

Infinite Campus Messenger

Using the messenger feature in Infinite Campus, teachers can send notifications concerning grades, missing assignments, and event reminders. Messages can be sent to each account's IC Inbox and any email accounts currently available in Infinite Campus.

There are 3 types of messages available in Messenger:

Class Message – sends an email created by the teacher

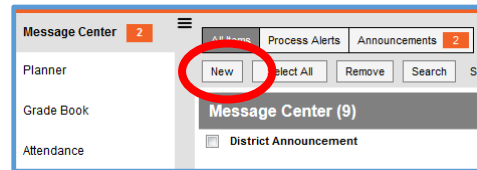
Grades Message - Allows you to send a form letter to the parents/guardians of any student who currently has a failing grade

Missing Assignments Message – sends an email to parents of students with assignments marked as missing

Make sure you are in Campus Instruction, not Teacher Tools (your IC should be showing the Message Center)

Class Message

- Click **New** at the top of the Message Center.



- Select Class Message for the type of message you want to send.
- Select the User Group where the template you want to use is saved.
- If you've previously created and saved a message template you may select it from the Template drop down list. Otherwise, leave this set to <new>

Class Message: Step 1

Create a new message or select an existing message template saved to your user account or user group(s).

Message Type
Class Message

User/User Group
User

Template
<new>

Delivery Details

Delivery Devices
 Inbox Email Voice Text

Delivery Date
06/25/2014

Inbox/Email Delivery Time
1:52 pm

Sender's Email
kevin.lifellearn@HHS.edu

Save Save As Delete Test Next Close

- In the **Delivery Details** section, choose where to deliver the message:
 - Inbox – will show up in the recipients portal inbox
 - Email – is sent to the recipient's email address if one is on file in Infinite Campus

- Choose a delivery date using the calendar.
- If desired, specify a delivery time.
- The Sender's Email address populated based on email settings set up at the district level.

- Give the message a subject.

- Type the body of your message.
NOTE: Since the message comes from an unmonitored IC account, you may want to include your email address since the recipient can't use the reply feature.

- Click **Next**.

- Select **All recipients from section(s)** to send the message to all members of a class section or select **Specific recipients from section(s)** to choose from a list of students.

- Click **Select All** to send to all recipients in all sections/classes or click the arrow next to a Term to expand it and select the section you want.

- Click the **Guardians** and/or **Students** checkbox to select whether the message goes to just the guardians of a student, just the student, or both.

- Click **Next**.

- Verify the delivery information and preview the message on the Delivery Summary page.

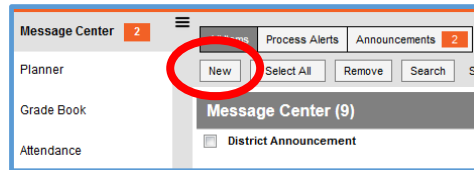
- Click **Review Recipients** to review recipient details.
 - Uncheck any person or device you don't want to send the message to.
 - Under each recipient's name you will see how they will receive the message, either thru the process inbox (portal account) and/or thru an email account. If nothing is showing under the recipient's name, they will not receive the message. If **Portal Inbox** is not showing, the recipient does not have a portal account set up.
 - Click **Save** if you made any changes, then click **Close**.

- Click **Send** to deliver your message at the date and time you previously selected.

- **NOTE: You cannot recall a message once it has been sent.**

Grades Message

- Click **New** at the top of the Message Center.



- Select Grades Message for the type of message you want to send.

- Leave **User** for the User Group

- Leave Template set to **<new>**.

- In the **Delivery Details** section, choose where to deliver the message:

- Inbox – will show up in the recipients portal inbox

- Email – is sent to the recipients email address if one is on file in Infinite Campus

- Choose a delivery date using the calendar.

- If desired, specify a delivery time.

- The Sender's Email address populated based on email settings set up at the district level.

- Change the message subject if desired.

- A generic default message is generated but it may be edited as desired.

- Click **Save**.

- In the Save As Template window, choose who may access the template. Leave it set to User if you are the only one you want to have access to the template.

- Name the template and click **Save**.

- On the following screen, click **Next**.

- Select the section the message is for.
- Select **All Students** to send the message to all members of a class section or select **Specific Students** to choose from a list of students.
- Choose whether the message is based on In-progress Grades or Posted Grades.
- Select which grades to include.
- Select which grading tasks and standards to include.
- Click the **Allow Repeat Messages** box to allow multiple messages to students meeting more than one of the criteria you've chosen.

- Click **Next**.
- Verify the delivery information and preview the message on the Delivery Summary page.
- Click **Review Recipients** to review recipient details.

- Uncheck any person or device you don't want to send the message to.
- Under each recipient's name you will see how they will receive the message, either thru the process inbox (portal account) and/or thru an email account. If nothing is showing under the recipient's name, they will not receive the message. If **Portal Inbox** is not showing, the recipient does not have a portal account set up.

- Click the Preview link on the right to view the message as the parent/guardian will see it.
- Click **Save** if you made any changes.
- Click **Close**.

