> **Note:** The **Report Card Entry Date** rule is an exception to the above. Any staff member with StudentInformation login credentials who has been assigned at least one available job function in the active school year will receive the notification (see *"GradeBook and VirtualClassroom Notification Rules"*).

You can also configure a district-specific email address (instead of the default) from which users receive email alerts for notifications.

- To assign job functions to staff members, see *"Assign Job Functions to Staff Members."*
- To create or edit account roles to enable notification resource permissions, see *"Adding/Editing Account Role."*
- To assign roles to accounts, see *"Bulk Assigning a Role to Accounts."*
- To configure a district-specific email address from which email alerts are sent, see *"Email Address Settings."*

Setting Up Job Functions

You must assign job functions directly to individual staff members.

> **Caution:** Do not use groups to assign job functions. Job functions assigned this way do not function properly with notifications.

Assign Job Functions to Staff Members

Navigation: StudentInformation > Management > Security > View Staff Members

1. Enter the **Staff Member Name** or **Assigned Username** and click **Search** to locate the staff member.

The results display in a grid.

2. In the row of the staff member you wish to modify, click ✏ .

   The user record screen **Staff** tab displays.

3. At the bottom of the screen, verify that the user has the appropriate job function(s) and school(s). If they do not, proceed with the following steps.

4. In the **School** drop-down list, select the building or district to which the selected job functions apply.

5. In the **School Year** drop-down list, select the school year in which the selected job functions apply.

6. In the **Job Functions** multi-select list, select the job function(s) that apply to the staff member for the selected school. For a list of all permissions granted by a job function, see "Job Function Access" in the *ProgressBook StudentInformation Security Guide*.

7. (Optional) Select the **Allow Staff Member to view all Students in EZ Query** checkbox if you wish for them to be able to view all students in EZ Query. For more details regarding the functionality of this checkbox in relation to the job functions selected, see "Assigning/Removing Schools" in the *ProgressBook StudentInformation Security Guide*.

8. Click **Add School**.

   You receive a confirmation message and the new record displays in the grid.
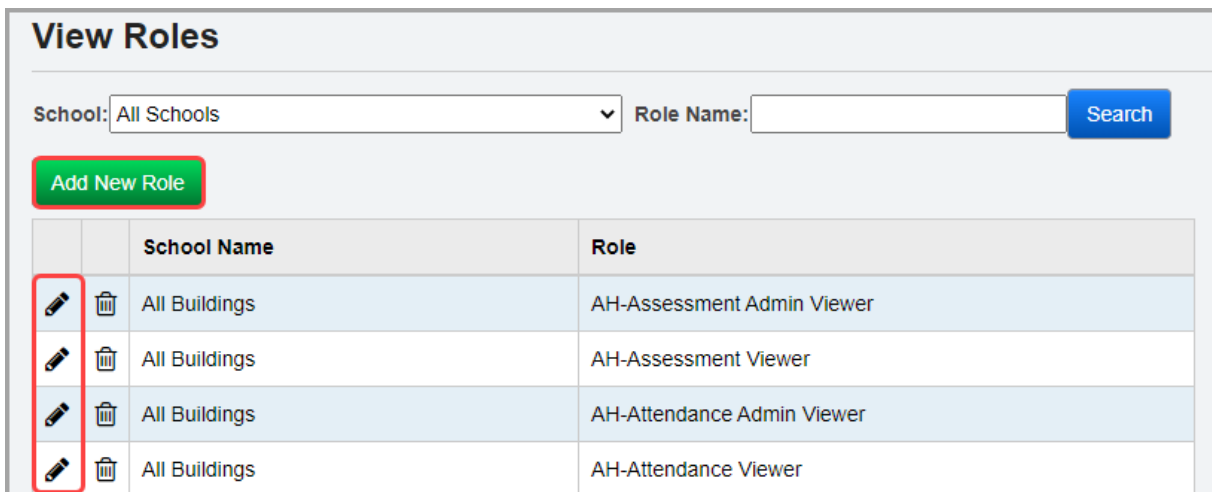
Setting Up Resource Permissions

To ensure accounts have the correct resource permissions enabled, you must first create a new role and then associate it with the account or edit an existing role associated with the account(s).

