Blackboard Engage™

User Guide

LiveLink

Version: 3.4
August 12, 2014

Content

Welcome to LiveLink Version 3.4

The LiveLink tool allows your district/school to transfer information from your Student Information System (SIS) to your Edline website, and/or any Edline based gradebooks — GradeQuick Web, including My Gradebooks, or Easy Grade Pro Web. LiveLink 3.4 is a very flexible program that works with your district's or school's needs.

LiveLink works with many different SIS tools available, and this documentation has been customized for your specific SIS integration.

Special Note: For a full list of bug fixes available in version 3.4, see the Edline Education Center topic, LiveLink 3.4.

LiveLink Installation

Please review your *Quick-Start Guide* and *Welcome to GradeQuick*, *Welcome to Easy Grade Pro*, or *Welcome to Edline* email before installing LiveLink.

LiveLink Requirements

Before beginning the installation, determine where you want to install LiveLink:

- LiveLink must run from the computer where it was installed.

- This computer can be either a workstation or a server with the following system requirements:

    o Operating system Windows 8, Windows 7, Windows 2000 Pro, Windows XP Pro, Windows 2000, 2003, 2005 and 2008 Server.

    o Minimum 512 MB RAM.

    o Minimum processor speed 1 GHz.

    o LiveLink Web can be installed on both 32 and 64-bit computers.

    o LiveLink Web will run on a Novell Netware network; however processes must be run manually and cannot be scheduled.

- The user running LiveLink must be logged on to the computer as local administrator.

- The computer where LiveLink is running should have access to read the input files from your Student Information System (SIS) and to read grade and attendance files downloaded from the web. You may want to send the SIS files directly to this computer.
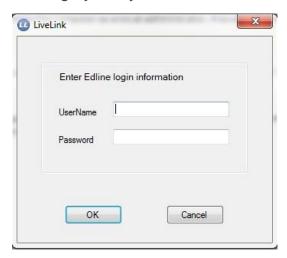
When you are ready to install, make sure that you are logged in to the computer as a local administrator. You are now ready to begin the installation. Follow the instructions on the page where you access the installation.

Setting Up LiveLink

When you run LiveLink, you will be prompted to enter your special Edline screen name and password that is used **ONLY** when you run LiveLink. This is **NOT** the personal screen name and password that you will use when you actually log into Edline to use Edline or the web gradebook.

Important: Both your standard Edline activation code and your LiveLink-only code are available in your *Welcome to GradeQuick*, *Welcome to Easy Grade Pro*, or *Welcome to Edline*

email with your setup materials. **Do NOT combine your screen names with each other or any other login you may have.** Each screen name should be completely separate.

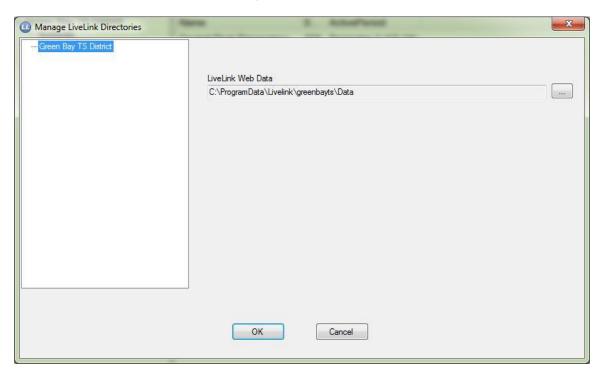**Notes for district administrators:**
If you are responsible for running LiveLink for more than one school at your district, you will be given a district LiveLink activation code to use whenever you run LiveLink.

- Be sure you have entered your **School IDs** on Edline. To verify that your school IDs are correct, login to Edline with your personal district screen name. Hover over the **Home** icon in the menu bar, and select **Schools**. You will see a list of the schools in your district on Edline. If the **School ID** is missing or incorrect, click the school name. From the home page of that school, select **Manage School** from **Tools** menu and enter the correct **School ID**.

- When you run LiveLink it will automatically collect the names of schools and their IDs from Edline, and then you will be ready to use LiveLink to transfer data between your SIS and Edline.

Managing Directories

When LiveLink opens for the first time, you must set up the paths to use with LiveLink. These directory paths are the location of your SIS information.

1. Click **Tools** and then **Set Directory Paths**.

Example of Directory Paths

Review your *Quick-Start Guide* and *Welcome to GradeQuick*, *Welcome to Easy Grade Pro*, or *Welcome to Edline* email for the recommended directory paths.
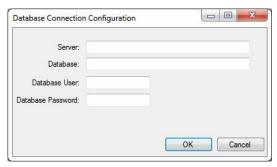
- If you had a previous version of LiveLink Web, the paths should already be set for you.

- If you need to set the paths, click the **Change** button and browse to the root folder you want to use.

- For some setups, the sub-folders will be created for you. If you want to change any of the sub-folders, double-click the row and make the desired changes.

2. Click **OK** to save the paths.

Database Configuration

You must setup the connection to your district's or school's SIS database.

1. Click **Tools** and then **Setup Database Configuration**.

   You can setup your database information as required. Depending on your database and SIS configuration, there will different fields of information.

   Database Connection Configuration Example

2. Enter your database information for your Student Information System (SIS).

3. Click **OK**.

Note:
This user name and password is a SQL Server login, typically **NOT** the user name and password that you use to log in to your Student Information System.
If you do not have such an account created, or are unsure, you can create a new one:

- Open your **SQL Server Management Studio**.
- In the **Object Explorer**, expand the **Security** section and look at **Logins**.
  Assign a name to the login, and be sure to choose to use **SQL Server authentication**, not Windows Authentication.
  Enter a password for the login.
  Leave enforce password policy checked, but uncheck the box next to **User must change password at next login**.
  Next, click on **User Mapping** in the left of the **Login Properties** box.
  Select the live database for your Student Information System, and then make sure that the boxes for **db_datareader** and **db_owner** are checked.