- Click **Send** to deliver your message at the date and time you previously selected.
NOTE: You cannot recall a message once it has been sent.

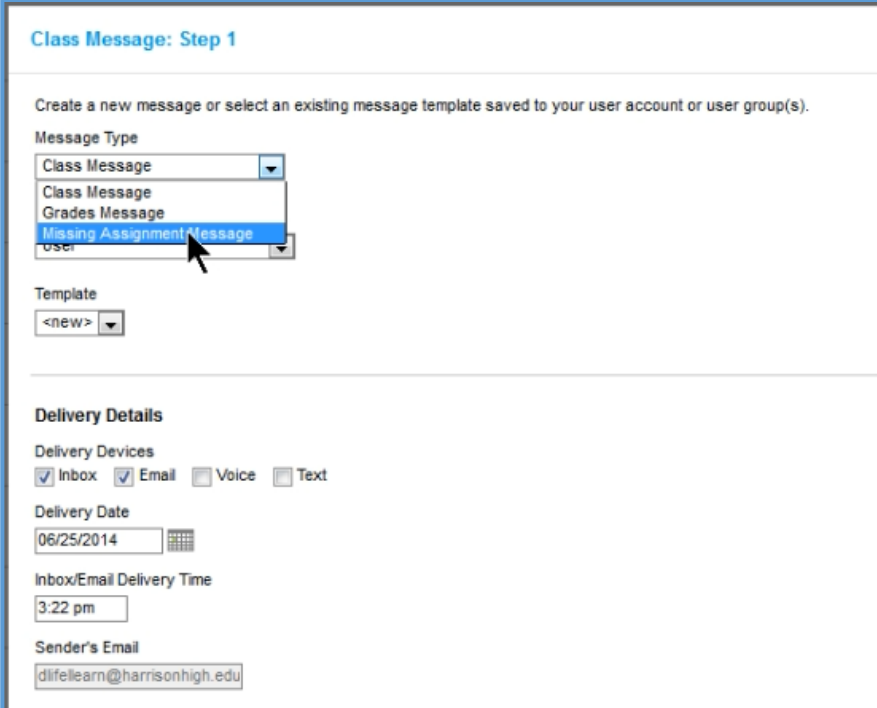
- After the message is successfully sent, a summary screen will display recipient counts.
- To view a log of messages sent, click the boxes next to the desired delivery method and click View Log at the bottom of the page.

Recipient Count:	13
No Devices:	0
Process Inbox:	5
Email:	13

Missing Assignments Message

Note: Only assignments marked as Missing in the grade book will generate notices.

- Click **New** at the top of the Message Center.
- Select Missing Assignment Message for the type of message you want to send.
- Click **OK** on the warning box that appears.
- Leave **User** for the User Group
- Leave Template set to **<new>**.
- In the **Delivery Details** section, choose where to deliver the message:
 - Inbox – will show up in the recipients portal inbox
 - Email – is sent to the recipients email address if one is on file in Infinite Campus



Class Message: Step 1

Create a new message or select an existing message template saved to your user account or user group(s).

Message Type

Class Message
Class Message
Grades Message
Missing Assignment Message
User

Template

<new>

Delivery Details

Delivery Devices

Inbox Email Voice Text

Delivery Date

06/25/2014

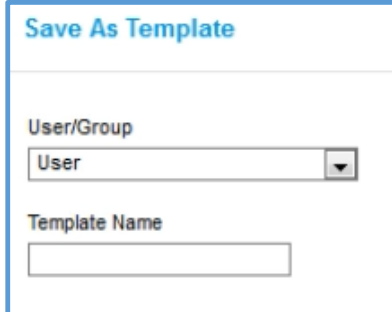
Inbox/Email Delivery Time

3:22 pm

Sender's Email

dlifelearn@harrisonhigh.edu

- Choose a delivery date using the calendar.
- If desired, specify a delivery time.
- The Sender's Email address populated based on email settings set up at the district level.
- Change the message subject if desired.
- A generic default message is generated but it may be edited as desired.
- Click **Save**.
- In the Save As Template window, choose who may access the template. Leave it set to User if you are the only one you want to have access to the template.
- Name the template and click **Save**.
- To send the message now, click **Next** on the following screen.



Save As Template

User/Group

User

Template Name

- Select the section the message is for.
- Select **All Students** to send the message to all members of a class section or select **Specific Students** to choose from a list of students.
- Select which grading tasks and standards to include.
- Click **Next**.

- Verify the delivery information and preview the message on the Delivery Summary page.
- Click **Review Recipients** to review recipient details.

- Uncheck any person or device you don't want to send the message to.
- Under each recipient's name you will see how they will receive the message, either thru the process inbox (portal account) and/or thru an email account. If nothing is showing under the recipient's name, they will not receive the message. If **Portal Inbox** is not showing, the recipient does not have a portal account set up.
- Click **Save** if you made any changes.
- Click **Close**.

- Click **Send** to deliver your message at the date and time you previously selected.
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