Attendance Messenger
Inbox, Email and Voice

<Index/Attendance/Attendance Messenger>

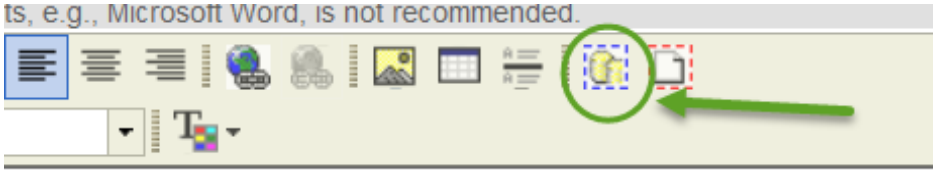
<u>First, select the current school year and calendar</u>.

1. Go to ***<Index/Attendance/Attendance Messenger>***

2. Select a User Group or Template, if you wish.
3. Enter the filter criteria for Attendance Messenger:
   - Grade (or you may use an ad hoc).
   - Status (Absent, Tardy or Early Release).
   - Excuse (Unknown, Excused, Unexcused).
   - Minimum Periods (1).
4. Select already existing ad hoc filter, if you have one.
5. Enter the Effective Date.
6. Enter the language preference of the message.
7. Check the Delivery Devices you would like: Inbox, Email, *Voice, Text.
   - *If you send a Voice Messenger, use directions on page 3 of this document.*
8. Enter the Phone Number of your school.
9. Enter a Message Subject.
10. Enter a Delivery Date and Time.
11. Create a message/template utilizing Campus Fields:

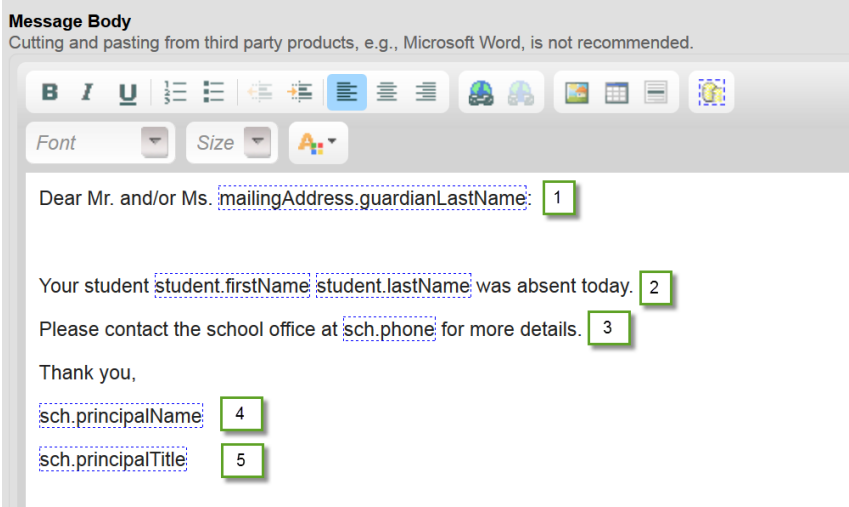
Creating a Template for Attendance Messages:

1. You may type your letter into the box.
2. To make the letter more personalized, click on the icon below—("Insert/Edit Campus Fields")—which will pull up the Campus Fields index.

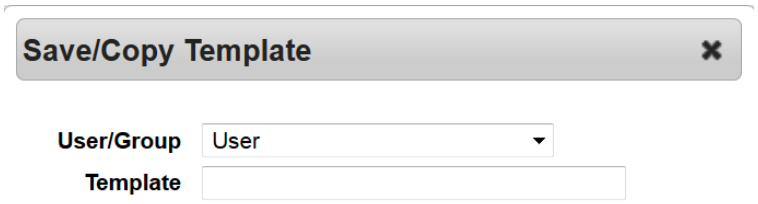


Following are the paths to enter the campus fields for the sample letter shown below:

1. Student/Census/Mailing Addresses/guardianLastName
2. Student/Demographics/firstName (add space)
   Student/Demographics/lastName
3. Student/school/phone
4. Student/school/principalName
5. Student/school/principalTitle



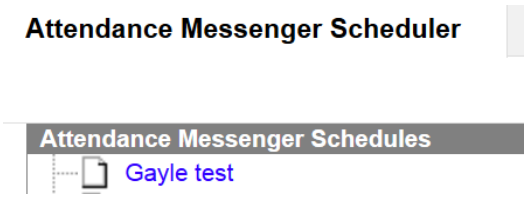
12. Go to the top of the page and click on Template SAVE. Upon Save, a window will pop-up to allow you to Name your template. Name your template.



