

# Infinite Campus: Using the Teacher Messenger Functions



## Step 1:

Log in to Infinite Campus and select the Messenger folder from the menu on the left.

## Step 2: Choosing the Message Type

**Failing Grades:** Allows you to send a form letter to the **parents/guardians** of any student who currently has a failing grade.

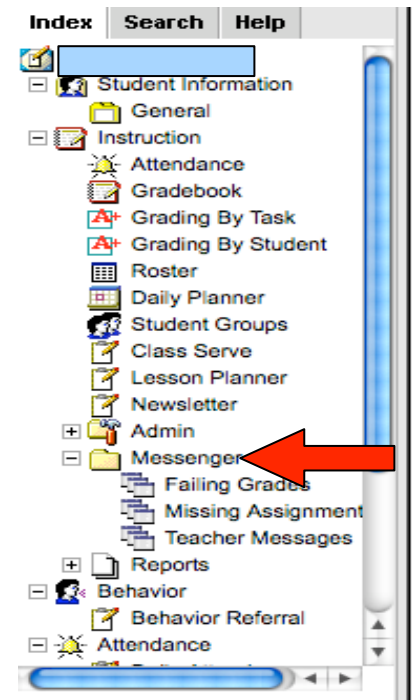
**Missing Assignments:** Allows you to send a form letter to the **parents/guardians** of any student who is missing a specific assignment.

**Teacher Message:** Allows you to create and send a message to **parents/guardians and/or students** to remind them of important information or upcoming events.

## Where do the messages go?

Messages are delivered to each accounts Infinite Campus Inbox, as well as to any associated e-mail accounts.

**Click on the type of message you want to get started.**



# Failing Grades Messenger



## Step 1:

Preview the message template. The program will insert the correct personalized information into the areas in [ ].

## Step 2:

Add any additional comments to the teacher comment box. Remember these comments will go to everyone who receives a message, so **DO NOT** include information regarding specific students. Then scroll down.

## Step 3:

A. Inbox is the default delivery device. Check the box for E-mail also.

B. Allow repeated messages if you would like the student to receive multiple warnings if you re-run the message a week later.

C. Select to use the grades from Gradebook.

D. Check the box for each failing grade. You must do this each time.

Then scroll down.

## Step 4:

A. Select Toggle Students on the left to apply the filter to all the students in the class.

B. Select the current grading period from the list on the right. Never list Progress report.

C. Select the button to Preview Notices at the bottom of the screen

**Failing Grades Messenger Notifications**

This wizard walks you through the process of creating failing grades notifications to be delivered to student guardians.

Select whether you want to send notices based on the calculated Gradebook grade, or using posted grades. Also select which grades should be considered failing when creating these notices. By default, notices will not be duplicated by running this wizard multiple times, after sending notices messenger records that it has communicated each failing grade. To change this behavior select "Allow Repeat Messages".

Message Preview Template: <default>

Your student [student.firstName] has a failing grade in the course [failingMessenger.courseName].

[failingMessenger.teacherComments]

Please sign into your school's parent portal at [failingMessenger.portalURL] to find more information.

Teacher Comments

Preview Notices ->

**Delivery Devices**

Inbox  Email

**Duplicate Message Filtering**

Allow Repeat Messages

Would you like to use grades from Gradebook or posted grades?