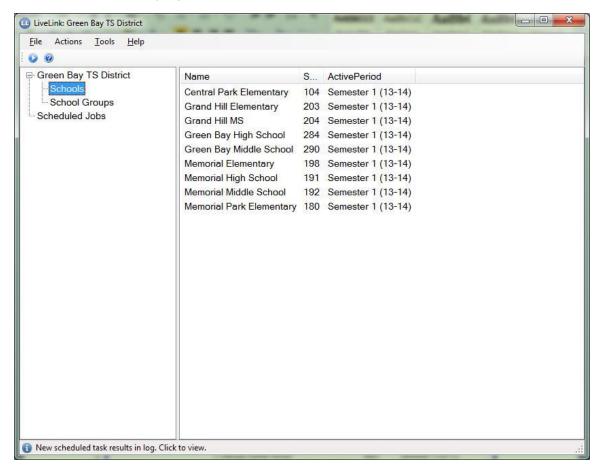If you would like to use an existing login rather than a new one, you can do so:

- Right-click on the **Login** and choose **properties**.
- Make sure that it uses **SQL Authentication**, that it has a password known to you, and that in the **User Roles** section, it is mapped to the appropriate database, with the **db_datareader** and **db_owner** roles checked.

Managing Schools

Before you can begin the upload of information, you should ensure you have the list of schools available in LiveLink. If you are using LiveLink as a district user, you will see all of the district's schools listed when you open LiveLink. The schools can be grouped to run various processes, manually or scheduled.

List of Schools

- Click **Schools** on the left to display the list of schools in your district. Each school is displayed on the right with their **School ID** and the **Current Active Period** [if applicable] set in the Edline program.

Grouping Schools
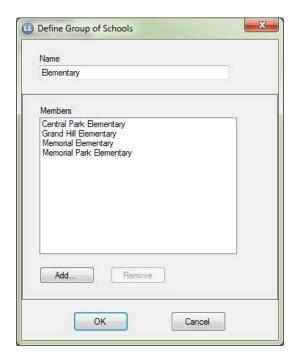
If using LiveLink at the district-level, you can create groups of schools for the options you want to run or schedule. For example, if you want to upload information from only your high schools

---

at specific times, you can group the schools together for that purpose. If some of your schools have defined Currently Active Periods, and some do not, then you must group these sets of schools together.
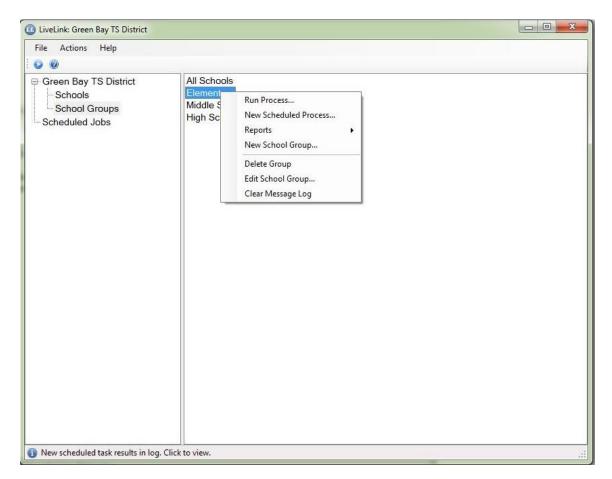
1. From the **Actions** menu, select **New School Group**.

2. Enter a name for the grouping.

3. Click the **Add** button to choose the schools in the group.

4. Click **OK**.

5. Click **School Groups** on the left. The list of groups is shown on the right.

- To delete a group, right-click the group name and choose **Delete Group**.

- To edit a group, double-click the group name, or right-click and choose **Edit Group**.

System Setup

If the interface for your school requires that certain system information be set up in LiveLink, the **Appendix** accompanying the *Quick-Start Guide* will include instructions. The Program Settings feature allows you to change the school year or upload file name, if necessary.

- Click **Tools** and then **Program Settings**.

School Year

In general, the school year is not required for LiveLink to work properly. If it is required, be sure to enter the correct format for the school year.

The format is:

YYYY-YYYY

Example:

2007-2008

Custom Filename
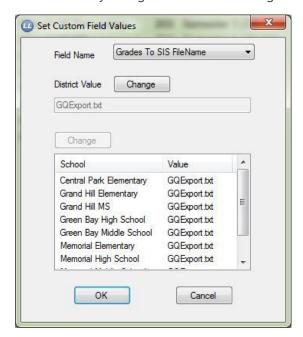
Most interfaces do not require that the download filename be changed.

Custom Fields
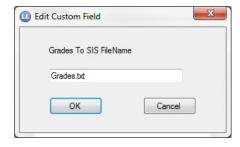
This option may not be available for your Student Information System (SIS). If the interface for your school requires custom information, the **Appendix** accompanying the *Quick-Start Guide* will include the full details.

1. Click **Tools** and then **Set Custom Field Values**.

    You may change the file names for grades or attendance files prepared for the SIS.

2. Click the **Change** button to edit the file name.

    Be sure your SIS can accept the name you have given the merged file.

If a name is already shown, this is generally the name the SIS expects. If you can change it, the **Appendix** will contain the instructions.