Adding/Editing Account Role

Navigation: StudentInformation > Management > Security > View Roles

1. You can add a new role or edit an existing one according to the following steps:

   - To add a new role, click **Add New Role**.

   - To edit an existing role, complete the following steps:

     i. In the **School** drop-down list, select the district or building to which the role grants access.

     ii. In the **Role Name** field, enter the full or partial name of the role you wish to edit, and then click **Search**.

         The search results display in a grid. In the row of the role you wish to edit, click ✏ .

   The **Security - Role: [name]** screen displays.

2. Click **Edit Resource Permissions**.

The **Edit Permissions for [Role]** screen for this role displays.

3. Click the **Notifications** tab.

   The tab displays the notification resource permissions with the **View** access setting beside each node. You can expand and collapse each node by clicking ▶ and ▼. The notification resources are displayed alphabetically within each level of the hierarchy. Access for a node can be toggled among Enabled, Disabled, and Neutral. You can also view hierarchical access for items that are not expanded (Enabled below, Disabled below).

   - Enabled ☑ – Indicates that the user account with this role can subscribe to this notification rule or all notification rules nested below this notification category in StudentInformation.

   - Enabled below ☑ – Indicates that the user account with this role can subscribe to at least one notification rule nested below this notification category in StudentInformation.

   - Disabled ☒ – Indicates that the user account with this role cannot subscribe to this notification rule or cannot subscribe to any notification rules nested below this notification category in StudentInformation.

   - Disabled below ☒ – Indicates that the user account with this role cannot subscribe to at least one rule nested below this notification category in StudentInformation.

   - Neutral ☑ ☒ – Indicates that the access is neither allowed nor restricted to this node.

4. Once you have enabled or disabled access to particular notification categories and/or rules for this role, click **Save Permissions**.

You receive a confirmation message.

Bulk Assigning a Role to Accounts

Navigation: StudentInformation > Management > Security > Assign Role to Accounts

1. In the **School** drop-down list, select the district or building to which the role grants access.

2. In the **Role** drop-down list, select the role you wish to assign to the account(s).

3. In any of the following fields, enter or select search criteria to locate the account(s):

    •   In the **Last Name**, **First Name**, **Email Address**, and **Username** fields, enter a partial or full value by which to search.

        *Note: Use * as a wildcard before, after, or in between keywords to narrow your search results. The search is not case sensitive.*

    •   **Domain** – Select the domain associated with the account(s) for which you are searching.

- • **Administrative School** – Select the administrative school associated with the account(s) for which you are searching.
- • **Default School** – Select the default school associated with the account(s) for which you are searching.
- • **Active** – Deselect this checkbox to search for both active and inactive accounts.

4. Click **Search**. A dual listbox of account usernames whose information matches your search criteria displays

5. In the **Available** listbox on the left, select the accounts to which you wish to assign the selected role, then click ➡ to move them to the **Assigned** listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrows icon to move accounts between the 2 listboxes.)

6. Click **Save Assigned Accounts**.

You receive a confirmation message.

Email Address Settings

Navigation: StudentInformation > Management > District Administration > District Options

If you wish to configure a district-specific email address from which users receive email alerts for notifications, you can set it on the **District Options** screen.

1. On the **District Options** screen, in the **Unattended Email Address** section, enter the email from which users should receive email notifications.

2. Click **Save**.

Users who have opted to receive email alerts for notifications (see *"Subscription List"*) now receive them from the email address you entered.

StudentInformation > Management > District Administration > District Options [Find Students] Q [Go To] Q

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

○ No Family Courier assignment

○ Assign Family Courier to youngest family member

● Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

K - K		AG - AG
01 - 01		IN - Infant/Toddler (Ages 0-2)
02 - 02		PS - PS
03 - 03		

Select a method to edit Family Group Contacts

● Allow edits per school

○ Allow edits per district

Report Cards

☐ Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees

Graduation Points Service

☑ Recalculate Student Graduation Points daily

Unattended Email Address

Email Address: no-reply@YourDomain.com

[Save]

District and Building Settings

At the highest level, districts can configure all notification rules as **Required**, **Opt-In**, or **Disabled** and this affects which rules buildings can configure. Subsequently, the building configuration determines the rules to which the user can optionally subscribe. Thus, depending on the district or building setting for each rule, users may automatically receive or not receive notifications for these rules, or they may be able to optionally subscribe to receive the notifications.

