

Prompt Preferences

Last Modified on 03/28/2024 9:54 am CDT

[Creating Voice Message Defaults](#) | [Creating Email Message Defaults](#) | [Recording a Message](#)

Certain items on this tool only apply to schools/districts that use [Campus Messenger with Voice](#) add-on functionality. Please review the [District Setup Checklist](#) before the initial configuration of these settings.

Classic View: [System Administration](#) > [Messenger](#) > [Messenger Preferences](#) > [Prompt Preferences](#)

Search Terms: [Prompt Preferences](#), [Prompt](#)

The Prompt Preferences tool can be used to create default messages to be appended to delivered voice/email messages. This tool also contains settings for answering machines and implications/instructions for using each field.

Settings on this tab apply to messages sent from all schools within the district.

Prompt Preferences ☆

Communication > [Messenger Settings](#) > Prompt Preferences



Save



Record a Message

Hello Message

This is a required message that is the first text spoken in all calls from the dialer. It should introduce the caller, and should be 5-10 seconds in length.

Hello, this is a message from Plainview School District's automated messenger

[Upload WAV](#)

Goodbye Message

This text is read after a person chooses to hangup, or after completely reading a message to an answering machine.

Thank you. This message is now complete. Goodbye

[Upload WAV](#)

Email Format

Message Header

<> ¶ B I U ☰ ☷ ↶ ↷ 🖼️ 📄 🔗 📧 — A

Plainview School District

Greetings from Plainview School District! Kyle

Message Footer

<> ¶ B I U ☰ ☷ ↶ ↷ 🖼️ 📄 🔗 📧 — A

[Plainview School District](#)

123 Main St. Metro City, MN 55554 | P: (555) 554-1234 |

E: info@plainviewschools.com

Show Sender's Name

Yes ▾

Creating Voice Message Defaults

On the Prompt Preferences tab, a user may establish default messages to be appended to all voice messages sent by schools within the district or the district itself. The appended message can be established in one of the following ways:

- **Text-to-speech:** If text is entered in the text fields on this screen, it will be converted to speech by the built-in text-to-speech engine. Only English text can be converted.

If the text-to-speech functionality is used, Infinite Campus recommends that pronunciation be tested before any messages are deployed. Testing can be performed through any of the message creation tools (e.g., [Message Builder](#), [Behavior Messenger](#)). Spelling words phonetically in the editor and/or within the [TTS Dictionary](#) is recommended for combating issues with mispronounced words.

- **Upload pre-recorded message:** Text messages can be pre-recorded and uploaded in .WAV file format. This feature may be used by the district to pre-record a message in a non-English language.

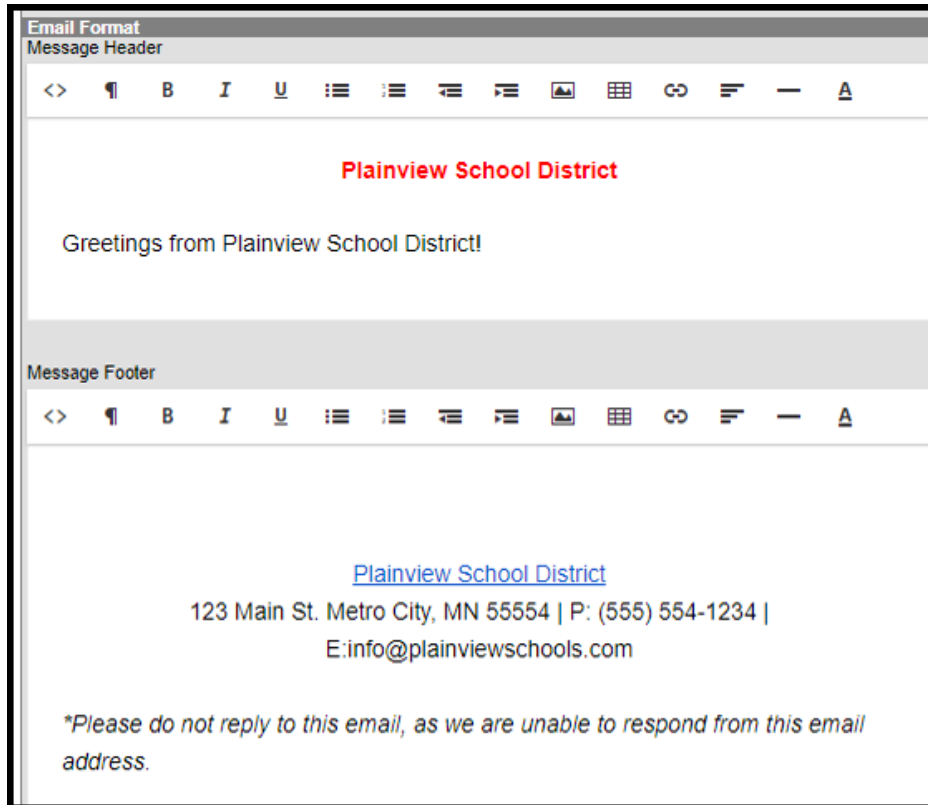
If a .wav file is uploaded to a Hello Message or Goodbye Message, the text-to-speech text will be ignored.

