iPass Quick Guide:
Annual Set-Up of Recurring Batch Reports

All batch export reports that are year-specific need to be set up annually after your database is rolled over and the old ones deleted.

Use the Batch Reports Query to find out the batch reports running on the site and which account they are set up in.

Attachment!Name	Start Time	Occurance	User Id	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
IpassUpdates	62640	daily	npsimg9408 (iPass Support)	no	no	no	no	no	no	no
Baseline Objects Export	33480	daily	(user name)	no	no	no	no	no	no	no
ConnectEDExport	55500	daily	(user name)	no	no	no	no	no	no	no

The ConnectEd Export needs to be set up for the <u>current school year</u> students/schools/grade levels.

Delete the previous year batch report at the bottom of your Reports screen under Recurring Scheduled Reports.
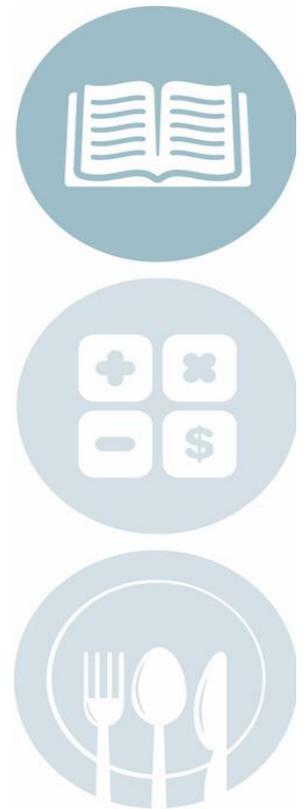
RECURRING SCHEDULED REPORTS		
Delete	**Report**	**Recurring**
☐	Attendance Call List	daily -- Every Weekday at 09:00
☐	Staff Data Export	daily -- Every Weekday at 02:00
☐	Attendance Call List	daily -- Every Weekday at 09:40
☑	ConnectEd Export	daily -- Every Weekday at 01:00
☐	Attendance Call List	daily -- Every Weekday at 09:45

Delete

Set Up New Batch Report

District System > ConnectEd Export

1. Select all schools to be included
2. Academic Year = Current Year (ie. 2019-2020) *(reports are year specific)*
3. File Type = ConnectEd
4. Under Batch Process Options check off Run as a Batch Process
5. **RUN TEST FILE:**
   o Batch Start Date and Time: **Leave data and time as is**
   o Run Post-Processing: Select Blackboard option to create and send CSV file
   o Do **NOT** check off Recurring Batch Process
   o **Submit - this will send a test file over immediately** - confirm this has correct data in and updated Blackboard data

6. **SET UP RECURRING BATCH REPORT**
   o Repeat steps 1-3 above
   o Batch Start Date and Time: Leave with today's date and **set time for nightly batch report in <u>military time</u>** (ie. 17:00 for 5:00pm or 02:00 for 2:00am)
   o Run Post-Processing: Select Blackboard option to create and send CSV file
   o **CHECK OFF Recurring Batch Process**
   o Submit - This will set up the recurring batch report that <u>will run AFTER midnight when the batch processor looks for batch reports for the NEXT day</u>

Typical recurring batch reports that are year specific:

- eSped Export (Reports – Biographical)
- Advanced Export Reports
- Baseline Objects Export