The graphic below outlines how choices made at the district, building, and user level affect whether or not users receive notifications; the level at which notifications can be temporarily turned off or on; and the level at which filters can be set.
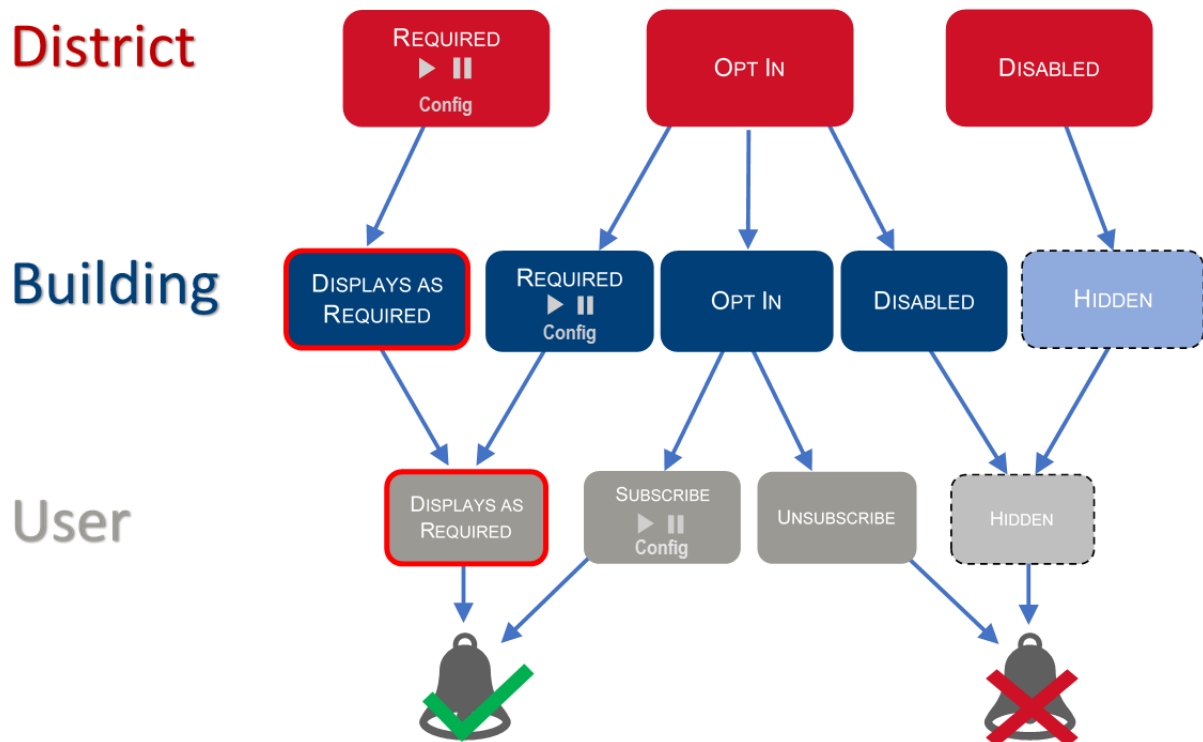
District Settings

Navigation: StudentInformation > Management > School Administration > School Building Administration > Notification Rule Configuration

With a district in context, you can set whether a notification rule is **Required**, **Opt-In**, or **Disabled** at the district level. Depending on your selection, the **Config** column may become available. If a rule is set to **Opt-In** or **Disabled**, it displays as grayed out as you cannot add or change the **Config** settings for such rules.

Play/Pause Column – You can temporarily turn notifications for certain rules off or on by clicking ❚❚ or ▶ in this column.

Note: You can click ❚❚ or ▶ in the header row to turn notifications off or on for all rules that have an Availability of Required at the district level.

- ▶ ❚❚ – Displays if a rule has an **Availability** of **Required** and indicates that all users with the correct resource permissions (see *"Setting Up Resource Permissions"*) and job functions (see *"Setting Up Job Functions"*) will receive the notifications for this rule when

the corresponding events occur. You can click ⏸ to turn off notifications for this rule (indicated by ▶ ⏸) and users no longer receive any notifications for this rule until it is turned back on by clicking ▶ .

- ▶ ⏸ – Displays if a rule has an **Availability** of **Opt-In** and indicates that you cannot turn notifications off or on at this level but may do so at a lower level.