Run Processes to Upload/Download Data

You can upload data to Edline from your Student Information System (SIS) via LiveLink, and you can download data from Edline to be imported to your SIS via LiveLink. Data processes can be run manually or they can be scheduled to be run automatically at a specific date and time. The type of reports and the type of data available for upload/download is dependent on your SIS.

This section steps you through manually running the processes. The processes that LiveLink can run include— **Upload Data to Edline**, **Download Data from Edline**, **Export Data from Gradebooks**, **Run Database Report**, and **Clear Folders at Edline**.

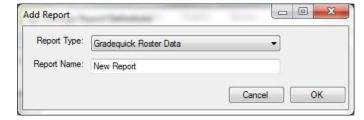- Click **Actions** and then **Run Process** to access the menu items.

Special Note for Customers Using Both a Database Integration and an SIS Integration: Before you can upload rosters and Edline files for users, classes, and schedules, you will first need to use LiveLink to download the Gradebook Roster report. Once the report file is created, LiveLink will process it to upload rosters and Edline files.

Run the Gradebook Roster Report

Running the GradeQuick Roster Data report will create a text file that contains data downloaded from Blackbaud. This file will be processed by LiveLink then uploaded to Edline.
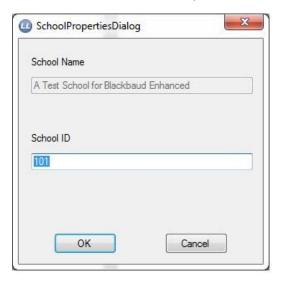
The file created by the GradeQuick Roster report will be created within a folder called **ToGB/AdminData**, which exists within the path defined in the **Set Directory Paths** option. In general, you should not need to adjust the destination for this file.

1. Setup the report definition.

    - Click **Tools** and then **Manage Report Definitions**.

    - Click **Add Report** to create a new report definition.
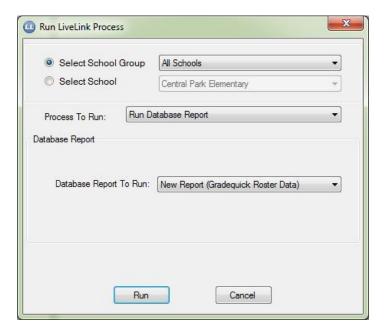
    - Select the **Gradequick Roster Data** report from the **Report Type** field.

    - Type the name of the report as it is to appear in Edline in the **Report Name** field.

    - Click **OK** when finished.

- Click **Save** on the Manage Report Definitions dialog.

2. If your school's Edline website does not exist within a district, you must set the ID code for the school.

   - Click on the name of the school on the LiveLink screen.

   - From the **Actions** menu, select **School Properties**.

   - Type the **School ID** and then click **OK**.

3. Set the report for the school.

   - Click on the name of the school to configure.

   - From the **Actions** menu, select **School/Database Report Configuration**.

   - Select the school year/term of the data you want to send to Edline.

   - Click **OK**.

4. Run the database report.

   - Click on the name of the school on the LiveLink screen.

   - Click **Actions** and then **Run Process**.

   - Select **Run Database Report** from the drop-down list of processes to run.

- Select the **Gradequick Roster Data** report from the **Database Report to Run** field. (You can also select other reports you configured in the Manage Report Definitions dialog - see the *Setting Report Definitions* section.)

- Click **Run**.

Once you run the report, you can continue with uploading the data to Edline.

Upload Data to Edline

Running the Gradequick Roster Data report will download the source data files or rosters to the appropriate **\ToGB** directory. Use the **Upload Data** to Edline process to upload rosters and Edline schedule files to the web. This process will populate gradebooks with class and student data and update Edline classes with schedule changes.

Scheduling Periods

When you upload, you will always upload data to the **Current Active Period** set in Edline.
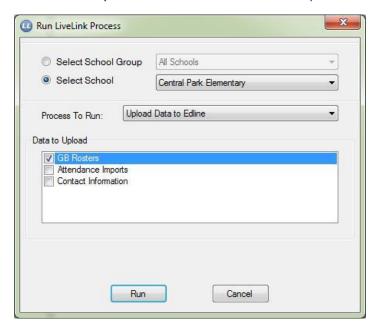
When you download, you can use the **Select Scheduling Period** drop-down to download for the appropriate semester. This choice does not change the **Current Active Period** in Edline, nor does it need to be the same as the **Current Active Period**.

School Groups at Districts

If you have set up school groups for processing purposes, you can choose to run this process for the group or one school at a time.

Complete the Upload
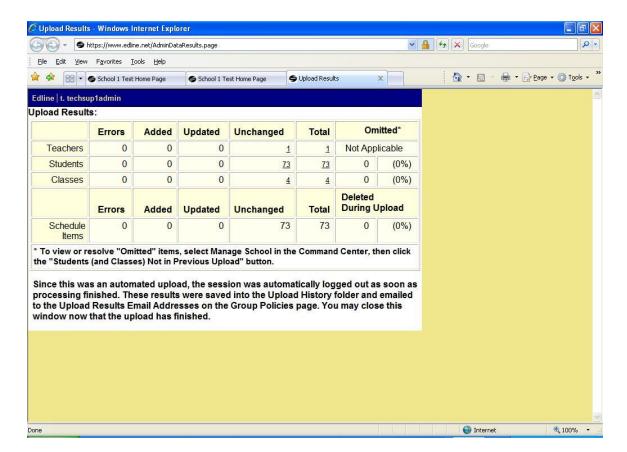
1. Click **Actions** and then **Run Process**.

