## **Viewing Messages**

Last Modified on 04/02/2024 3:11 pm CDT

## New Messages | Searching for Messages

Tool Search: Message Center

The Message Center collects all your messages, including process alerts and notices.

- Process Alerts are sent automatically based on processes in Campus, such as records transfer or responses to behavior referrals.
- State, District and School notices are messages sent to all users through User Communication.
- Messages are sent to specific users, such as reminders and updates, through Messenger.

All items   Process Alerts   Announcements   1     New   Select All   Remove   Search   Sort by:   Sticky					
Message Center (215)					
School Announceme	ent New Harrison High Don't forget teacher in-service coming up, beginning Thursday, August 24th!	08/21/2017			
School Announcement	A <b>Book Fair</b> will be held at Arthur Elementary this Thursday and Friday in conjunction with conferences. Adult volunteers needed. If willing, Call Anna at 763-555-1212 Thanks!				
	More				
Message	Behavior Incident Notice - Fighting in the Hallway Action Required in Campus Tools	06/14/2017			
		Archive			
Message	Pep Fest Today at 1:00 Action Required in Campus Tools	05/31/2017			
		Delete			
Message	Grades Due Action Required in Campus Tools	05/30/2017			
		Delete			
	The Message Center includes announcements and messages.				

Sort your messages using the **Sort by** dropdown list. Options are:

- Sticky sticky messages are at the top, followed by other messages sorted by date.
- Date (newest) messages sorted with most recent at the top.
- Date (oldest) messages sorted with earliest at the top.

Filter the messages in your inbox by clicking the All Items, Process Alerts or Notices buttons at the top.

## **New Messages**

New messages have an orange New indicator that disappears when you read the message.

The orange number icon indicates how many messages you have. In the example above, the teacher has **1** new Announcement.

Messages with the yellow post-it icon are designated as "sticky," which means they appear at the



top of you inbox and you can't delete them. These messages are given an end date when they're created, at which point they disappear from your inbox.

To view a message, click on the blue link. The message opens in the Campus Tools.

Message Cer	nter (1537)			
School Notice	New High School Reminder that the school will be close			
Message	New Behavior Incident Notice - Fig Action Required in Campus Tools			
Message	New Pep Fest Today at 1:00 Action Required in Campus Tools			
Message Me	essage 🖌	Delete		
	ubject: Pep Fest Today at 1:00 ate: 12/23/2013			
Reminder that there is a pep fest today at 1. Students should go to the gym straight from their 3rd period classes.				
	Opon a massago by clicking y	the blue link		
	Open a message by clicking t			

Use the app switcher to return to Campus Instruction.



## **Searching for Messages**

To search for specific messages by date and type, click **Search** in the task bar.

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All items Process Alerts 2 Notices 1   Select All Remove Search Sort by: Date (newest)				
Message Center (1535)				
Message	New Behavior Incident Notice - Fighting in the Hallway Action Required in Campus Tools			
Message	Search			
School Notice	Date Range Display   From To   To To			
State Notice	Include archived items			
Records Transfer	Search Cancel			
Search for a message by date.				

- 1. Enter a **Date Range** to view messages sent to you within those dates.
- 2. Select which types of messages you wan to **Display**. Types in this dropdown list are sorted between Process Alerts, Notices and Archived items.
- 3. To Include archived items, mark that checkbox.
- 4. Click **Search**. Only messages that meet your criteria appear.