

Infinite Campus - Teacher Messenger

Teacher Messenger allows teachers to send messages to parents and guardians, via the Parent Portal in Infinite Campus, on things such as classroom events, notices and achievements.

Step 1 – Locate and choose the message

1. Click on the appropriate section (class) you want to send the message to.
2. Click on **Instruction** to open up the options underneath it.

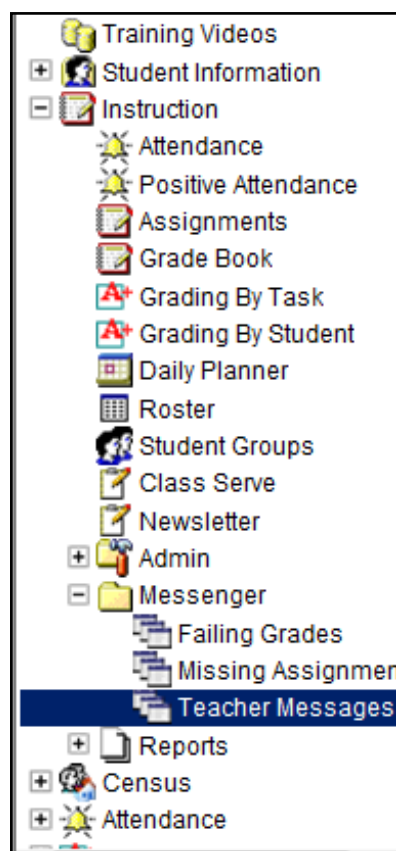
Section 1) SOC701-6 Social Studies

3. Click on **Messenger** to open up the options underneath it.
4. Click on the message you wish to send –

Failing Grades – Create pre-designed failing grades notifications. You select the grades to be identified as failing (i.e., D, D-, or F)

Missing Assignments – Send an email to parents of those students who have assignments marked as missing

Teacher Messages – Send an email, composed and created by the teacher, to all of designated parents of students.



Step 2 – Using the Teacher Messenger Wizard

The wizard is a handy way of taking you through the process of sending a message to parents. Messages can be sent both via the Portal Inbox or to email accounts.

1. Fill in the **Subject** and **Body** fields on the first screen.
2. Click on the **Save and Continue** to use the message for another section (class) or **Continue** to use the message only one time.

Be sure to include your course in the subject line!

Click the **Load** button to use a previously created template and just make edits to reflect the new message!

Be sure to sign the body message with your name and email address as the email so the parent knows who sent the email!

Click **Save and Continue** to use the message repeatedly!

Step 3 – Select Options

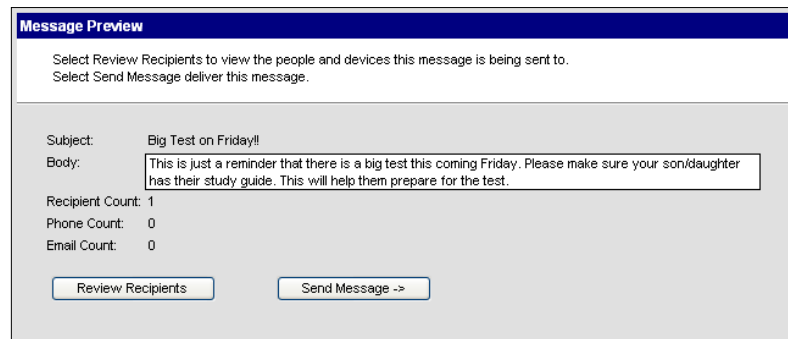
1. Construct the following information:
 - a. **Select Recipients** – who's going to receive the message from you?
 - b. **Click on a person to add to list** – click on the **Select All** button to choose everyone, or click on individuals.
 - c. **Delivery Devices** – notification automatically goes to the inboxes in the Parent Portal view. You will need to include the

checkmark ☒ if you want an email to be sent (please be aware – not all parents have email addresses).

2. Click on the **Preview Notices** button when finished.

Step 4 – Preview and send notice

1. Preview the message and check the number of recipients that the message will be sent to.
2. Click on the **Review Recipients** button if you want to double-check who the message will go to.
3. Click on the **Send Message** button to send the message.



The screenshot shows a 'Message Preview' window with a blue header. Below the header, there are instructions: 'Select Review Recipients to view the people and devices this message is being sent to.' and 'Select Send Message deliver this message.' The message details are as follows:

Subject:	Big Test on Friday!!
Body:	This is just a reminder that there is a big test this coming Friday. Please make sure your son/daughter has their study guide. This will help them prepare for the test.
Recipient Count:	1
Phone Count:	0
Email Count:	0

At the bottom, there are two buttons: 'Review Recipients' and 'Send Message ->'.

Step 5 – Repeat for each section

1. If you need to send the message to other classes, repeat steps 1 to 4 for each class section that you teach.
2. In the case of teacher messages, the teacher also receives a confirmation in their process inbox.