2. Select **Upload Data to Edline** from the drop-down list of processes to run.

3. Select a school to run the selected process for a specific school, or select a school group.

4. Select the **Data to Upload**.

5. Click **Run**.

Once teachers are working with their gradebooks, their gradebooks will be updated automatically with any scheduling changes, or changes to student demographic information made since the last roster update by running this process again with new downloaded data from your SIS.

These upload results which will happen automatically without users having to log in again to Edline are captured in a file in **Upload History** at Edline.

Download Data from Edline

You can download grades, skills, attendance, or gradebooks from Edline. This process is necessary in order to make grade and attendance exported data from the web gradebook available to your Student Information System (SIS). The Gradebook download option provides a way to locally back up the gradebooks.
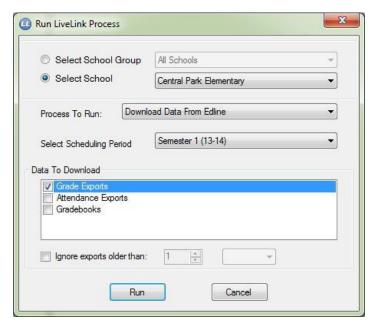
Attendance and Grade Exports

Grade and attendance exports reside on Edline within each class page. LiveLink downloads the individual files and combines them in a format your SIS expects.

The individual exports can be found in **\FromGB\GradesData\ExportedFiles**. If files are combined, the combined file will be found in **\FromGB\GradesData**.

 In some cases files may be combined in other ways. See the **Appendix** in the *Quick-Start Guide* for more information.

1. Click **Actions** and then **Run Process**.

2. Select **Download Data from Edline** from the drop-down list of processes to run.

3. Select the scheduling period to download.

4. Check the data to download.

5. Determine the data to ignore if any.

6. Click **Run**.
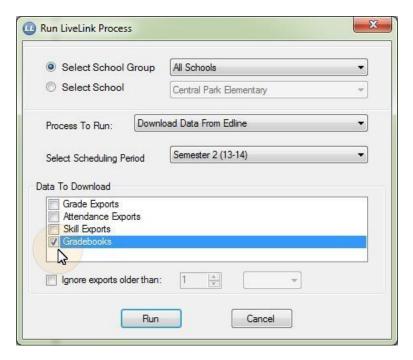
Note on *Ignore exports older than* **Field:**
This option lets you control which exports are included in the Student Information System (SIS) file. All exports are downloaded from Edline in the download process regardless of this setting. This additional option only controls which exports are included in the merged school file. This is also true if your SIS does not combine exports into one file.

Run Gradebook Backups
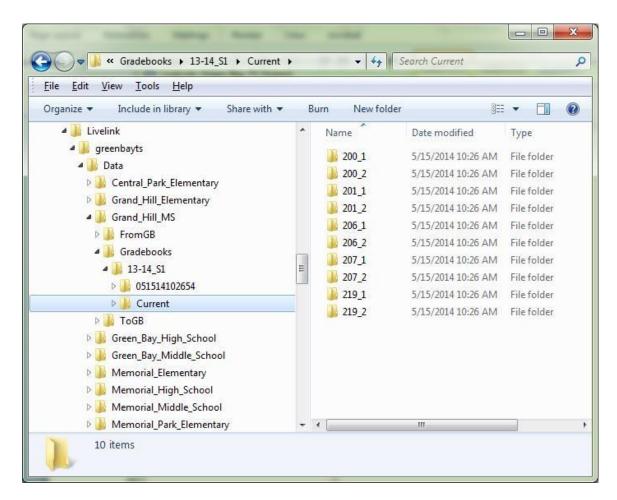
Gradebooks from past semesters are stored on Edline and can be easily accessed by teachers and administrators to review student's work or print reports. You can use Edline's safekeeping to meet any state or local gradebook availability requirements. But, you also might want to use the gradebook backup procedure in LiveLink to ensure that the gradebooks are also archived on your site. Gradebooks stored locally can be loaded by the web gradebook as well when desired.

Important: Blackboard recommends backing up your gradebooks for the end-of-year procedures.

1. Click **Actions** and then **Run Process**.

2. Select **Download Data from Edline** from the drop-down list of processes to run.

3. Select the scheduling period to download.

4. Select **Gradebooks** as the Data to Download.

5. Click **Run**.

The following example displays the gradebooks backed up in local folders. Each time you back up, a new folder of gradebooks is created.
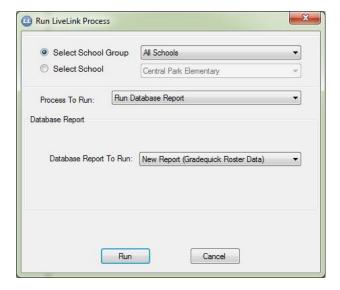
Export Data from Gradebooks

If this option is available for your district/school, you will be provided with separate instructions.

Run Database Reports

You can manually run any report you configured with the Reports Definitions feature available in LiveLink. See the *Setting Report Definitions* section for more information.

1. Click **Actions** and then **Run Process**.

2. Select **Run Database Report** from the drop-down list of processes to run.
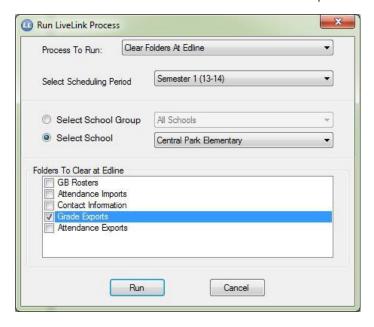
3. Select the report you want to run. The reports available depend upon the SIS for your district/school.

