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:
Enter the information needed for each of the scheduled extracts:
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/LbitqPF5zFyi9lruVSx6Oqxh5Hbm9X_YK9_gSvd752k=

OR use this link:
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.