Gradebook  Posted Scores

Which grades would you like to filter on?  All Scores

<input checked="" type="checkbox"/> /	<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1/1	<input checked="" type="checkbox"/> 1/2	<input checked="" type="checkbox"/> 1/3	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 100
<input checked="" type="checkbox"/> 11	<input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> 13	<input checked="" type="checkbox"/> 14	<input checked="" type="checkbox"/> 15	<input checked="" type="checkbox"/> 16	<input checked="" type="checkbox"/> 17	<input checked="" type="checkbox"/> 18	<input checked="" type="checkbox"/> 19
<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 2/1	<input checked="" type="checkbox"/> 2/2	<input checked="" type="checkbox"/> 2/3	<input checked="" type="checkbox"/> 20	<input checked="" type="checkbox"/> 21	<input checked="" type="checkbox"/> 22	<input checked="" type="checkbox"/> 23
<input checked="" type="checkbox"/> 24	<input checked="" type="checkbox"/> 25	<input checked="" type="checkbox"/> 26	<input checked="" type="checkbox"/> 27	<input checked="" type="checkbox"/> 28	<input checked="" type="checkbox"/> 29	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 3/1
<input checked="" type="checkbox"/> 3/2	<input checked="" type="checkbox"/> 3/3	<input checked="" type="checkbox"/> 30	<input checked="" type="checkbox"/> 31	<input checked="" type="checkbox"/> 32	<input checked="" type="checkbox"/> 33	<input checked="" type="checkbox"/> 34	<input checked="" type="checkbox"/> 35	<input checked="" type="checkbox"/> 36
<input checked="" type="checkbox"/> 37	<input checked="" type="checkbox"/> 38	<input checked="" type="checkbox"/> 39	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 40	<input checked="" type="checkbox"/> 41	<input checked="" type="checkbox"/> 42	<input checked="" type="checkbox"/> 43
<input checked="" type="checkbox"/> 44	<input checked="" type="checkbox"/> 45	<input checked="" type="checkbox"/> 46	<input checked="" type="checkbox"/> 47	<input checked="" type="checkbox"/> 48	<input checked="" type="checkbox"/> 49	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 5	<input checked="" type="checkbox"/> 50
<input checked="" type="checkbox"/> 51	<input checked="" type="checkbox"/> 52	<input checked="" type="checkbox"/> 53	<input checked="" type="checkbox"/> 54	<input checked="" type="checkbox"/> 55	<input checked="" type="checkbox"/> 56	<input checked="" type="checkbox"/> 57	<input checked="" type="checkbox"/> 58	<input checked="" type="checkbox"/> 59
<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 6+	<input checked="" type="checkbox"/> 60	<input checked="" type="checkbox"/> 61	<input checked="" type="checkbox"/> 62	<input checked="" type="checkbox"/> 63	<input checked="" type="checkbox"/> 64	<input checked="" type="checkbox"/> 65
<input checked="" type="checkbox"/> 66	<input checked="" type="checkbox"/> 67	<input checked="" type="checkbox"/> 68	<input checked="" type="checkbox"/> 69	<input checked="" type="checkbox"/> 7	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72	<input type="checkbox"/> 73

**Select Students**

Toggle Students

Auger, Noelle M #103000700

Crawford, Philip B #102047400

Delong, Jocelyn H #103008500

Fagan, Patrick A #103010400

Frank, Dannelle L #101707100

Geary, Kayla J #103011700

Gove, Nathaniel M #103013100

**Select Tasks**

Term Q1

Q1 - Progress Report

Q1 - Quarter Grade

Term Q2

Q2 - Progress Report

Q2 - Quarter Grade

Q2 - Exam Grade

Q2 - Semester Grade

Preview Notices ->

## Step 5:

Review the message, checking any additional teacher comments for spelling and grammar. You may also click the button to review recipients below. The total number of people receiving the message will appear under recipient count. When you are done, select Send Message.

### Message Preview

Select **Review Recipients** to view the people and devices this message is being sent to.  
Select **Send Message** to deliver this message.


Subject: Failing Grade


Body:

Your student [student.firstName] has a failing grade in the course  
Physics/Lab.

Please sign into your school's parent portal at  
<http://campus.westbrook.k12.me.us/portal> to find more information.

Recipient Count: 0  
Phone Count: 0  
Email Count: 0

 Review Recipients

Send Message -> 

# Missing Assignments Messenger



## Step 1:

Preview the message template. The program will insert the correct personalized information into the areas in [ ].

## Step 2:

Add any additional comments to the teacher comment box. Remember these comments will go to everyone who receives a message, so **DO NOT** include information regarding specific students.

Then scroll down.

## Step 3:

A. Inbox is the default delivery device. Check the box for E-mail also.

B. Allow repeated messages if you would like the student to receive multiple warnings if you re-run the message a week later. Then scroll down.

## Step 4:

A. Select Toggle Students on the left to apply the filter to all the students in the class.

B. Select the correct assignments you would like to notify students if they are missing from the column on the right.

C. Select the button to preview notices.

## Step 5:

Review the message, checking any additional teacher comments for spelling and grammar. You may also click the button to review recipients below. The total number of people receiving the message will appear under recipient count. When you are done, select Send Message.

**Missing Assignments Messenger Notifications**

This wizard walks you through the process of creating missing assignment notifications to be delivered to student guardians.

Only assignments that have been marked as missing will generate notices. By default, notices will not be duplicated by running this wizard multiple times, after sending notices messenger records that it has communicated each missing assignment. To change this behavior select "Allow Repeat Messages".

