

# Behavior Messenger Scheduler

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Tool Search: Behavior Messenger Scheduler

The **Behavior Messenger Scheduler** allows you to set up times to automatically send Behavior messages. Before you can use this tool, you must create templates using the [Behavior Messenger](#). All behavior templates appear in the Behavior Messenger Scheduling list.

The screenshot displays the 'Behavior Messenger Scheduler' interface. At the top, there is a navigation menu with a hamburger icon and the Infinite Campus logo. A search bar is located to the right of the logo. Below the navigation is the title 'Behavior Messenger Scheduler' with a star icon, and a breadcrumb trail: 'Behavior > Main Tools > Behavior Messenger Scheduler'.

The main content area is divided into several sections:

- Behavior Messenger Schedules:** A tree view showing a folder for 'Administrators' containing sub-items: 'Alcohol or Drug Violation', 'Disruptive Behavior', 'Parking/Driving Violation', and 'Parking/Driving Violation -- Hourly'.
- Scheduled Behavior Message For Parking/Driving Violation:** A form with the following fields:
  - \*Schedule Name:** 'Parking/Driving Violation' (text input)
  - \*Calendar:** '13-14 Harrison High' (dropdown)
  - \*Start Date/Time:** '08/05/2013 02:00 PM' (calendar and time input)
  - \*Sender Email:** 'messenger.ieentropymaster@infinitecan' (text input)
  - Send confirmation email:**
  - Disabled:**
  - Sender:** 'System Administrator' (text)
  - Recurring Frequency:** 'Hourly' (dropdown)
- Behavior Filter Criteria Detail:**
  - Grade:** 'All Grades' (dropdown)
  - Event Type:** 'All Events' (dropdown)
  - Involvement Role:** 'Offender' (dropdown)
  - Ad Hoc Filter (Further narrows criteria):** (text input)
  - Limit delivery to contacts that speak:** 'No Language Preference' (dropdown)
- Message Delivery Detail:**
  - Delivery Devices:**  'Inbox',  'Email',  'Voice',  'Text'
  - Send Emails at:** (text input)

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See the [Behavior Messenger Scheduler Tool Rights](#) for information on available tool rights.

## Schedule a behavior message

1. Select a template from the **Behavior Messenger Schedules** table.
2. Enter the **Schedule Name**.
3. Select a **Calendar**. This option defaults to the calendar selected in the toolbar.
4. Enter the **Start Date** in *mmddyy* format or click the calendar icon to select a date.
5. Enter the **Start Date/Time** of the message.

If the time entered on the Scheduler is...	Then the message will be sent...
the <b>same</b> or <b>later</b> than the time entered in the Dial Window or Send Email field on the template	at the time entered on the Scheduler.
<b>earlier</b> than the time entered in the Dial Window or Send Email field on the template	at the time set on the template.

6. Choose how often to send the message by selecting an option from the **Recurring Frequency** dropdown list.
7. Mark the **Send Confirmation Email** checkbox to receive an email when the message has been sent. A confirmation email will be sent to the person who set up the schedule.
8. Select the **Save** icon when finished. The new schedule will appear below its respective template in the Behavior Messenger Schedules table.

Add more schedules by selecting the newly added schedule in the Behavior Messenger list, then selecting **Add Scheduled Behavior Message**.

When the scheduled time arrives, the Behavior Messenger automatically sends messages based on the data available at that time. A confirmation email is sent to the person who set up the schedule. The confirmation email informs the sender that a message was sent and how many devices received the message. Campus sends the confirmation email to the Email Address field on the person's Demographics Tab and will NOT send to the Secondary Email Address.

If the **Behavior Messenger** should be disabled, mark the **Disabled** checkbox. If disabled, no future messages will be sent for the schedule.