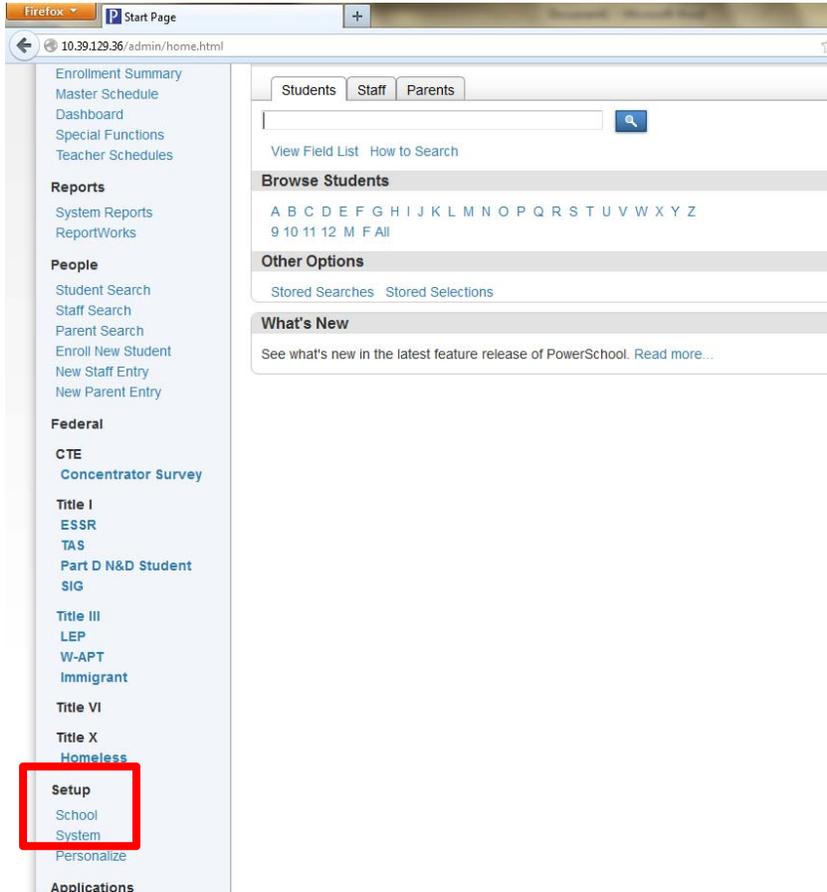


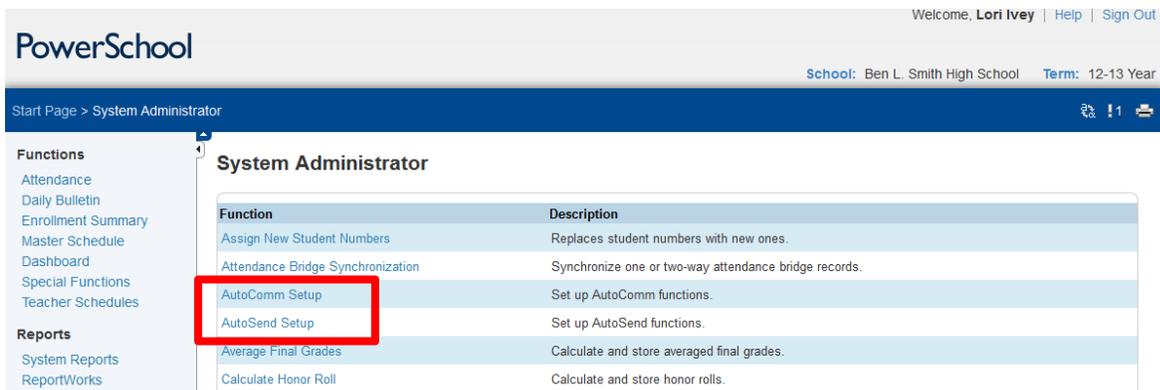
# AutoSend

To setup an extract using AutoSend:

Click on System under the Setup menu.