4. Click **Run**.

Clear Folders in Edline

Use LiveLink to clear grade and attendance exports, attendance imports, and rosters from Edline.

1. Click **Actions** and then **Run Process**.

2. Select **Clear Folders at Edline** from the drop-down list of processes to run.

---

3. Check the folders to clear. This process will not clear local or network folders. These folders are cleared the next time you run the relevant process in LiveLink.

Note: Contact information will not be cleared from Edline.

4. Click **Run**.
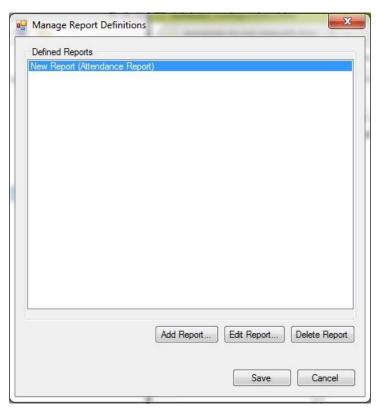
Setting Report Definitions

Using the Manage Report Definitions feature available in LiveLink, you can determine which reports to run based on the information available in your Student Information System (SIS). You can manage the reports you are uploading from your SIS and downloading to Edline.
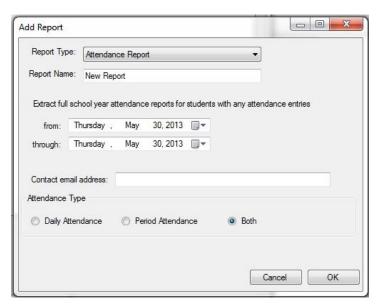
Set a Report Definition

1. Click **Tools** and then **Manage Report Definitions**.
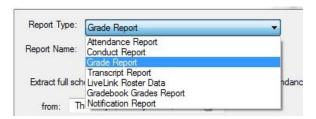
   You can setup your report information as required.
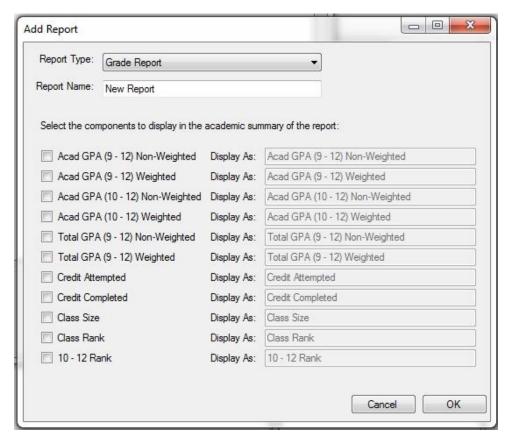
2. Click **Add Report** to create a new report definition.

3. Select the type of report you want to create from the **Report Type** field.

Depending on the type of report you select, you will have different fields of information to enter on the Add Report dialog.

4. Type the name of the report in the **Report Name** field. The name you enter will be the name of the report as it posts to Edline (such as *Current Grades*, *Attendance*, etc.)

5. Set any other field you require for the specific report.

6. Click **OK** when finished.

7. Click **Save** on the Manage Report Definitions dialog.

Reports Available
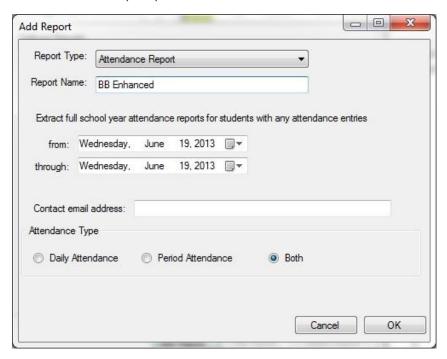
You must first perform the necessary steps to create users, classes, and schedules on Edline before you send school wide reports. To upload one of these reports, you must first add the report by setting the report definition and then upload the database report either manually or scheduling it to run automatically.

This section contains examples of how you can add reports specific to your Student Information System (SIS). This section also includes some examples of finished reports. Your reports may appear different based on different styles and the information available at your district/school.

Blackbaud_Enhanced SIS includes the Attendance Reports, Conduct Requests, Grade Reports, and the Roster Data.

Attendance Report — Absence Summary, Daily Absence Details

The Attendance Report provides absence information for each student listed in your database.

To Add an Attendance Report

Report Type — Set to **Attendance Report**.

Report Name — Type the name as it is to appear in Edline.

Dates — Specify a date range for the report. The date range you select determines which student reports are generated. For example, if a student does not have any attendance events during the date range that you select, a report will not be generated for that student. If the student does have an attendance event during the date range you select, the report will include all previous attendance information, including the new attendance event (i.e. absence or tardy) information for the date range.
We suggest that the first time you send attendance reports that you put the first day of school as the **From** date. That will post a complete report for each student. The next time you post reports, set the **From** date to be the date that you last posted reports. That will publish new reports for all students who had attendance events on their record since you last sent reports. The report will contain the full year's record for those students. The **Through** date is normally set to today's date.

Contact Email Address — You can specify an email address for users to contact with questions or concerns about the report.

Attendance Type — Select the type of attendance data to include in the report — **Daily Attendance**, **Period Attendance**, or **Both**.