13. Go to the bottom of the screen and click on Preview and Send. This will show the recipient count.
14. Click on Review Recipients to view those who will receive the message.
15. If you would like to send, Click Send. If not, Click on Cancel.

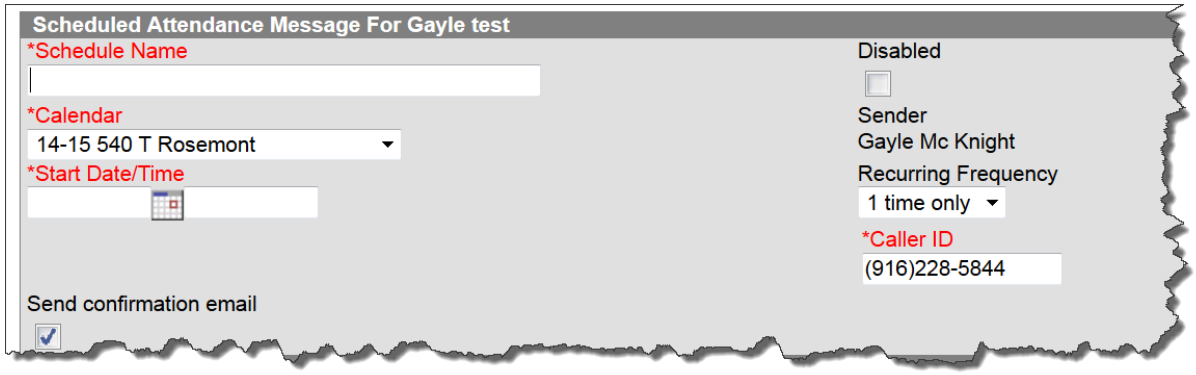
To Schedule your Message to be Sent at Designated Time:
<Index/Attendance/Attendance Messenger Scheduler>

1. Go to ***<Index/Attendance/Attendance Messenger>***
2. Select the Template (blue link) that you would like to use.



3. Enter the information in the Red fields only (Schedule Name, Calendar and Start Date/Time). All other fields have been entered based on your Attendance Messenger.

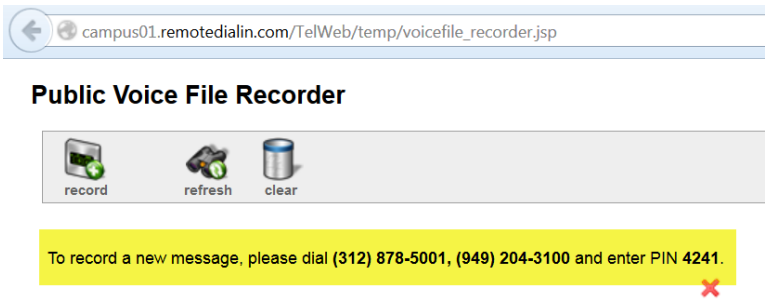
4. Save.
5. To view the status of your message, you may go to the Index/Messenger/Sent Message Log.
6. **To Retract a message** that was scheduled to go out, go back into this window and Check Disabled box.



*Voice Messenger

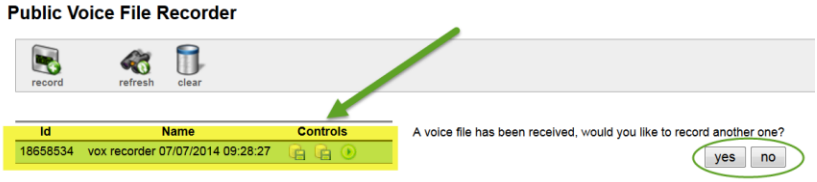
For Voice Messenger messages, follow the steps below:

1. In the Delivery Device section, Check Voice. Add your Phone Number. Add Message Subject.
2. Scroll down to the bottom of the page and Select **Record a Message.**
3. A window will pop up. To record a new message, dial either of the two numbers provided, and enter the PIN number.

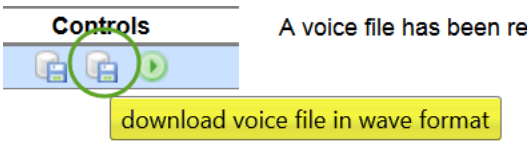


4. After you record your message, **press #**.
   a. To Re-record, Press 1
   b. To Listen to your message, Press 2
   c. To **Save** your Message, Press 3
   d. When you are done, simply Hang Up.

