

Instructions to Send Staff Message Using Staff Messenger

PATH: Messenger > Staff Messenger

The Staff Messenger tool allows a district to send messages to its staff members. Phone messages can be delivered to staff if a district if this delivery device is selected.

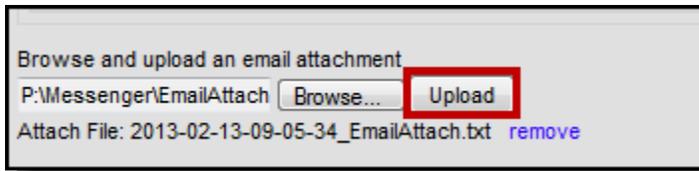
- A Staff Member is defined as a person entered in Campus who has an Assignment record at a particular school site.

To receive email and/or phone messages, the recipients must have the corresponding Messenger Preference of General Notification and Priority Notification set on their Demographics tab to receive messages.

Sending Messages:

1. Select an existing Template from the **Template** dropdown list, if applicable
2. Use the Field Descriptions as a guide complete Message Builder editor. The Message Body uses a WYSIWYG (What You See Is What You Get) editor.
3. Browse and upload an email/voice attachment. (**optional**)

You *must* click the **Upload** button after browsing for the attachment. When an attachment is properly uploaded, the Attach File message displays on the screen.

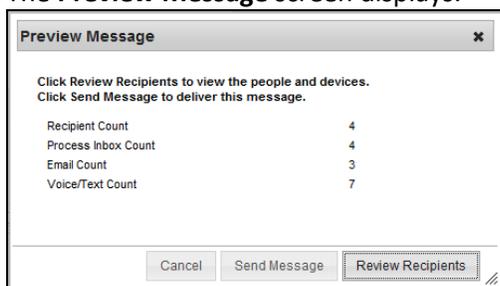


4. Click the **Test** button to review the message and its recipients.

It is strongly recommended testing messages before delivering them. A message will be sent in the exact manner it will be delivered to recipients. The Test Message screen will confirm that the test message was sent.

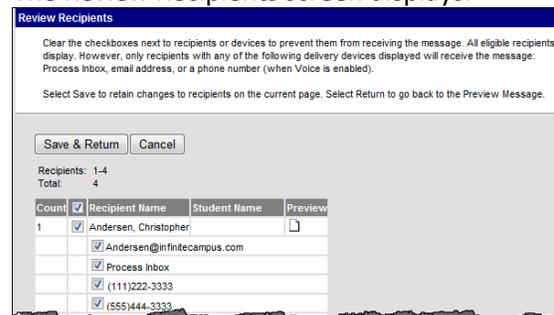
5. Click the **Preview/Send Message** button.
Result

The **Preview Message** screen displays.



6. Click the **Review Recipients** button.
Result

The **Review Recipients** screen displays.



Field Descriptions

Field	Description
User/Group	This dropdown list allows you to save message templates to your user account or a user group to which you belong.
Template	This dropdown list displays a list of available templates. To create a new template, select <new> from this list.
Filter Criteria	
Message Type	This field determines the type of message that will be sent. The following options are available: <ul style="list-style-type: none"> • General Notification (Default) • Priority Notification (Priority Notifications display in the Process Alerts with a red exclamation point.)
Deliver To:	Ad Hoc filter or All Staff of School <ul style="list-style-type: none"> • Sender will see schools in which he/she has access to send messages. • In order to send to All Schools, user must have access to All Calendars. <p>A Staff Member is defined as a person entered in Campus who has an Assignment record at a particular school site.</p>
Set Filter Operation	This field determines what the tool should do with the filters. The default value Union will be used most often. <ul style="list-style-type: none"> • Union indicates that all members of all selected filters will be included • Intersection indicates that only the members who exist within each of the selected filters will be included.
Delivery Devices	
Inbox	The Inbox option is automatically selected. This option places a note in the user's inbox that a new message is available. Infinite Campus strongly recommends leaving this option marked to ensure delivery to a Portal Account when no other delivery device is marked for messages.
Email	The Email option sends an email to the email address on record (entered in Census > People > Demographics).
Voice	The Voice option calls the phone number on record (entered in Census > People > Demographics).
Message Details	
Message Subject	This field determines the text that will display in the Subject field of the email message.
Message Body	You can enter comments in the Message Body using the available text editor.
Browse and upload a recorded message	This option allows you to send a voice message. <p>If sending a voice message using Campus Voice, the following options are available.</p> <ol style="list-style-type: none"> 1. Record a Message - This option will open a window with directions to call a phone number to record a message that will be sent. 2. Browse and upload a recorded message - This option allows users to upload a prerecorded .wav file <p>You <i>must</i> click the Upload button after browsing for the attachment. When an attachment is properly uploaded, the Attach File message displays on the screen.</p>
Delivery Date	The day on which the message should be sent. <ul style="list-style-type: none"> • Can set the date in the future
Send Inbox/Emails at:	The time inbox and/or email messages will begin to be delivered.
Dial Window	These fields create a dialing window during which a general voice message may be sent. This is defined by the district

