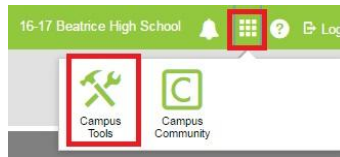


Infinite Campus - Messenger Log - Teachers

Sometimes it is nice to see what messages people have received - especially if they say they are not getting your messages.

To see messages sent by you:

- Go to Campus Tools
 - Select the Apps Switcher
 - Select Campus tools



- From the Index - Select Messenger
 - Select Recipient Log
- Find and Select a Student or a Person from the Search Tab in the index

Index Search <

Student

Search Student Go

Advanced Search

► Student Information

► Census

► Behavior

► Attendance

► Ad Hoc Reporting

▼ Messenger

Sent Message Log

Recipient Log

► Point of Sale

Account Settings

- Change the Dates in the “Scheduled Between” Date field.
- Hit Find Messages
- A list will come up showing when messages were sent to that person/student.

Recipient Log

Scheduled Between 02/06/2017 and 02/09/2017 Find Messages

Recipient Log							
Message Type	Subject	Recipient	Student	Account Number	Sender	Date Scheduled	
▼							
POS	Beatrice Public Schools - Lunch Account Reminder- AUTOMATED MESSAGE - DO NOT RESPOND TO THIS EMAIL	Bai Bai	w; el	6128	Administrator, System	02/09/2017 5:00 PM	
POS	Beatrice Public Schools - Lunch Account Reminder- AUTOMATED MESSAGE - DO NOT RESPOND TO THIS EMAIL	Bai Bai	w; el	6128	Administrator, System	02/08/2017 6:00 PM	
POS	Beatrice Public Schools - Lunch Account Reminder- AUTOMATED MESSAGE - DO NOT RESPOND TO THIS EMAIL	Bai Bai	w; el	6128	Administrator, System	02/06/2017 6:00 PM	

- Click on a message to see more details.
- Click on the Print Recipient Report Button.
- A report will come up detailing the message and Delivery Details.

Recipient Delivery Summary

Status: Waiting

Sender: Administrator, System

Date/Time Created: 02/09/2017 6:00 AM

Date/Time Scheduled: 02/09/2017 5:00 PM

Selected Recipient Devices: Inbox, Email

Refresh Status

Recipient Report Options

Report Option:

☒ Print for each message recipient

Print Recipient Report

Filter Criteria Detail

School	Grade	Eligibility
Stoddard Elementary	All Grades	All Eligibilities
Beatrice High School		
Cedar Elementary		

Effective Date: 02/09/2017

Balance: Range: Minimum: null Maximum: null