Absence Summary

Category	Code	Description	0	1	2	3	4	5	6	7	8	9
Excused Absence	ILL	ILLNESS			1	1	2	2	3			
Excused Absence	OTH	OTHER				1	1	1	1			
Present	PRS	PRESENT					1					
Tardy	TDY	TARDY		1			1	1				
Unexcused Absence	UNX	UNEXCUSED		3	3	6	3	3	3			
Verified Not Absent	ACT	ACTIVITY		1	1							
Excused Absence	EXC	EXCUSED					2	2	2			
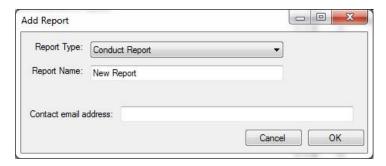
Sample Summary Report

Daily Absence Details

Date	Code	Description	0	1	2	3	4	5	6	7	8	9
09/11/03 Thu	UNX	UNEXCUSED							X			
09/29/03 Mon	UNX	UNEXCUSED						X				
10/09/03 Thu	UNX	UNEXCUSED				X						
12/15/03 Mon	ILL	ILLNESS			X	X	X	X	X			
12/16/03 Tue	UNX	UNEXCUSED		X	X	X	X	X	X			
12/17/03 Wed	TDY	TARDY		X								
01/27/04 Tue	UNX	UNEXCUSED		X	X	X	X		X			
01/28/04 Wed	TDY	TARDY					X					
02/24/04 Tue	ILL	ILLNESS					X	X	X			
02/25/04 Wed	PRS	PRESENT					X					
03/15/04 Mon	UNX	UNEXCUSED				X						
03/17/04 Wed	ILL	ILLNESS							X			
03/23/04 Tue	EXC	EXCUSED					X	X	X			
03/24/04 Wed	EXC	EXCUSED					X	X	X			
03/26/04 Fri	UNX	UNEXCUSED				X						
04/26/04 Mon	UNX	UNEXCUSED		X	X	X	X	X				
04/30/04 Fri	ACT	ACTIVITY		X	X							
05/03/04 Mon	OTH	OTHER				X	X	X	X			
05/19/04 Wed	TDY	TARDY						X				

Sample Detail Report

Conduct Report

The Conduct Report provides conduct information for each student listed in your database.
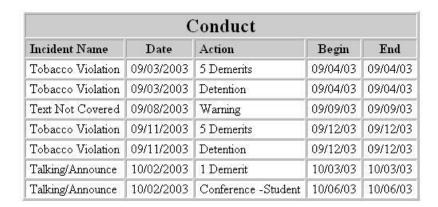
To Add a Conduct Report

Report Type — Set to **Conduct Report**.

Report Name — Type the name as it is to appear in Edline.

Contact Email Address — You can specify an email address for users (school personnel or parents) to contact with questions or concerns about the report.

Conduct				
Incident Name	**Date**	**Action**	**Begin**	**End**
Tobacco Violation	09/03/2003	5 Demerits	09/04/03	09/04/03
Tobacco Violation	09/03/2003	Detention	09/04/03	09/04/03
Text Not Covered	09/08/2003	Warning	09/09/03	09/09/03
Tobacco Violation	09/11/2003	5 Demerits	09/12/03	09/12/03
Tobacco Violation	09/11/2003	Detention	09/12/03	09/12/03
Talking/Announce	10/02/2003	1 Demerit	10/03/03	10/03/03
Talking/Announce	10/02/2003	Conference -Student	10/06/03	10/06/03

Sample Conduct Report

Grade Report — Academic Summary

The Grade Report provides a summary of grades for each student.

To Add a Grade Report

Report Type — Set to **Grade Report**.

Report Name — Type the name as it is to appear in Edline.

Categories — Check the information to include in the grade report. Categories can include Final grades, Quarter grades, and Semester grades.

GPA Details — Check the information to include in the grade report. You have the option to either include or exclude certain categories of information in the academic summary that are pulled from your Blackbaud database including **GPA**, **Year To Date GPA**, or **Cumulative GPA**. To include any of the listed categories in student reports that appear on Edline, select the desired component from the appropriate box, and then place a check mark next to any of the additional boxes listed below that you want to appear in academic summary of the report. This

setting will ensure that the selected information is included in the student reports that are posted on Edline.

Academic Summary

Career GPA to Date 03

Grade Points	1223.3000
Credits Attempted	13.5000
GPA	90.6148
Class Rank	1
Class Size	2

Edline GPA Category

Grade Points	1767.7000
Credits Attempted	20.1500
GPA	87.7270
Class Rank	3
Class Size	4

02-03 # Credits

Credits	3.0000

Career Credits 03

Credits	20.3000

Grade Report for School Year 03-04

Quarter 1

Period	Course Code	Course Title	Grade	Credits
1	810_01	SAT PREP	94	0.0
1	500_01	BAND/BAND SECT'LS	70	0.0
	Shows extra effort Participates in class Exhibits good work habits Inconsistent effort			
2	224_01	GEOMETRY	85	0.0
3	725_02	PHYS. ED. 11	85	0.0
4	246_03	CONCEPTL. PHYSICS	98	0.0

Sample Grades Report

Roster Data
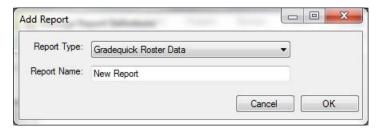
When creating the GradeQuick Roster Data report, browse to the location that you would like the resulting file to reside. This file is needed in order to update GradeQuick Web or Easy Grade Pro Web rosters using Livelink. Running this report will create a text file in the directory you specify. That file will contain the following pieces of information:

- academic year
- student last name

- student first name
- student ID
- grade level
- teacher last name
- teacher first name
- teacher ID
- period
- subject
- course
- section

The file will be called GQSchool.txt. This file should be created in the **ToGB/AdminData** folder.