- ▶ ⏸ – Displays if a rule has an **Availability** of **Disabled** and indicates that you cannot turn notifications on or off at this level and lower.

Availability – Select from **Required**, **Opt-In**, or **Disabled**.

- **Required** – Indicates that all users in the district with the correct resource permissions (see *"Setting Up Resource Permissions"*) and job functions (see *"Setting Up Job Functions"*) will receive notifications for this rule when the corresponding events occur. Buildings and users may not opt out of receiving these notifications.

- **Opt-In** – Indicates that each building can decide if they wish to have an **Availability** of **Required**, **Opt-In**, or **Disabled** (see *"Building Settings"*).

- **Disabled** – Indicates that no one in the district will receive notifications for this rule.

   *Note: If you disable a notification rule, all previously selected **Config** settings at the district, building, or user level are cleared.*

Config – If the rule has an **Availability** of **Required**, you can click ▼+ to add or ▼✎ to edit the configurations for this rule at the district level; otherwise, the field is blank. Filters narrow down the event requirements that generate a notification. For example, if you want users to receive discipline incident notifications when they occur only for 9th grade students, below the **Grade Level** filter, select grade 9. Or, if you want users to receive only quiz submissions that must be manually graded, below the **Scoring Method** filter, select **Manually Graded Only**; otherwise, to have users receive quiz submissions for both manually graded and autoscored quizzes, select **None Selected**.

⚠️ *Caution: Do not select an **Availability** of **Required** for the **Report Card Entry Date** rule as this option is non-functional for this rule at the district level.*

   *Note: The **Report Card Entry Date** rule can be configured only at the building level. If a building sets the **Availability** to **Opt-In**, subscribed users can only view the notification schedules that have been configured.*

Notification – Indicates the rule name.

Description – Indicates the type of event(s) that generates notifications for this rule.

Category – Indicates the category to which the rule belongs.

Security Resource – Indicates the corresponding resource permission that a user needs to receive a notification for this rule, if applicable (see *"Setting Up Resource Permissions"*).

Save – Click to retain the changes you have made.

Building Settings

Navigation: StudentInformation > Management > School Administration > School Building Administration > Notification Rule Configuration

With a building in context, you can set whether a notification rule is **Required**, **Opt-In**, or **Disabled** at the building level. Depending on your selection, the **Config** column may become available. If a rule is set as **Required** at the district level, it displays as grayed out as you cannot change settings for such rules but will receive notifications for them.

Play/Pause Column – You can temporarily turn notifications for certain rules off or on by clicking ⏸ or ▶ in this column.

> *Note: You can click ⏸ or ▶ in the header row to turn notifications off or on for all rules that have an **Availability** of **Required** at the building level.*

- ▶⏸ – Displays if a rule has an **Availability** of **Required** and indicates that all users with the correct resource permissions (see *"Setting Up Resource Permissions"*) and job functions (see *"Setting Up Job Functions"*) will receive the notifications for this rule when the corresponding events occur. You can click ⏸ to turn off notifications for this rule (indicated by ▶⏸) and users no longer receive any notifications for this rule until it is turned back on by clicking ▶.

- ▶ ❚❚ – Displays if a rule has an **Availability** of **Opt-In** at this level or an **Availability** of **Required** at a higher level and indicates that you cannot turn notifications off or on at this level but may do so at a higher or lower level.

- ▶ ❚❚ – Displays if a rule has an **Availability** of **Disabled** at this level and indicates that you cannot turn notifications on or off at this level or lower. This also displays if a rule has an **Availability** of **Required** at a higher level and was turned off.

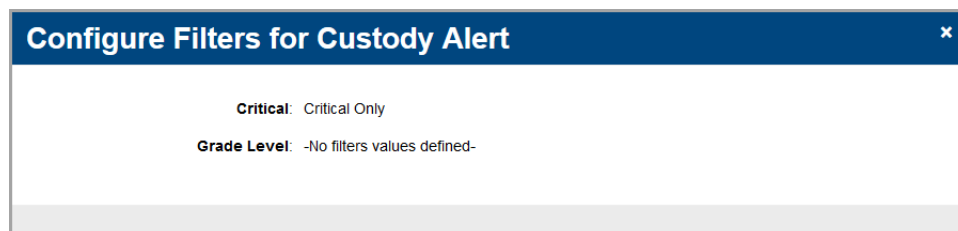**Availability** – Select from **Required**, **Opt-In**, or **Disabled**.