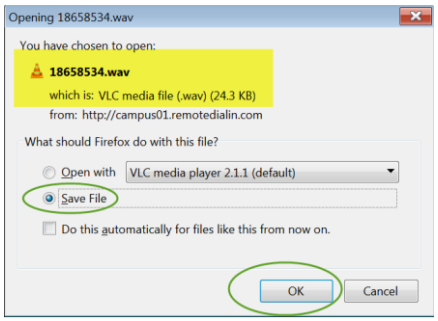
5. After you Save and hang up, your message will appear. If you wish to record another message, select Yes. If not, Select No.



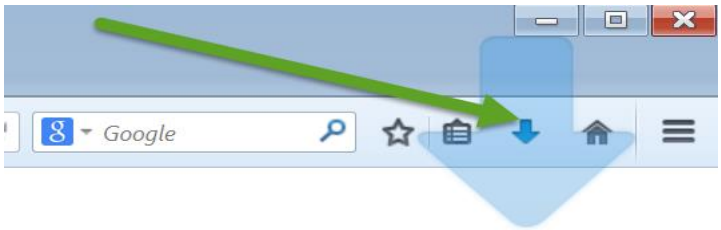
6. Next, Download your message. Under **Controls**, Select the Second Icon, "Download Voice File in Wave Format."



7. Then, **Save File** and **OK.**

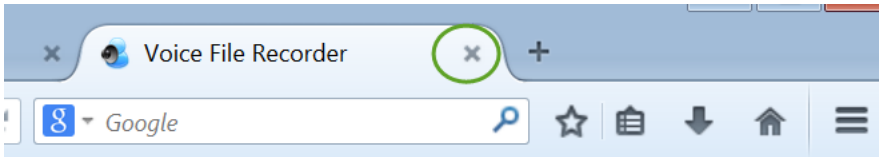


8. The Message/File will be placed into your Menu Bar under the Arrow. Click on the arrow to view your downloaded file.

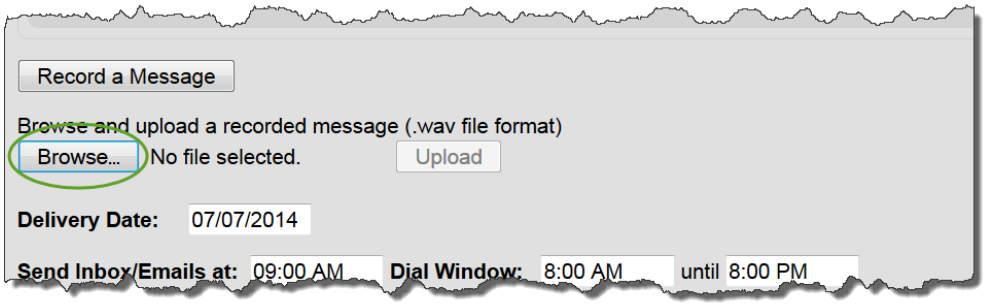


9. **To change the file name**: (a) Go to the Download Arrow, (b) Right Click over your file, (c) Select **"Open Containing Folder,"** (d) When the new window opens, Right Click again on your file, then (e) Rename and put where you'd like.

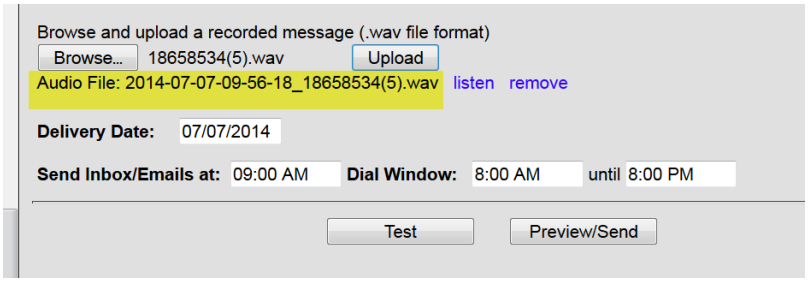
10. Go back to your Messenger page by closing both your file window, and the Voice File Recorder tab/window:



11. To Upload your Message, Select **Browse**, and find the voice message file you just renamed.



12. Select the Message, then **Open**.
13. Then, Select **Upload.**
14. Your message will Upload. You may Listen (to verify) or Remove (to record again). You may also select the delivery date and time.
15. **Preview/Send is highly recommended** to show you the number of recipients. Then, to Send, just hit send.



16. To view the status of your sent messages, go to **Index/Messenger/Sent Message Log.**

Additional resources are found in the Campus Community or at:
http://www.scusd.edu/infinite-campus-staff-resources.