To Add a Roster Report

Report Type — Set to **Gradequick Roster Data**.

Report Name — Type the name as it is to appear in Edline.
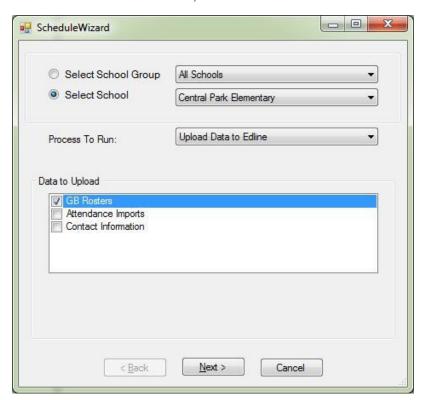
Scheduling LiveLink to Run (Automatically)

LiveLink has the ability to upload and download data on a scheduled basis. You can schedule when to run processes on a consistent basis instead of manually running the data uploads, downloads, and reports.
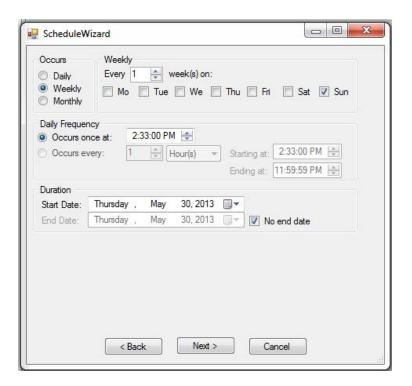
Schedule Uploads to Edline

The upload to Edline process can be scheduled for the **School Upload Data**, **Rosters**, or any database reports available for the tool..
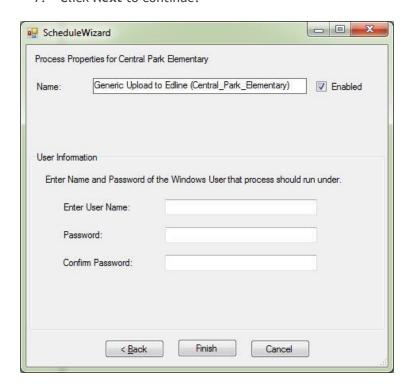
1. From the **Actions** menu, select **New Scheduled Process**.

2. Select a school to run the process for a specific school, or select a school group.

3. Select **Upload Data to Edline** in the **Process to Run** field.

4. Select the items you want to upload from the list. In the **Data to Upload** field, check the **Rosters** option.

5. Click **Next**.
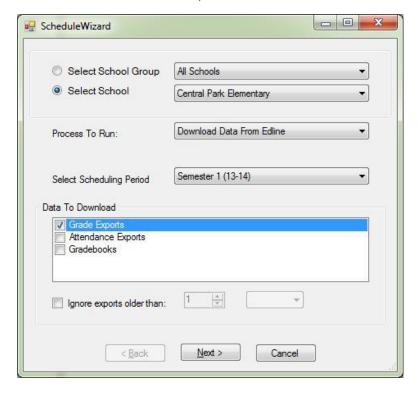
6. Set up the schedule for the process from the choices shown.

7. Click **Next** to continue.

8. Enter a user name and password for a user who has network permissions to access all of the locations that LiveLink will need to access in order to run its processes.

    [✎]**Note:** You will not need to be logged on as this user when the LiveLink scheduled processes run, but this user's credentials will be passed to the network for authentication. This information is **NOT** your screen name and password used with Edline and the gradebook.

9. Click **Finish**.

Schedule the Downloads from Edline

1. Select the school or school group you want to schedule.

2. From the **Actions** menu, select **New Scheduled Process**.

3. Select **Download Data from Edline** in the **Process to Run** field.

4. Select the items you want to download from the list.

5. Click **Next**.

6. Set up the schedule for the process from the choices shown.

7. Click **Next**.

---

8. Enter a user name and password for a user who has network permissions to access all of the locations that LiveLink will need to access in order to run its processes.

   📝 **Note:** You will not need to be logged on as this user when the LiveLink scheduled processes run, but this user's credentials will be passed to the network for authentication. This information is **NOT** your screen name and password used with Edline and the gradebook.

9. Click **Finish**.
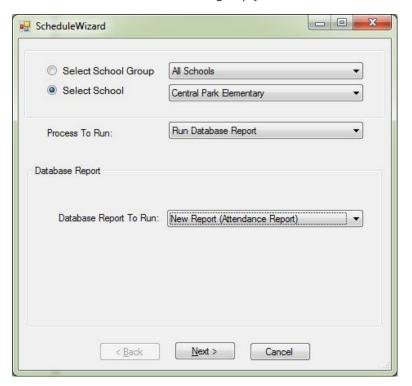
Schedule the Exports from Gradebooks

If this option is available for your district/school, you will be provided with separate instructions.

Schedule When to Run Database Reports
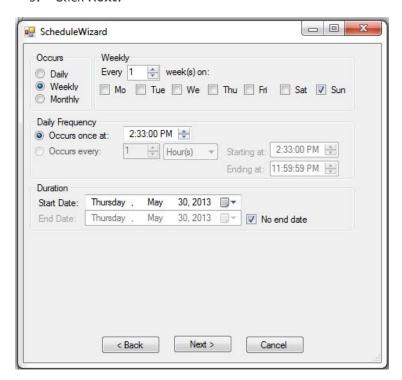
You can set any of the reports you configured using Report Definitions to run automatically.