- **Required** – Indicates that all users in the building with the correct resource permissions (see *"Setting Up Resource Permissions"*) and job functions (see *"Setting Up Job Functions"*) will receive notifications for this rule when the corresponding events occur. Users may not opt out of receiving these notifications.

- **Opt-In** – Indicates that each user can decide if they wish to subscribe to a notification rule (see *"Subscription List"*).

- **Disabled** – Indicates that no one in the building will receive notifications for this rule.

    *Note: If you disable a notification rule, all previously selected **Config** settings at the building or user level are cleared.*

Config – 2 types of configurations are available: filters and schedules.

- Filters – If the rule has an **Availability** of **Required**, you can click ▼+ to add or ▼✎ to edit the configurations for this rule at the building level; otherwise, the field is blank. Filters narrow down the event requirements that generate a notification. For example, if you want users to receive discipline incident notifications when they occur only for 9th grade students, below the **Grade Level** filter, select grade 9. Or, if you want users to receive only quiz submissions that must be manually graded, below the **Scoring Method** filter, select **Manually Graded Only**; otherwise, to have users receive quiz submissions for both manually graded and autoscored quizzes, select **None Selected**.

    If filters for a required rule have been set at the district level, you can click ▼ to view the settings.

    Configure Filters for Custody Alert ✕

    Critical: Critical Only

    Grade Level: -No filters values defined-

- Schedules – This applies to only the **Report Card Entry Date** rule, regardless of whether the rule has an **Availability** of **Required** or **Opt-In**. To configure the notification

    schedule(s) for this rule, click ⊙+ to add or ⊙✎ to edit the schedule(s) at the building level. For more information on setting up the notification schedule(s), see *"Report Card Entry Date Settings"* .

    *Note: The **Report Card Entry Date** rule can be configured only at the building level. If a building sets the **Availability** to **Opt-In**, subscribed users can only view the notification schedules that have been configured.*

Notification – Indicates the rule name.

Description – Indicates the type of event(s) that generates notifications for this rule.

Category – Indicates the category to which the rule belongs.

Security Resource – Indicates the corresponding resource permission that a user needs to receive a notification for this rule, if applicable (see *"Setting Up Resource Permissions"*).

Save – Click to retain the changes you have made.

User Settings

Depending on the settings for each notification rule at the district and building level (see *"District and Building Settings"*), users can choose to subscribe to certain notifications or automatically receive them. Users receive automatic or subscribed notifications if they have the proper security settings (see *"Security and Email Address Settings"*).

- To set up user subscriptions, see *"Subscription List."*
- To view in-app notifications, see *"Receiving In-app Notifications."*
- To view notification history, see *"Receiving In-app Notifications."*

Subscription List

Navigation: StudentInformation > My Account > Notifications > Subscription List

You can view and manage your subscriptions to notifications on this screen. If a notification rule has been set as **Required** at the district or building level, you will receive the notifications and cannot opt out of them. Otherwise, if a notification rule has been set as **Opt-In** at the building level, you can choose to subscribe to such notifications. For more information on notification rules and district and building settings, as well as how they affect user subscriptions, see *"District and Building Settings."*

> *Note: If applicable, you must also have the proper job function(s) assigned and resource permission(s) enabled (see "Security and Email Address Settings") for each corresponding notification rule in order to configure them on this screen and receive notifications.*

Subscribe/Unsubscribe Column – You can subscribe or unsubscribe to available notification rules by clicking **Subscribe** or **Unsubscribe**.

Play/Pause Column – You can temporarily turn notifications off or on for rules to which you have subscribed by clicking [⏸] or [▶] in this column.

- ▶ ‖ – Displays if you have subscribed to this rule and you will receive the notifications for this rule when the corresponding events occur. You can click ‖ to turn off notifications for this rule (indicated by ▶ ‖) and you no longer receive any notifications for this rule until it is turned back on by clicking ▶ .

- ▶ ‖ – Displays if a rule is required and indicates that you cannot turn notifications off or on at this level but an administrator may do so at a higher level.

