

INFINITE CAMPUS MESSENGER

A Communication Tool

EEI

- ▣ Communicate with parents to foster discussions at home about what students are learning at school
 - Provide talking points for parents/ guardians
 - Gain information about students to be used in individualizing instruction
- ▣ Gather information about student's prior experiences
- ▣ Share Assessment Results in a timely manner
- ▣ Make resources available at home and school

Getting Started

- ▣ Check your roster
 - Make a list of students with the “No e-mail Flag”
 - Gather e-mail addresses
 - Form at open house, parent night, etc.
 - Contact parents by phone with no email flag and see if they have an e-mail address that they use (or classroom teacher)
 - Check for accuracy if time
 - Send updates of addresses to the building secretary

Send a “test” or “Welcome” e-mail

- ▣ Send out a welcome e-mail
- ▣ Invite parents to submit to the office any updates to their e-mail address throughout the year.
- ▣ Send a note home with students in their planner for parents to check off
 - I have received a welcome e-mail from the teacher
 - I have not received a welcome e-mail
 - ▣ Please double check my e-mail address:
 - ▣ I do not have regular access to e-mail

Create and Send Messages

- ▣ Log into IC
- ▣ Bring up the roster that you want to send an e-mail to
- ▣ Choose Messenger > Teacher Messages in the Instruction section
- ▣ Name, create and save a message
- ▣ Choose recipients
- ▣ Preview
- ▣ Send

SEND LINKS TO ANYTHING

School Tube example

Wiki example

Googledocs

Doodle Polls

Google Docs

- ▣ Upload documents that you have already created to send to parents via a link
- ▣ Helps preserve your document formatting
- ▣ Allows for parents to add information if YOU set it up like that
- ▣ Allows for collaboration
- ▣ Allows you to view changes and see items that might have been deleted “by mistake” so you can be comfortable allowing changes

Google Docs

- ▣ Surveys
- ▣ Spreadsheets
- ▣ “Word” type documents
- ▣ Images
- ▣ Newsletters
- ▣ Video

Doodle Poll

- ▣ Lets you use your Google account to sign in (not ANOTHER username and password)
- ▣ Allows for collaboration
- ▣ Able to compile information from multiple sources
- ▣ Great for determining availability for a meeting from a large group of people