1. From the **Actions** menu, select **New Scheduled Process**.

2. Select the school or school group you want to schedule.

3. Select **Run Database Report** in the **Process to Run** field.

4. Select the report from the **Database Report to Run** field.
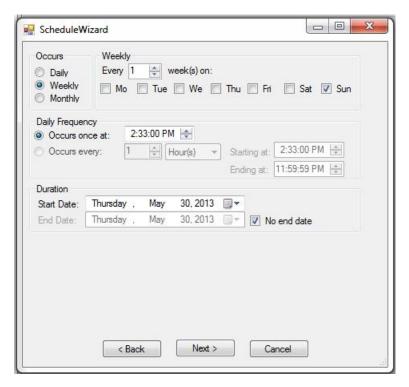
---

5. Click **Next**.

6. Set up the schedule for the process from the choices shown.

7. Click **Next** to continue.

8. Enter a user name and password for a user who has network permissions to access all of the locations that LiveLink will need to access in order to run its processes.

   📝**Note:** You will not need to be logged on as this user when the LiveLink scheduled processes run, but this user's credentials will be passed to the network for authentication. This information is **NOT** your screen name and password used with Edline and the gradebook.

9. Click **Finish**.
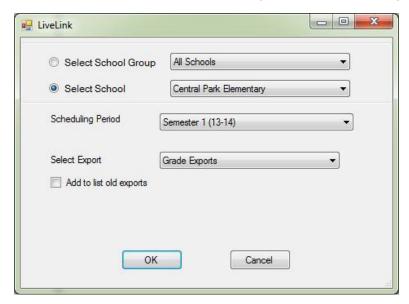
Reviewing Report Logs

You can use the Reports feature available in the **Actions** menu of LiveLink to review any missing or old data. There are two reports available for users — **Missing Exports** and **Message Log.**

Missing Exports

After exports are downloaded, you can check which exports are missing or old. By identifying these exports, you can take action to make sure the grades or attendance is exported.

1. From the **Actions** menu, select **Reports**, and then **Missing Exports**.
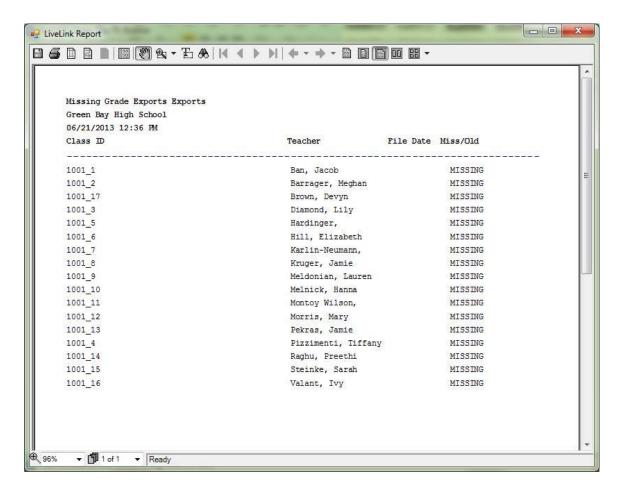
2. Select the information to include and then click **OK**.

When exports are downloaded from Edline, all existing exports are included in the process.

If some of the exports are not current, you may want to identify which ones. Use the option, **Add to list old exports**. The missing exports report will show old exports as well as missing ones. The old exports will not be included in the combined file created for the Student Information System (SIS) when this option is enabled.

Note: The option **Add to list old exports** DOES NOT eliminate them from the download of export files. You will still see them in the **\FromGB\GradesData** or **\FromGB\AttendanceData** folders.
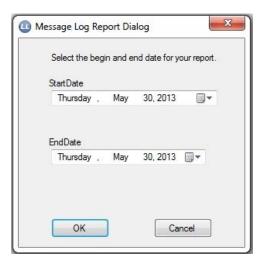
In the dialog, set the school or school group you want to display on the report, the semester, the type of export, and whether or not you want to identify old exports.

```
LiveLink Report                                                    [_][□][X]

[toolbar icons]

    Missing Grade Exports Exports
    Green Bay High School
    06/21/2013 12:36 PM
    Class ID                              Teacher          File Date  Miss/Old
    -----------------------------------------------------------------------
    1001_1                                Ban, Jacob                    MISSING
    1001_2                                Barrager, Meghan              MISSING
    1001_17                               Brown, Devyn                  MISSING
    1001_3                                Diamond, Lily                 MISSING
    1001_5                                Hardinger,                    MISSING
    1001_6                                Hill, Elizabeth               MISSING
    1001_7                                Karlin-Neumann,               MISSING
    1001_8                                Kruger, Jamie                 MISSING
    1001_9                                Meldonian, Lauren             MISSING
    1001_10                               Melnick, Hanna                MISSING
    1001_11                               Montoy Wilson,                MISSING
    1001_12                               Morris, Mary                  MISSING
    1001_13                               Pekras, Jamie                 MISSING
    1001_4                                Pizzimenti, Tiffany           MISSING
    1001_14                               Raghu, Preethi                MISSING
    1001_15                               Steinke, Sarah                MISSING
    1001_16                               Valant, Ivy                   MISSING


96%  ▼  1 of 1  ▼  Ready
```

Message Log

The message log provides information about the processes that were run either manually or automatically. You can change the amount of information that is collected by choosing a different date range.

1. From the **Actions** menu, select **Reports**, and then **Message Log** for manually run reports or **Message Log for Scheduled Tasks** for reports automatically run.

2. Set the dates for the report and click **OK**.

The Message Log report is shown below. The report can be saved as a PDF file if you choose the **Save** icon from the toolbar.