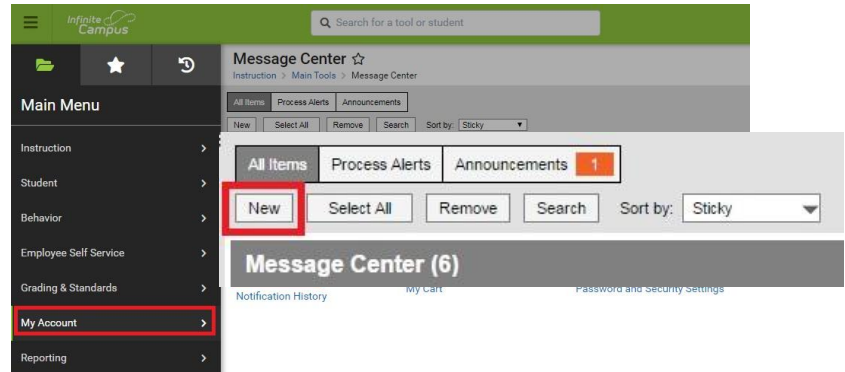
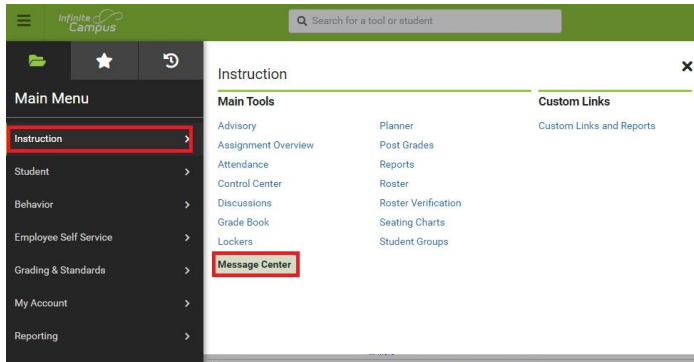


Infinite Campus - Campus Instruction - Grades Messenger

- Log into Campus Instruction
- Select Instruction from the Index
 - Select Message Center



The Grade message will be sent to the Parent's email and inbox - their portal account

Step 1 - Set up the Message

- To send a New Message - hit the NEW Button
- Choose the type of Message - Grades Message
- Leave the User/User Group set at "User" - Unless you are using a shared Message Template.
 - Note there is a Failing Grade template under the HS Teacher Group if you choose to use it.
- Select your Template if you have one.
 - If you have saved Templates, select the template from the dropdown.
- Delivery Devices - Portal Inbox and Email
- Choose a Delivery Date
- Choose a Delivery Time

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
T-HS Teachers

Template
Failing Grade

Delivery Details

Delivery Devices
☒ Inbox ☒ Email

Delivery Date
01/29/2020

Inbox/Email Delivery Time
10:45 am

Reply To Email
beatrice@beatrice.mg.il

Message Details

- **Type in the Message Subject**
 - **It is important to include your Name and Class in the Subject to help parents know who the Message is from.**
- Type the Message in the Body Section (unless using a template)
 - NOTE: the default Grades message is not very clear about what the grade is. It just says they received a grade - change the message as needed.
 - Add any information you would like to include.
 - You can edit Text size, color, alignment, etc.
 - If you want to insert a field from Infinite Campus - Use  the Button

- If you would like the parent to email you for more information, include that in the message along with your email address.
- Once you have your basic message setup, you can Save it as a Template to use later.
- Or, Hit Next (You can Save later)

Grades Message: Step 1

Message Details

Message Subject
Grades Message

Add Email Attachment

Message Body

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.

Save Save As Delete Test Next Close

Step 2 - Select Recipients

- Select the Section
 - Be sure to select the section in the correct term
- Select In-Progress Grades

Grades Message: Step 2

Students

Section

01) 012002-1 Integrtd Biology

☒ All Students ☐ Specific Students

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 [Collapse All](#)

☒ High School Standard

- ☐ A+
- ☐ A
- ☐ A-
- ☐ B+
- ☐ B
- ☐ B-
- ☐ C+
- ☐ C
- ☐ C-
- ☐ D+
- ☐ D
- ☐ D-
- ☒ F

- Expand Grades and Select Grade(s) you want to include

- Select ALL Grading Tasks or Expand to select Semester (that should be the default when you select in-progress)
- No Standards need to be selected
- When finished selecting recipients,
- Hit Next

Select Term 4th Qtr Grading Tasks and Standards

☐ Select All
 [Expand All](#)

☒ Grading Tasks

☐ Progress
☐ Quarter
☒ Semester

☐ Standards

☐ Allow Repeat Messages

Step 3 - Delivery

- A Delivery Summary will pop up
 - You can Hit Back to make changes as necessary.
 - It is suggested you Review Recipients before sending - this gives you one more chance to be sure the message is going to the correct people. You can also see if all the students have parents with an email address. - if they do not a different type of contact should take place.
 - Save or Close

Grades Message: Step 3

Delivery Summary

Delivery Date: 01/29/2020
 Inbox/Email Delivery Time: 02:56 PM
 Recipient Count: 2
 No Devices: 0
 Process Inbox: 0
 Email: 2

Message Preview

Message Subject: Grades Message
 Message Body: Your student student first name has earned a grade in the course calling messenger course name. Please sign into your school's parent portal at calling messenger portal URL to find more information.

Review Recipients

☒	Recipient Name ▲	Student Name	Section	
☒	Aden, Erik ☒ Process Inbox	Aden, Erik	6-Math-170 6-Math	Preview
☒	Aden, Jane ☒ janeaden@me.com ☒ janeaden11@gmail.com ☒ Process Inbox	Aden, Erik	6-Math-170 6-Math	Preview
☒	Aden, Roger	Aden, Erik	6-Math-170 6-Math	Preview
☒	Anderson, Allen ☒ Process Inbox	Anderson, Savannah	6-Math-140 6-Math	Preview
☒	Anderson, Rosetta ☒ vannahsanna@yahoo.com	Anderson, Savannah	6-Math-140 6-Math	Preview
☒	Anderson, Savannah ☒ Process Inbox	Anderson, Savannah	6-Math-140 6-Math	Preview
☒	Barnes, Cindy ☒ alexis8_halley4@yahoo.com ☒ Process Inbox	Barnes, Halley	7-Math-15 7-Math	Preview
☒	Barnes, Halley ☒ Process Inbox	Barnes, Halley	7-Math-15 7-Math	Preview
☒	Barnes, Stacy ☒ mcdmshanna74@rushon.com	Barnes, Halley	7-Math-15 7-Math	Preview

<< < 1 2 3 4 > >> Recipients 1-100 of 366

- Once things look correct -
- Hit SEND