

Sending Messages in Infinite Campus

In the Instruction Application, select **Message Center** from the left-side menu.

Choose “New”.

What type of message are you sending? Click on the link to jump to those instructions.

[Class Message](#) - You create the body of the message (notices, permission slips, etc.)

[Grades Message](#) - Pre-existing message notifying recipients of a grade in a class

[Missing Assignment Message](#) - Pre-existing message notifying recipients of missing assignments in a class

Class Message

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 Chose to send a Class, Grades, or Missing Assignment message.

User/User Group
User Leave this set to User.

Template
<new> Create a new message or select a template that you saved previously.

Delivery Details

Delivery Devices
 Inbox Email Delivery to Inbox goes to the guardian's Infinite Campus portal inbox. Delivery to Email goes to the guardian email address listed in Infinite Campus. You can choose one or both.

Delivery Date
03/08/2022 Select the date and time that you would like the message delivered.

Inbox/Email Delivery Time
1:31 pm

Reply To Email
tlorenzatti@grsu14.org The address that will be listed as a reply email address.

Message Details

Save Save As Delete Test **Next** Close

Enter the Subject and Body of your message.

Class Message: Step 1

Message Details

Message Subject

Message Body

Save Save As Delete Test **Next** Close

Save - Use this to save as a draft to return to later.
Save As - Save this email as a template for your future messages.
Test - If you would like to send a test email to preview how it will look, enter a destination email address.

Click the **Next** button.

Select the recipients of the message. Click the **Next** button.

Class Message: Step 2

Recipients

All recipients from section(s) Specific recipients from section(s)

Section(s)

Select All [Expand All](#)

Term Q1

- 1) 1112-7 ENG. III AC (F)
- 2) 1112-6 ENG. III AC (F)
- 3) 9850-32 LAB WORKSHOP (W- Odd)
- 4) 1124-2 ENG. IV AP (M)
- 5) 1112-4 ENG. III AC (F)
- 6) 1124-1 ENG. IV AP (F)
- Advisory) 9912-4 SR ADVISORY
- Pride AM) 9915-1288 PRIDE AM (W- Even)

Term Q2

Term Q3

Term Q4

Recipients

Student Messenger Contacts Students

Select the classes you would like this message to go to. If the message is only going to a group of students, not the whole class, choose the "Specific recipients" option.

Select the recipients of the message: Student Messenger Contacts = parent/guardian, Students, or both.

Review the delivery information and your message.

Click the **Review Recipients** button for a complete listing of who will receive the message. You can also remove recipients here.

Click the **Send** button when you are ready.

Grades Message

Select **New**.

Grades Message: Step 1

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

Message Type
Grades Message

User/User Group
User

Template
<new>

Delivery Details

Delivery Devices
 Inbox Email

Delivery Date
11/20/2020

Inbox/Email Delivery Time
9:46 am

Reply To Email
senkosky@grsu14.org

See above for detailed instructions on these fields.

Message Details


Message Subject
Grades Message

Message Body

B I U [List Icons] [Link Icon] [Image Icon] [Table Icon] [Code Icon] [Text Color Icon] [Background Color Icon] [F]

Your student `student.firstName` has earned a grade in the course `failingMessenger.courseName`

Please sign into your school's parent portal at `failingMessenger.portalURL` to find more information.



Do not edit these fields as they enable the system to auto generate a message. You may edit the other parts of the message.

Select **Next**.

Select the grading criteria.

Grades Message: Step 2

Students

Section
1) 1112-7 ENG. III AC (F) ▼

All Students Specific Students

Select all of the students in a section, or specific students within the section.

Recipient Criteria

Message sent to guardians of selected students that meet criteria below:

Select Type of Grades
 In-progress Grades Posted Grades

Select Grades
 Select All [Expand All](#)

- ▶ 2019 Standards Grading Scale (5-12)
- ▶ WHS Grading Scale - Numeric 100-0

Select Term Q1 Grading Tasks and Standards
 Select All [Expand All](#)

- ▶ Grading Tasks
 - WHS Progress Report
 - WHS Term Grade
- ▶ Standards

Type of Grade: In progress grade (their current average) or a term grade that has been posted.

Select Grades: Choose the grading scale that you use in your gradebook. If you want to only include grades below a specific mark, select the dropdown and uncheck the 4.0-3.0 (for example) boxes.

Select Term: Select the term(s) that you would like to send the report for.

Select Standards: Select the standards that you would like to send the report for.

Select **Next**.

Review the Recipients

Review the delivery summary and the message recipients. Here, you are able to remove any duplicates or messages that you don't want to send.

Select **Send**.

Missing Assignments Message

Select **New**.

Missing Assignment Message- Step 1

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

Message Type
Missing Assignment Message

User/User Group
User

Template
<new>

Delivery Details

Delivery Devices
 Inbox Email

Delivery Date
11/20/2020

Inbox/Email Delivery Time
1:54 pm

Reply To Email
sankalay@gmsu14.org

See above for detailed instructions on these fields.

Message Details

Message Subject

Missing Assignment

Message Body

B I U [List Icons] [Link Icon] [Table Icon] [Undo] [Redo] [Text Color] [Background Color]

Your student `student.firstName` has the following missing assignments.
`missingMessenger.assignments.LIST`

Please sign into your school's parent portal at `missingMessenger.portalURL` to find more information.

Do not edit these fields as they enable the system to auto generate a message. You may edit the other parts of the message.

Save Save As Delete Test Next Close

Select **Next**.

Select the Criteria

Make sure that you have selected the current quarter when you scroll the “Section”.

Under “Recipient Criteria”, choose “select all” if you would like all assignments to be considered for the messaging. Please note that putting an M in the grade book does not tag an assignment as missing.

Missing Assignment Message: Step 2

Students

Section
1) 1112-7 ENG. IIAC (F)

All Students Specific Students

Recipient Criteria

Message sent to guardians of selected students that meet criteria below:

Select Term Q1 Assignments

Select All [Expand All](#)

2.WHS ELA-W: Informative/Explanatory Writing: Students will write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately.

3.WHS ELA-LU: Language Usage: Standard: Students will demonstrate command of language, vocabulary, and conventions of standard English.

4.WHS ELA-RD: Reading: Students will be able to comprehend complex texts and cite evidence to support analysis.

WHS Term Grade

Allow Repeat Messages

Back Next Close

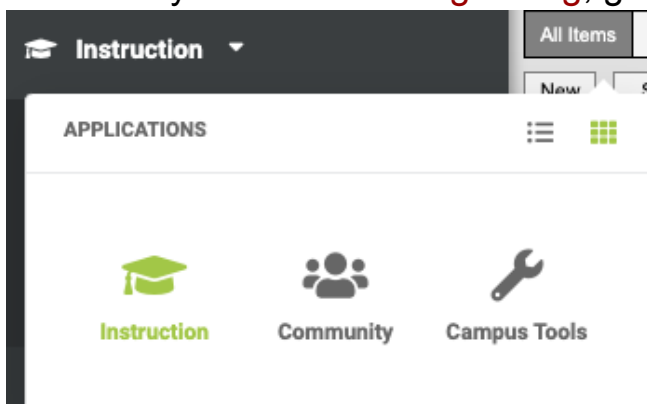
Select **Next**.

Review the Recipients.

Review the delivery summary and the message recipients. Here, you are able to remove any duplicates or messages that you don't want to send.

Select **Send**.

To review your **Sent Messages Log**, go to the Campus Tools Application



Select **Messenger** > **Sent Messages Log**

Original 11/20/20

Updated 3/10/22