Then click on AutoSend Setup and then click on the “New” button:



## AutoSend Setup

Name	Time	Days	Execute
<a href="#">New</a>			

Enter the information needed for each of the scheduled extracts:

PowerSchool School: Ben L. Smith High School Term: 12-13 Year

Start Page > System Administrator > AutoSend Setup > AutoSend Record

### AutoSend Record

Field	Value
Name	Connect Ed Extract
Data to Send	Students
When to Execute	02:00 AM
Days to Execute	MTWHF (MTWHFSU)
Turn Execution Off	<input type="checkbox"/>
Send Output to	Ad Hoc FTP Server
Use passive mode	<input checked="" type="checkbox"/>
FTP host name:	Site Name or IP address
FTP account name:	UserName
FTP password:	Password
Timeout in seconds (optional):	Default = 10 seconds
Transfer Method:	Ascii
Path	
Field Delimiter	Comma
Record Delimiter	CRLF
Sort Order	
First record of file is "number_of_records=" *	<input type="checkbox"/>
Include "upload_type=" **	<input type="checkbox"/>
Attendance-Specific Settings:	<input checked="" type="radio"/> Send any attendance modified in last 24 hrs <input type="radio"/> Send attendance modified since last upload <input type="radio"/> Send attendance modified between these dates From <input type="text"/> To <input type="text"/> (MM/DD/YYYY) <input type="radio"/> Send all attendance to date
Student-Specific Settings:	All current students at the school are automatically sent.

E-Mail completion report to  
(Separate multiple addresses with commas)

Fields to export:  
Attendance Field list

student\_number  
first\_name  
last\_name  
grade\_level  
S\_NO\_GUARDIAN\_LANGUAGE\_WRITTEN  
gender  
Home\_Phone  
mother\_home\_phone  
motherdayphone  
PARENT\_EMAIL  
PARENT\_CELLPHONE\_1

Duplicate this AutoSend record to all schools on this server (use only when creating a new AutoSend record)

Duplicate this AutoSend record to LEA office (Only valid for Student and Teacher tables; use only when creating a new AutoSend record)

\* The first record of the export will be the text "number\_of\_records=" followed by the number of records to be exported.

\*\* The first or second record of the export will be the text "upload\_type=" followed by the upload type.

**Legend**

Page Icons: - Time Entry | - Date Entry |

For fields in the “Fields to export section,” you can copy and paste the fields that have been predefined using the template.

The AutoSend functionality allows a user to setup scheduled extracts that will send the files to an FTP server. The AutoSend feature will NOT save files directly to your local hard drive. You **must** have an FTP server to send the data. This does not have to be an actual server, but can be a computer. In order for the extract to work properly, the computer **must be turned on** during the scheduled extract times. The section “send output to” refers to this server and not your local machine.

**The following links can be used for assistance in setting up an FTP server when using Blackboard’s Connect Ed or AlertNow systems.**

The video that goes over creating an FTP server link:

[https://ssl.salesforce.com/sfc/p/00000000hZUV/a/000000008cDx/LbitqPF5zFyiglrVsx6Oqxh5Hbm9X\\_YK9\\_gSvd752k=](https://ssl.salesforce.com/sfc/p/00000000hZUV/a/000000008cDx/LbitqPF5zFyiglrVsx6Oqxh5Hbm9X_YK9_gSvd752k=)

OR use this link:

[http://www.youtube.com/watch?feature=player\\_embedded&v=WeivV13yfAU](http://www.youtube.com/watch?feature=player_embedded&v=WeivV13yfAU)

## **BLACKBOARD – ConnectEd and AlertNow**

*The above instructions are the setup needed in PowerSchool to get your scheduled extracts delivered to your local FTP server ONLY.* This is the first step in setting up automated delivery of your files to ConnectEd or AlertNow. To complete the process to deliver these files from your local FTP server to ConnectEd or AlertNow, you must contact the Client Care Support at Blackboard. If you have any questions concerning the setup of the FTP server or the automation of the extracts you should contact Blackboard Client Care Support.