

# Process Alerts Messages

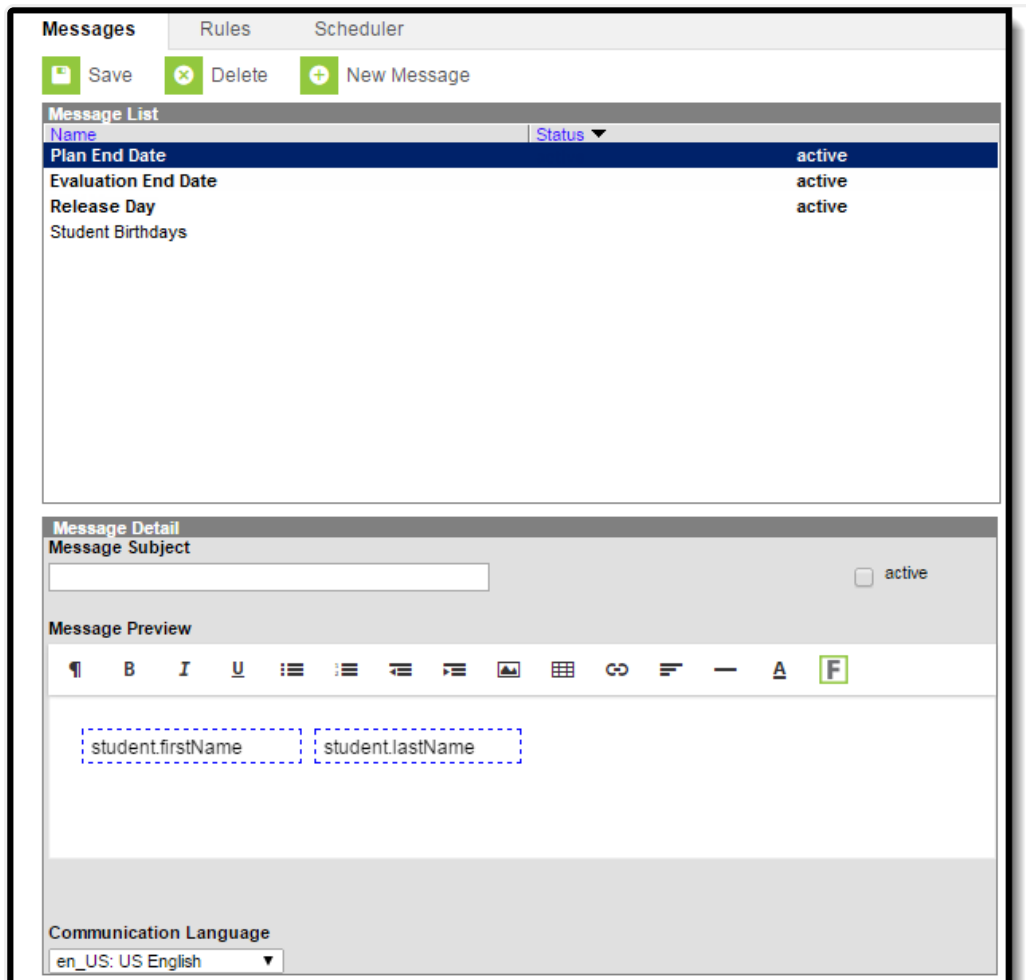
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**Classic Path:** System Administration > Special Ed > Process Alerts > Messages

**Search Terms:** Process Alerts Messages

Message templates are created in the Messages tab using the WYSIWYG editor. Message templates are required to determine rules and schedule alerts to be sent to special education case managers.

A message is only sent once per student, per rule. To send multiple notifications for the same alert, separate rules must be created (e.g., a rule to notify two weeks prior to an event and a separate rule to notify one week prior to an event).



The screenshot shows the 'Messages' tab in the 'Process Alerts Messages tool'. The interface includes a 'Message List' table with columns for 'Name' and 'Status'. The table contains the following entries:

Name	Status
Plan End Date	active
Evaluation End Date	active
Release Day	active
Student Birthdays	

Below the table is the 'Message Detail' section, which includes a 'Message Subject' input field, a 'Message Preview' area with a WYSIWYG editor, and a 'Communication Language' dropdown menu. The WYSIWYG editor shows a preview of the message content with placeholders for 'student.firstName' and 'student.lastName'.

*Process Alerts Messages tool*

Infinite Campus recommends that process alert messages contain at least the fields that auto-insert a student's name, grade and school for identification purposes.

# Create a New Process Alert Message

1. Select the **New Message** icon. The **Message Detail Editor** will appear below.
2. Enter the subject of the message in the **Message Subject** field.
3. Enter the content of the message in the **Message Preview** field.
4. Select the **Insert/Edit Campus Field** icon to choose the desired Campus fields.
5. Select the **Communication Language**.
6. When finished, select the **Save** icon.

After the message has been created, establish [Rules](#) for the message.

When selecting a Campus field, [specializedMessenger.current.plan.start](#) and [specializedMessenger.current.plan.end](#) will pull the most current locked Plan based on end date and [specializedMessenger.previous.plan.start](#) and [specializedMessenger.previous.plan.end](#) will pull the second most current locked Plan based on end date.