

# Contact Preferences Batch

Last Modified on 06/04/2024 1:48 pm CDT

Tool Search: Contact Preferences Batch Wizard

The **Contact Preferences Batch** tool allows districts to set or update messenger contact preferences en masse. If parents have set preferences through the Campus Portal, this wizard may overwrite those settings.

Text message preferences cannot be set in the Contact Preferences Batch, as recipients could potentially be charged for text messages they do not want to receive.

**Contact Preferences Batch Wizard** ☆ Communication > Messenger Administration > Contact Preferences Batch Wizard

**Batch Set Contact Preferences Wizard**

Use this wizard to batch set the messenger contact preferences of students, parents, or staff in your district.

This tool can potentially take a long time to run if many people have been selected, please be patient and wait for it to return the results page before making additional changes.

**Warning!** Use of this tool may overwrite an individual's custom contact preference selections.

Mode:  Student Messenger Contacts  
 Students  
 Census/Staff

Ad Hoc Student Filter:   
Grade:

Contact Reason	Emergency	Attendance	Behavior Messenger	Staff	General	Priority	Teacher
Household Phone:	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>
Home/Other Phone:	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>
Work Phone:	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>
Cell Phone:	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>
Email:	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>
Secondary Email:	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>	<input type="text" value="No Change"/>

## Contact Preferences Wizard

The Batch Tool updates based on the school and calendar selected in the Campus Toolbar. The tool looks for Enrollments in the selected school/calendar to determine the set of guardians which are updated. The guardians must also have a phone number or email address saved in order for the Contact Reason option(s) to be enabled. When updating Census/Staff, staff members must have a district assignment.

Preferences can be set for the following contact reasons.

Contact Reason	Description
<b>Emergency</b>	<a href="#">Emergency messages</a> (See this page for <a href="#">Emergency Messenger 2.0</a> ) are sent to contacts based on the contact phone numbers and email addresses marked to receive emergency messages on <a href="#">Demographics</a> .

Contact Reason	Description
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<b>Attendance</b>	<a href="#">Attendance</a> messages notify guardians when students are absent or tardy from class.
<b>Behavior Messenger</b>	<a href="#">Behavior</a> messages notify guardians when a student is involved in a behavior incident.
<b>Staff</b>	Staff messages notify staff marked to receive notice of a resolution being added to a behavior event for <a href="#">Behavior Referrals</a> . <b>This is applicable only to those individuals who have a <a href="#">District Assignments</a> record.</b>
<b>General</b>	<a href="#">General messages</a> are any messages labeled as general by the district or school.
<b>Food Service</b>	<a href="#">Food Service messages</a> notify guardians of current account balances and when food service accounts have low or negative balances.
<b>Priority</b>	Priority messages are messages that are labeled "High Priority" by the person who created the message.
<b>Teacher</b>	If given rights by the district or school, teachers can send messages to guardians regarding <a href="#">grades</a> and <a href="#">missing assignments</a> . They can also send <a href="#">general announcements</a> .

## Use the Contact Preferences Wizard

1. Select the **Mode** in which you want to run the wizard.

Household phone preferences apply to all active members of this household. When using this tool, changes to the Household Phone affect all members of the household, regardless of the mode selected.

- **Student Messenger Contacts**
- **Students**
- **Census/Staff**

2. Select an **Ad Hoc Student Filter** (optional) for modes 'Student Messenger Contacts' and 'Students'.

A filter is required in the Ad Hoc Census Filter dropdown list when the **Census/Staff** mode is selected

3. Select one of the following options for the Contact Reason you are updating.

- **No Change.** This option leaves the setting that is currently active.
- **On.** This option means that contacts with the phone/email type on record in Campus will receive messages for the contact reason listed above.
- **Off.** This option means that no messages will be sent to that contact type for the contact reason listed above.

4. Click the **Apply Changes** button. Campus updates the messenger contact preferences and reports the number of updated preferences.

**Results:**  
 Mode: studentContact  
 Errors: No Errors  
 Results:

Contact Reason	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
householdPhone	332	509	2245	No Change	No Change	No Change	No Change	No Change
homePhone	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
workPhone	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
cellPhone	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
email	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
secondaryEmail	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change

*Example Results Page*