



Directions on setting up **Auto Send**:

1. Log into **PowerSchool**
2. On the left click on **System**

The screenshot shows the PowerSchool home page. At the top left is the PowerSchool logo. At the top right, the school name "School: District Office" and the term "Term: 09-10 Year" are displayed. On the left side, there is a navigation menu with two main sections: "Functions" and "Setup". Under "Functions", items include Attendance, Daily Bulletin, Enrollment Summary, Master Schedule, PowerLunch, Reports, Special Functions, and Teacher Schedules. Under "Setup", items include District, Personalize, Staff, System, Dashboard, Administrator, PT Administrator, and ReportWorks. A red arrow points to the "System" link in the Setup section. On the right side, there are sections for "Search Students" with a search box and "Browse Students" with a grid of letters and numbers. Below that is an "Other Options" section with links for Stored Searches, Stored Selections, and Enroll New Student.

3. **AutoSend Setup**

The screenshot shows the "System Administrator" page in PowerSchool. On the left, the "Setup" menu is visible, with a red arrow pointing to the "System" link. The main content area is a table with two columns: "Function" and "Description".

Function	Description
Assign New Student Numbers	Replaces student numbers with new ones.
Attendance Bridge Synchronization	Synchronize one or two-way attendance bridge records.
AutoComm Setup	Set up AutoComm functions.
AutoSend Setup	Set up AutoSend functions.
Average Final Grades	Calculate and store averaged final grades.
Calculate Honor Roll	Calculate and store honor rolls.
Change Course Number	Changes a course number system-wide.
Change School Number	Changes a school number system-wide.
Clear Activities	Clears students activities.
Copy Master Schedule	Copies the master schedule (sections) from one year to another.
Copy School Setup Info	Overwrites existing school information with new information.
Custom Fields / Screens	Creates and edits fields and screens for staff and students.
Direct Database Export (DDE)	Exports information from database directly.
End-of-year process	Closes out and archives student records at end of year.
Export Historical Grades	Exports historical grades for current school year.
Import Report Template	Imports a report from another system.
Permanently Store Grades	Changes current grades into historical grades.
PowerGrade Settings	Links to PowerGrade settings and functions.
Report Queue Settings	Links to Report Queue settings and functions.
ReportWorks Administration	Links to ReportWorks settings and functions.
Scan Pages	Scan for customized pages.
Security	Sets up PowerSchool security.
Special Operations	Runs programs affecting the whole system.
Store Standards Grades	Snapshots Standards scores and creates historical records.
System Logs	Links to system log files and management functions.
System Settings	Links to web server information.
Teacher Maximum Load Setup	Creates and Loads Teacher's Daily Load Counts.
State Specific Information	Displays State Specific Table relationship information.

4. Click on the **New** button
5. Fill in the fields below: Questions you will need to think about.
 - a. Data to Send / Students or Teachers?
 - b. When do you want to execute? Nightly / certain days / Now?
 - c. Information of the FTP site you will be sending it to.
 - d. Path – were you would like the file to be placed.
 - e. Field Delimiter. Tab /Comma / None
 - f. Fields to export

Field	Value
Name	<input type="text"/>
Data to Send	Students <input type="button" value="v"/>
When to Execute	2 AM <input type="button" value="v"/> :00 <input type="button" value="v"/>
Days to Execute	<input type="text"/> (MTWHFSU)
Turn Execution Off	<input type="checkbox"/>
<input type="checkbox"/> Use FTP <input type="checkbox"/> Use passive mode	FTP host name: <input type="text"/> FTP account name: <input type="text"/> FTP password: <input type="text"/> Timeout in seconds (optional): <input type="text"/> Default = 10 seconds Transfer Method: <input type="button" value="v"/>
Path	<input type="text"/>
Field Delimiter	Tab <input type="button" value="v"/>
Record Delimiter	CRLF <input type="button" value="v"/>
Sort Order	<input type="text"/>
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"/> <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)	<input type="text"/> Do you want this e-mailed?
Fields to export:	<input type="button" value="v"/> Attendance Field list <input type="button" value="v"/> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Add fields you want to include in your Auto Send. Example:</p> <p>StudentID Grade_level Mailing_Address</p> </div>
<input type="checkbox"/> Duplicate this AutoSend record to all schools on this server (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.	

When to Execute- if you are not going to schedule this for a certain time – leave defaulted time.
Days to Execute – schedule the days or leave blank.

Where do you want the file sent? Location - path

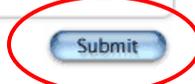
Formatting: How do you want the file to look

Attendance Settings: If not using attendance leave default setting.

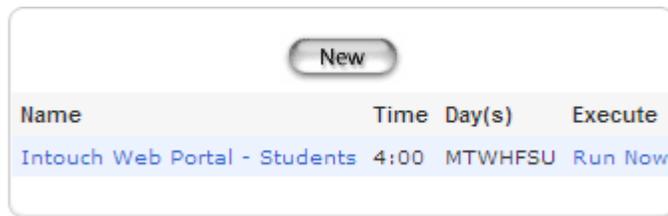
Do you want this e-mailed?

Add fields you want to include in your Auto Send.
Example:
StudentID
Grade_level
Mailing_Address

Do you want to copy to other buildings?



Once you have created the Auto Send you will be able view your setup.



Name	Time	Day(s)	Execute
Intouch Web Portal - Students	4:00	MTWHFSU	Run Now

The example above shows you:

The name of your Auto Send

Time to execute

Days to execute

Run Now option – which allows you to run the auto send now regardless of the time or days of execution set up.

Note: Anything in [Blue](#) is a link

By clicking on the Name of your auto send – you will be able to view or change your set up.

By clicking on Run Now – it will run the auto send immediately.