

EMAIL: [Click here for Campus Community video](#)

(Within Infinite Campus, this video is also accessible by going to Index/Messenger/Message Builder, then going to the HELP Tab).

Under **Index/Messenger/Message Builder**

Before you begin, select the correct School Year and Calendar.

Year	14-15	School	Albert Einstein MS	Calendar	14-15 410 T A Einstein
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1. If you are using a template that you have created in the past, select User Group, and template. Or, you may leave it **<new>**.
2. Select a message type.
3. Select the desired recipient of the message.

The Template Name and User/Group can be changed after selecting Save or Copy.

User/Group: 1 Template: Save Copy Delete

Enter the filter criteria for Message Builder:

Message Type: 2

Deliver To:

Student Messenger Contacts 3

Message For Each Student

One Message Limit

Students

Enrollment Filter:

Message Only Active Students

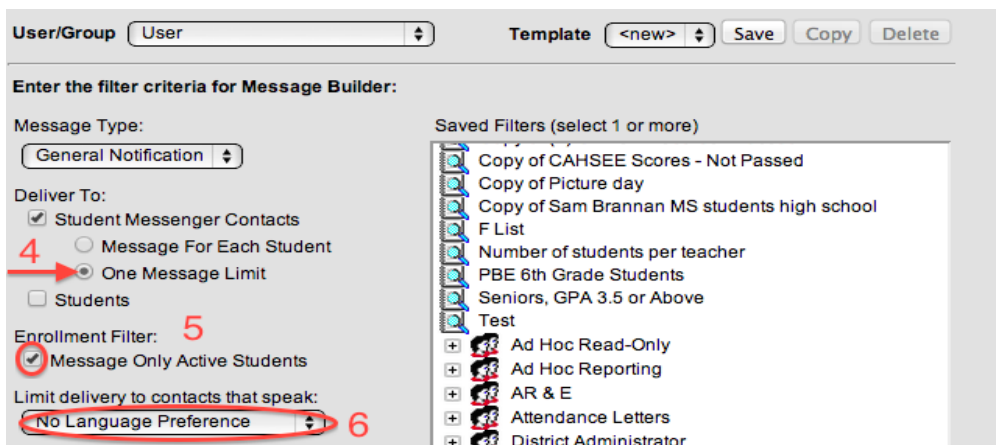
Limit delivery to contacts that speak:

Saved Filters (select 1 or more)

- Copy of CAHSEE Scores - Not Passed
- Copy of Picture day
- Copy of Sam Brannan MS students high school
- F List
- Number of students per teacher
- PBE 6th Grade Students
- Seniors, GPA 3.5 or Above
- Test
- Ad Hoc Read-Only
- Ad Hoc Reporting
- AR & E
- Attendance Letters
- District Administrator
- Guidance Counselor

4. If you selected Student Messenger Contacts for #3, select **“One Message Limit”** if you don’t want the system to make multiple calls to the same parents if there are siblings enrolled at your site.
5. Enrollment Filter: **Message Only Active Students**
(Note: During the summer when the system is undergoing End of Year processes, this box should be Unchecked. See video for more information).

6. If you so choose, you may select particular language groups to be the only recipients of the message.



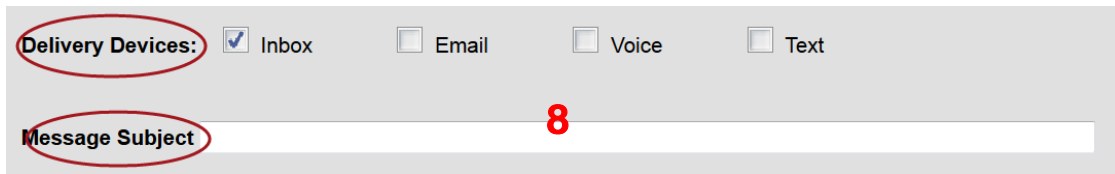
7. Select the Ad Hoc filter that you would like your message sent to. Click on it until it is highlighted in blue.
 - 7a. **For your convenience**, an ad hoc **Folder** has also been created for each school. Now each school can place all of their ad hocs in their school's folder.
 - 7b. **For your convenience**, General Notification ad hocs have been placed in each school's folder.

As our team creates more general ad hocs, we will share them by placing them in your folders.



8. Choose the desired Delivery Device. (Note: If you check “Inbox” the message will show in the Process Inbox of the student and or parent portal.)

Enter a Message Subject.

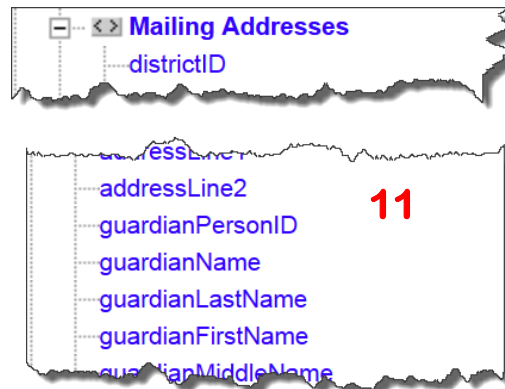


Next Step: Create Your Message

9. Create your message. It is best to type the message in this field instead of copying it from another word processing program and pasting it here.
10. To personalize your message, you may use the Fields tool, which pulls directly from the Ad Hoc fields. For instance, to send a message to the Parents/Guardians, do the following, Click on the blue and yellow icon, then select the desired fields.



- Parent/Guardian names and addresses are located in **Student/Census/Mailing Addresses:**



- You can add an attachment if you so choose.
- Enter the delivery date and time. The date defaults to today's date.
- Preview/Send is highly recommended** to show you the number of recipients. It will show you the number of recipients so that you can edit if needed. You can either send this message or just save this as a template for future use.
- To Send, hit the Send button.
- To view the status of your sent messages, go to **Index/Messenger/Sent Message Log**.

Additional Resources:

How to Send a Voice Messenger: [Click here for Video](#)