- ▶ ‖ – Displays if a rule is required and an administrator at a higher level has temporarily turned notifications off for this rule.

Email – Select this checkbox if you wish to receive email alerts in addition to in-app notifications for this notification rule. The emails are sent to the email address associated with your account.

Config – If you have subscribed to a rule, you can click ⊤+ to add or ⊤✎ to edit the filters for this rule. Filters narrow down the event requirements that generate a notification. For example, if you want users to receive discipline incident notifications when they occur only for 9th grade students, below the **Grade Level** filter, select grade 9. Or, if you want to receive only quiz submissions that must be manually graded, below the **Scoring Method** filter, select **Manually Graded Only**; otherwise, to receive quiz submissions for both manually graded and autoscored quizzes, select **None Selected**.

If filters for a required rule have been set at a higher level, you can click ▼ to view the settings.
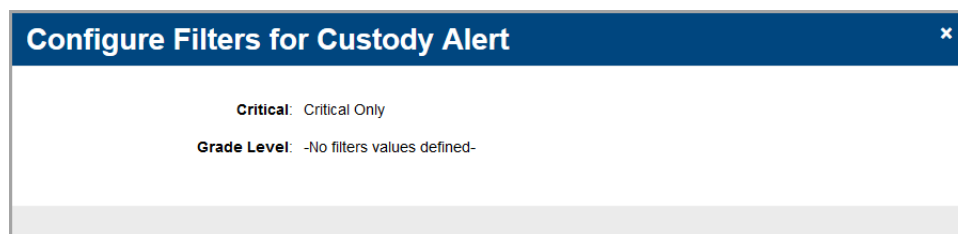
For the **Report Card Entry Date** rule, if your district or building has scheduled notifications, you can click 🕐 to view them.

Name – Indicates the rule name.

Description – Indicates the type of event(s) that generates notifications for this rule.

Memberships – If you have subscribed to a rule, you can further narrow down the notifications you receive according to selected private and public ad hoc membership(s).

> *Note: As of ProgressBook Suite v18.1.0, no notification rules allow membership filtering. Future releases may introduce this functionality.*

Receiving In-app Notifications

The StudentInformation and GradeBook masthead display [bell icon] for notifications. Whenever you

receive a new notification, [bell icon] displays instead. You can click [bell icon] to view the 15 most recent
notifications.

> ***Note:*** *Notifications older than 30 days do not display in this list.*
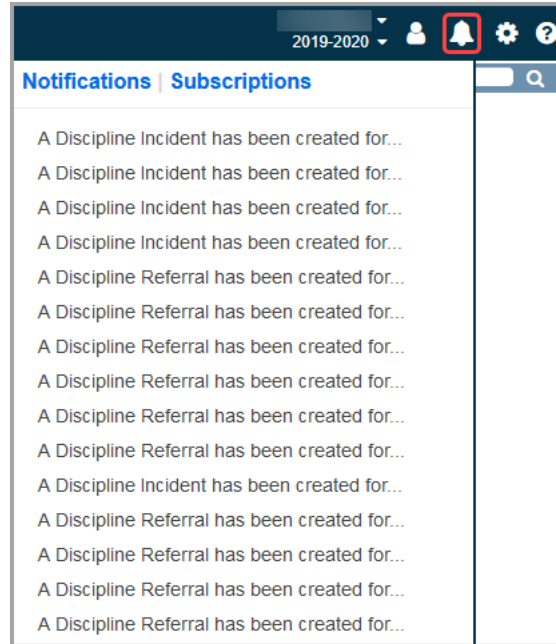
To see a list of all notifications you have received in the last 30 days, click **Notifications** (see
"Notification List").

To manage your subscriptions, click **Subscriptions** (see *"Subscription List"*).

Notification List

Navigation: StudentInformation > My Account > Notifications > Notification List

You can access this screen through the StudentInformation navigation or by clicking 🔔 and then **Notifications**.

