



## Directions on setting up **AutoComm**:

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

The screenshot shows the PowerSchool home page. The top left features the PowerSchool logo. The top right displays 'School: District Office' and 'Term: 09-10 Year'. On the left side, there is a navigation menu with 'Functions' and 'Setup' sections. A red arrow points to the 'System' link in the 'Setup' section. The main content area on the right includes a 'Search Students' search bar with a magnifying glass icon and links for 'View Field List' and 'How to Search'. Below this is a 'Browse Students' section with a grid of letters (A-Z) and numbers (1-12) for filtering. At the bottom right, there is an 'Other Options' section with links for 'Stored Searches', 'Stored Selections', and 'Enroll New Student'.

## 3. AutoComm Setup

The screenshot shows the 'System Administrator' page in PowerSchool. The left navigation 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'. A red arrow points to the 'AutoComm Setup' row in the table.

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

- Click on the **New** button
- Fill in all the fields below

Field	Value
Name	<input type="text" value="Name of AutoComm"/>
Table to Import	Attendance - Meeting <input type="button" value="v"/> <b>What tables are you importing into?</b>
When to Execute	2 AM <input type="button" value="v"/> :00 <input type="button" value="v"/> <b>If minutes are 00, the autocomm will run after the hourly process</b>
Days to Execute	<input type="text" value=""/> (MTWTFSS) <b>Days to Execute – type in Days as shown</b>
Turn Execution Off	<input type="checkbox"/>
<input type="checkbox"/> Use FTP <input type="checkbox"/> Use Passive Mode <b>Fill in all the FTP information FTP Name / FTP Account Name / Password</b> <b>Optional – Timeout in seconds</b> <b>Check “Use Passive Mode” only if server has difficulty transferring data.</b>	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 is 10 seconds
Path	<input type="text"/>
Field Delimiter	Tab <input type="button" value="v"/>
Record Delimiter	CRLF <input type="button" value="v"/>
Character Set	Mac Roman <input type="button" value="v"/>
Sort Order	<input type="text"/>
Synchronize Mode (important: Select this checkbox when PowerSchool data is updated from another source, such as a mainframe.)	<input type="checkbox"/>
Update existing records with Imported data (when applicable)	<input type="checkbox"/>
Mark students and their schedules inactive when their exit date is <= today.	<input type="checkbox"/>
First record of file is "number_of_records="**	<input type="checkbox"/> (Recommended)
E-Mail completion report to (Separate multiple addresses with commas)	<input type="text"/>
PowerSchool fields to import into: Student field list	<input type="text" value="Attendance Field list:"/> <input type="button" value="v"/>
<input type="checkbox"/> Duplicate this AutoComm record to all schools on this server (use only when creating a new AutoComm record)	
<input type="checkbox"/> Duplicate this AutoComm record to district office (Only valid for Student and Teacher tables; use only when creating a new AutoComm record)	

\*\* The file will not be imported if the number of records in the file do not match the number given in the first record of the file.

**Submit**