Hello Message is a required field for Voice customers and should be 5 to 10 seconds in length.

Introduction
These prompts are used when speaking a message either to a live person or an answering machine. The prompts are arranged in the order in which they are spoken.
Hello Message
This is a required message that is the first text spoken in all calls from the dialer. It should introduce the caller, and should be 5-10 seconds in length.
<input type="text" value="This is a message from the Campus School District."/>
Change WAV 2013-02-12-10-13-55_Hello Message.wav (listen)
Goodbye Message
This text is read after a person chooses to hangup, or after completely reading a message to an answering machine.
<input type="text" value="The message is complete. Goodbye."/>
Change WAV 2013-02-12-10-14-44_Goodbye Message.wav (listen)

Creating Email Message Defaults

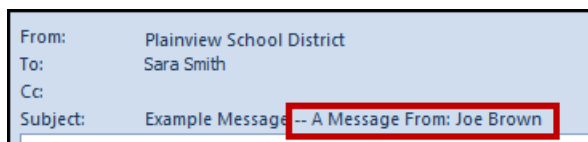
On the Prompt Preferences tab, a user may enter the default introductory and closing text that will be delivered with each email message.



The screenshot shows a web-based editor for email messages. It is divided into two main sections: 'Message Header' and 'Message Footer'. Both sections have a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, indent, outdent, link, unlink, table, unlink, and text color. The 'Message Header' section contains the text 'Plainview School District' in red and 'Greetings from Plainview School District!'. The 'Message Footer' section contains a blue link 'Plainview School District', the address '123 Main St. Metro City, MN 55554 | P: (555) 554-1234 |', the email 'E:info@plainviewschools.com', and a disclaimer: '*Please do not reply to this email, as we are unable to respond from this email address.'

Email Message Defaults

The **Show Sender's Name** dropdown allows you to include the sender's name in the Subject line of the Email message. The sender's name is the name of the account logged into Campus when the message is sent.



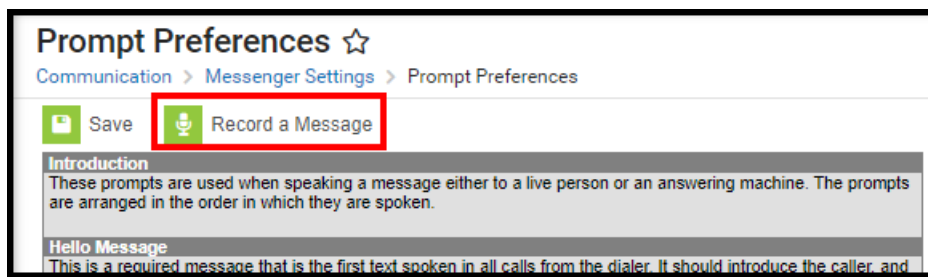
The screenshot shows an email header with the following fields: From: Plainview School District, To: Sara Smith, Cc: (empty), and Subject: Example Message -- A Message From: Joe Brown. The text '-- A Message From: Joe Brown' is highlighted with a red box, indicating the result of the 'Show Sender's Name' field being set to Yes.

Example Email Subject when the Show Sender's Name field is set to Yes.

Recording a Message

To record a voice message using [Shoutpoint Voice File Recorder](#), click the **Record a Message** icon at the top of the page. This opens a Voice File Recorder tool that allows users to record a

message that can be used when sending messages.



Record a Message