On this screen, you can view all notifications you have received for the last 30 days. All notifications older than 30 days are automatically deleted. When you first access this screen, only the 15 most recent notifications display; if you wish to view older notifications, click **Load more...**

StudentInformation > My Account > Notifications > Notification List

Notifications

Date Created	Message
Jul 13 at 12:15 PM	A Discipline Incident has been created for BARBERTON, AARON.
Jul 13 at 12:14 PM	A Discipline Incident has been created for REDFORD, LAYLA.
Jul 13 at 11:07 AM	A Custody Alert has been created for MCMILLEN, LISA.
Jul 13 at 09:40 AM	A Discipline Referral has been created for SCHWARTZ, CAREY.
Jul 13 at 09:13 AM	A Discipline Referral has been created for PASCALL, SARAH.
Jul 13 at 09:06 AM	A Medical Alert has been created for FARRIS, JANELLE.
Jul 13 at 09:02 AM	A Medical Alert has been created for ABDELHADY, MARIAM.
Jul 13 at 09:00 AM	A Medical Alert has been modified for BERRY, KATLYN.
Jul 13 at 08:59 AM	A Custody Alert has been modified for LUDLOW, TRICIA.
Jul 13 at 08:59 AM	A Discipline Incident has been created for GRABER, FRANNIE.
Jul 13 at 08:00 AM	A Discipline Referral has been created for KRAUSE, DAVID.
Jul 12 at 10:11 AM	A Discipline Incident has been created for MERRIWEATHER, LOGAN.
Jul 12 at 09:49 AM	A Custody Alert has been modified for HAWK, TERRENCE.
Jul 12 at 09:48 AM	A Medical Alert has been modified for CORRIGAN, BRADY.
Jul 11 at 03:48 PM	A Discipline Incident has been created for DUNNINGAN, SEAN.

*Delivered notifications will be available for 30 days.

Load more...

Appendix: Job Functions & Rules

Job Function Parameters

This section explains the parameters that must align in StudentInformation in order for a user with the corresponding job function to receive a notification for a student, assuming all other settings for notifications are correct.

> *Note: The **Report Card Entry Date** rule is an exception to the above. Any staff member with StudentInformation login credentials who has been assigned at least one available job function in the active school year will receive the notification.*

Teacher

Users with the **Teacher** job function receive a notification for a student when all of the following conditions are met:

- Teacher is in the active school year.
- Teacher is an active staff member within an active school and school term.
- Teacher is the teacher of record for at least one of the course section(s) the student attends.
- Event that generates the notification is entered into the system within the school year's start and stop dates.

> *Note: For the **Quiz Submitted** rule, only the teacher of record for the course in which the student submits a quiz receives the notification.*

Counselor

Users with the **Counselor** job function receive a notification for a student when all of the following conditions are met:

- Counselor is in the active school year.
- Counselor is an active staff member within an active school.
- Counselor is the designated counselor for the student.
- Event that generates the notification is entered into the system within the school year's start and stop dates.

Principal

Users with the **Principal** job function receive a notification for a student when all of the following conditions are met:

- Principal is in the active school year.
- Principal is an active staff member within an active school.

- Event that generates the notification is entered into the system within the school year's start and stop dates.

Superintendent

Users with the **Superintendent** job function receive a notification for a student when all of the following conditions are met:

- Superintendent is in the active school year.
- Superintendent is an active staff member within an active school.
- Event that generates the notification is entered into the system within the school year's start and stop dates.

Secretary/Nurse

Users with the **Secretary/Nurse** job function receive a notification for a student when all of the following conditions are met:

- Secretary/Nurse is in the active school year.
- Secretary/Nurse is an active staff member within an active school.
- Event that generates the notification is entered into the system within the school year's start and stop dates.

StudentInformation Notification Rules

Name	Category	Users with these job functions receive the notification	Resource Permission	Config	Event
Custody Alert	Contacts	• Principal • Counselor • Secretary • Teacher • Nurse	Custody Alert	• Grade Level • Critical	A custody alert was created or modified.
Message	A Custody Alert has been created/modified for <student name>.				
Discipline Incident	Discipline	• Principal • Counselor • Teacher • Discipline Referral creator (if applicable)	Discipline Incident	• Grade Level	A discipline incident was created with a disciplinary action added in StudentInformation or the MobileApp.
Message	A Discipline Incident has been created for <student name>.				
Discipline Referral	Discipline	• Principal • Counselor • Teacher	Discipline Referral	• Grade Level	A discipline referral was created in StudentInformation or GradeBook.
Message	A Discipline Referral has been created for <student name>.				

