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

Enter the Subject and Body of your message.

Click the Next button.

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

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> ▼]

See above for detailed instructions on these fields.

Delivery Details

Delivery Devices
☑ Inbox ☑ Email

Delivery Date
[11/20/2020 📅]

Inbox/Email Delivery Time
[9:46 am]

Reply To Email
[senkosky@grsu14.org]

Message Details

Message Subject
[Grades Message]

Message Body

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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.

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.

Missing Assignments Message
Select New.

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.
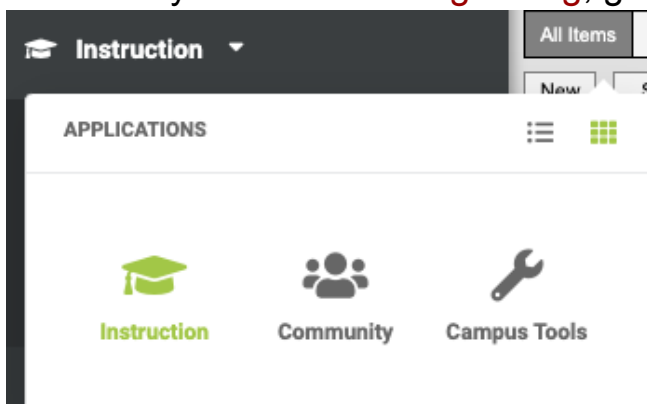

Select Next.

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

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