Message Preview Template: <default>

Your student [student.firstName] has the following missing assignments.  
[missingMessenger.assignments.LIST]

Please sign into your school's parent portal at [missingMessenger.portalURL] to find more information.

Teacher Comments

Preview Notices

**Delivery Devices**

Inbox  Email

**Duplicate Message Filtering**

Allow Repeat Messages

**Select Students**

Toggle Students

- Auger, Noelle M #103000700
- Crawford, Philip B #102047400
- Delong, Jocelyn H #103008500
- Fagan, Patrick A #103010400
- Frank, Dannelle L #101707100
- Geary, Kayla J #103011700
- Gowen, Nathaniel W #103013100
- King, Jacob D #103017500
- Leighton, Jameson R #103019800
- Levecque, Jamie L #103020100

**Select Assignments**

Select Assignments

Term Q1

Quarter Grade

- Labs, Homework, Classwork
- Homework Check 8/31-10/5
- Laboratory Safety Agreement
- Rate Activity
- Grass Lab
- Homework Check 2 10/6-11/6
- Tests and Quizzes
- Dimensional Analysis

**Message Preview**

Select Review Recipients to view the people and devices this message is being sent to.  
Select Send Message deliver this message.

Subject: Missing Assignment

Body: Your student [student.firstName] has the following missing assignments.  
[missingMessenger.assignments.LIST]

Please sign into your school's parent portal at  
<http://campus.westbrook.k12.me.us/portal> to find more information.

Recipient Count:	1
Phone Count:	0
Email Count:	1

Review Recipients Send Message

# Teacher Messenger

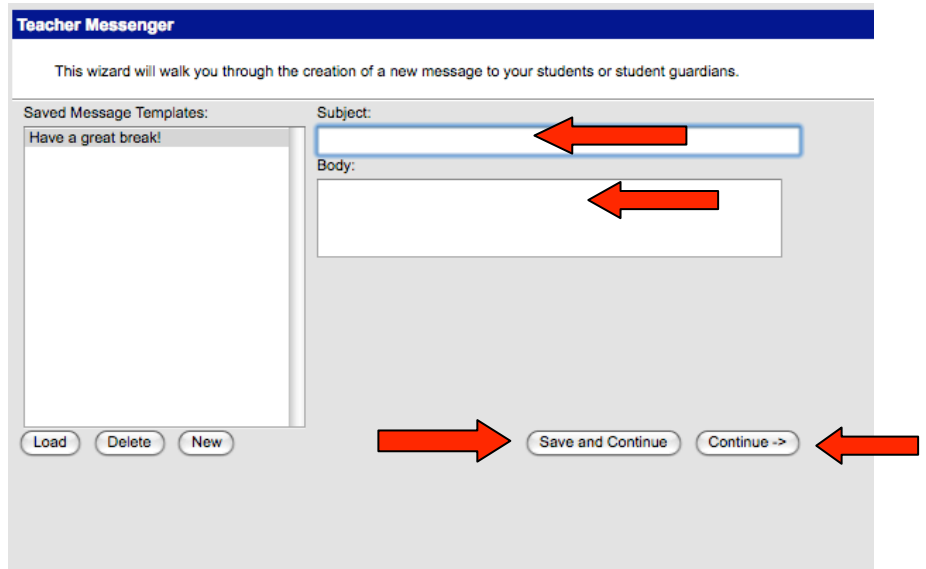


## Step 1:

Type a subject line for your message

## Step 2:

Type the body of your message. Make sure to double check for spelling and grammatical errors. You can type the message in NeoOffice and copy and paste it into Messenger if you would like. **Note: It is a good idea to add your email address to your closing since the recipient cannot use the reply email feature.**



## Step 3:

If you would like to save the text of this message again, you can save it as a template by selecting save and continue. If you are sure you will only send it once, you can just select continue.

## Step 4:

A. To add Guardians: Select the button for Guardians at the top. Click on the names linked in blue in the left column. The name will then appear in the right column.

B. To Add students: Select the button for Students at the top. Click on the names linked in blue in the left column. The names will then appear in the right column.

C. The default delivery device is the Infinite Campus Inbox. Select e-mail also.

D. Select Preview Notices.

## Step 5:

Review the message, checking any additional teacher comments for spelling and grammar. You may also click the button to review recipients below. The total number of people receiving the message will appear under recipient count. When you are done, select Send Message.