Name	Category	Users with these job functions receive the notification	Resource Permission	Config	Event
Medical Alert	Medical	• Principal • Counselor • Secretary • Teacher • Nurse	Medical Alert	• Grade Level • Life Threatening	A medical alert was created or modified.
Message	A Medical Alert has been created/modified for <student name>.				

GradeBook and VirtualClassroom Notification Rules

Name	Category	Users with these Job Functions receive the notification	Resource Permission	Config	Event
Report Card Entry Date Open	GradeBook	• Staff members with StudentInformation login credentials who are assigned at least one available job function in the active school year	N/A	• See *"Report Card Entry Date Settings"*	Building configures a report card entry start date and notification time on and/or prior to the start date.
Message	Report card entry open on <date selected>				
Quiz Submitted	VirtualClassroom	• Teacher	Quiz Submitted	• Scoring Method	Student submits a quiz attempt. Only the teacher of record of a particular course section for the active term receives a notification when a student in that course section submits a quiz activity.
Message	<student name> submitted <assignment name>				

DataMap Notification Rules

Name	Category	Users with these Job Functions receive the notification	Resource Permission	Config	Event
Assessment Available	DataMap	• Principal • Counselor • Teacher • Superintendent • Staff members with the **DataMap - Student Admin** role for at least one building where a student took the imported assessment.	N/A	N/A	Administrator imports assessment data into DataMap. Any user who has access to a student for whom there is data in the imported assessment file receives a notification.
Message	Assessment data is available for <short name of the assessment> from <school year the assessment was taken>.				
Intervention Start	DataMap	• Principal • Counselor • Teacher • Staff members with the **DataMap - Student Admin** role.	N/A	NN/A	If the **Start Date** is the current date or two weeks prior to the current date, the notification is sent immediately when the intervention is saved. If the **Start Date** is a future date, the notification is sent when the future date is reached. For existing interventions, the notification is only triggered if the **Start Date** is updated.
Message if Start Date is today or within the past two weeks	An Intervention plan was started for <LastName>, <FirstName>, <Grade>, for the <SchoolYear> school year.				
Message if Start Date is in the future	An intervention plan will start for <LastName>, <FirstName>, <Grade>, for the <SchoolYear> school year on <InterventionStartDate>"				

Report Card Entry Date Settings

1. If you are configuring schedules for the first time, or if the settings were cleared, in the

    Config column, click ⌖＋ . Otherwise, click ⌖✎ .

    The **Configure Schedules for Report Card Entry Date** window opens.

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2. (Conditional) If no schedules have been configured, click ➕.

Configure Schedules for Report Card Entry Date ✕

There are no schedules defined for this rule. Please click the ➕ to add schedules.

*Set notification times are approximate.

3. Click 📅 to select the date on which the report card entry window opens.

4. Click 🕐 to select the time at which the notification will be sent.

5. Enter the number of **Day(s) Prior** to the report card entry window date you wish to send the notification. For example, if you enter a date of *02/03/2020* and a **Day(s) Prior** value of *2*, users will receive a notification on 02/01/2020 at the selected time.

   Note: If you wish to send a notification only on the selected day, enter 0 ***Day(s) Prior** and select **Yes** for **Include Day Of?***

6. Select **Yes** for **Include Day Of?** if you wish to send a notification on the selected date at the selected time. If you select **No**, a notification is sent only on the specified prior day at the selected time. For example, if you enter a date of *02/03/2020*, a **Day(s) Prior** value of *2*, and select **Yes**, users will receive a notification on 02/01/2020 and on 02/03/2020 at the selected time.

7. (Optional) Click 🗑 to delete a scheduled notification.

8. (Optional) Click ➕ to add another scheduled notification, and then repeat *step 3* through *step 6* as needed.

9. (Optional) Click **Clear Schedules** to clear all existing scheduled notifications.

10. Click **Save**.

Configure Schedules for Report Card Entry Date ✕

| 02/03/2020 | 📅 | 09:00AM | 🕐 | 2 | ⇕ | Day(s) Prior | Include Day Of? | Yes | No | 🗑 ➕ |
| 02/10/2020 | 📅 | 08:00AM | 🕐 | 3 | ⇕ | Day(s) Prior | Include Day Of? | Yes | No | 🗑 |

*Set notification times are approximate.

[Save] [Clear Schedules]

A success message displays, and the notification(s) will be sent at the scheduled time(s).