Attendance Messenger

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Voice and text message features described in this article only apply to schools/districts that use Campus Messenger with Voice add-on functionality

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The Attendance Messenger creates attendance message templates that specify delivery criteria. Messages may be sent to student messenger contacts immediately through this tool or set for automated delivery with the Attendance Messenger Scheduler tool.

Once the first attendance message is sent for a student, no additional attendance messages are sent for the same student on the same day.

Attendance Messenger Editor

Attendance Messenger Field

Descriptions

Field	Description
User/Group	This dropdown list allows you to save message templates to your user account or a user group to which you belong.
Template	This dropdown list displays a list of available templates. To create a new template, select **<new>** from this list.
Filter Criteria	
Grade	This field determines which grade(s) report in the message.
Status	This field determines which attendance records are include in the message, based on the assigned attendance status. One attendance status can be selected: Absent, Tardy or Early Release.
Excuse	This field determines which attendance records to include in the message, based on the assigned attendance excuse. One attendance excuse can be selected: Excused, Unexcused or Unknown.
Minimum Periods	This field determines which attendance records to include in the message. Enter the minimum number of periods for which the status and excuse combination must occur. Only Instructional periods are considered when sending attendance messages. Attendance recorded for non-instructional periods is NOT included.
Ad hoc Filter	This is a list of saved student-type Ad hoc filters.
Effective Date	The day on which the attendance event occurred.
Limit Delivery to contacts that speak	Use this field to limit message delivery to the language set in the Preferred Language Field on the person's Demographics tool. To send messages to student messenger contacts whose Preferred Language is English AND student messenger contacts whose Preferred Language is Spanish, two separate templates must be created.
Delivery Devices	
Inbox	The Inbox option is automatically selected. This option places a note in the student messenger contact's inbox that a new message is available. Infinite Campus strongly recommends leaving this option marked to ensure delivery to the student messenger contact with a Portal Account but no other delivery device marked for messages from teachers.
Email	The Email option sends an email to the student messenger contact's email address on record (entered in Census > People > Demographics).

Field	Description
Voice	The Voice option calls the student messenger contact's phone number on record (entered in Census > People > Demographics). Sub-reports cannot be used for Voice messages.
Text	The Text option sends a text message to the student messenger contact's mobile device. Recipients who have indicated a desire to receive text messages must have the Text (SMS) checkbox marked in the Personal Contact Information editor of the Demographics tool to receive text messages. Sub-reports cannot be used for Text messages.
	Message Details
Sender's Email	This field displays the email address that is automatically included in the message body for message recipients to reference. This field can be changed if the **Allow Custom Sender's Email Address** checkbox is marked on the Email Settings tool. Existing templates may display a different address if the **Allow Custom Sender's Email Address** checkbox is marked and a user modified the **Sender's Email** field. <table><tr><th>If the "Use Sender's Email from Census as Sender's Email Address" checkbox is...</th><th>Then this field displays the email address entered in....</th></tr><tr><td>**selected** on the Email Settings tool</td><td>Census > People > Demographics > Email</td></tr><tr><td>**NOT selected** on the Email Settings tool</td><td>System Administration > Messenger > Messenger Preferences > Email Settings > Default Sender Email Address</td></tr></table>

Field	Description
Caller ID	This field displays the phone number that is automatically included in the message body for message recipients to reference.

If the "Use Sender's Work Phone from Census as Caller ID" checkbox is...	Then this field displays the phone number entered in....
NOT selected on the Voice Settings tool	System Administration > Messenger > Messenger Preferences > CallerID Preferences
selected on the Voice Settings tool	Census > People > Demographics > Work Phone

This field can only be changed if the **Allow Custom Caller ID** checkbox is marked on the Voice Settings tool.
Existing templates may display a different Caller ID if the **Allow Custom Caller ID** checkbox is marked and a user modified the **Caller ID** field.

Field	Description
Message Subject	This field determines the text that displays in the Subject field of the email message. The default subject is *Student Attendance* but can be changed to something else.
Message Body	This field contains the text contained in the message. See the Campus Insert Fields for Message Builder section for important information about inserting Campus fields in the Message Body and the Text Message body.

The Message Body uses a WYSIWYG editor.

For more information about using the options available with the editor, see the WYSIWYG Editors article.

> Do NOT copy attribute fields from another Messenger tool in Campus. The attribute fields are not the same.

Message Body supports the use of Chinese characters for email messages only. |
| **Browse and upload a recorded message** | This option allows you to send a voice message. See the article Messenger with Voice - Setup and Details for more information about this feature.
You *must* click the **Upload** button after browsing for the attachment. When an attachment is properly uploaded, the Attach File message displays on the screen. |

Field	Description
Browse and upload an email attachment	This option allows you to add an attachment to the email. See the article the Digital Repository Preferences or information about supported file types and sizes. You *must* click the **Upload** button after browsing for the attachment. When an attachment is properly uploaded, the Attach File message displays on the screen.
Text Message	The text message to be sent to the student messenger contact's mobile device. The ability to send text messages is controlled by a preference set by the District Administrator. There is a character limit of 400 characters for text messages. Infinite Campus recommends not exceeding 140 characters as this may result in multiple messages being sent to recipients in random order. The maximum length of a text message is set to 400 characters. When a text message reaches this length, a warning message displays indicating such. The message cannot be saved until the character limit is met. Existing text message templates still display in their entirety, but need to be modified to be within this limit before sending. If users wish to stop receiving text messages, they can text STOP to the short code. This results in the user receiving no further text messages from Campus, even if the user has the Text option marked on their Contact Preferences. Users need to go through the opt in process again to start receiving texts at a later date.
Delivery Date:	The day on which the message should be sent.
Send Inbox/Emails at:	The time inbox and/or email messages begin to be delivered. The time saves with the templates. If messages should always go out immediately after Send is selected, this field should be left blank.

Field	Description
Dial Window:	These fields create a dialing window during which a general voice message may be sent. The default values for these fields are set up on the Voice Settings tool. (System Administration > Messenger > Messenger Preferences > Voice Settings). Dial Window times must be entered and saved with templates. If the start time entered on the message is earlier than the start time on the template (and the start time on the template is after the start time entered on the Voice Settings tool), Messenger uses the start time on the template and does not send the message until that time is reached. If the end time on the Dial Window is earlier than the end time entered on the Voice Settings tool, calls do not stop. Instead, they continue until the end time on the Voice Settings tool is reached. In addition, if a voice message is still delivering when the District end time is reached, message delivery stops and is not completed.

Campus Fields and Sub-Reports for Attendance Messenger

Campus Fields and Sub-Reports includes specific fields for use in the Message Body WYSIWYG. These fields are designed to pull the latest qualifying event, based on filter criteria. Other fields are available but they use ad hoc logic and may not return the most recent event data if there are multiple events in a year.

Any ad hoc fields that have been deactivated display in red. Use the Element Replacement tool to locate deactivated elements and replace them with the new field.

> Campus Fields can also be added to Text Messages. Sub-Reports cannot be added to Text Messages.

Attendance Messenger Campus Fields Selection
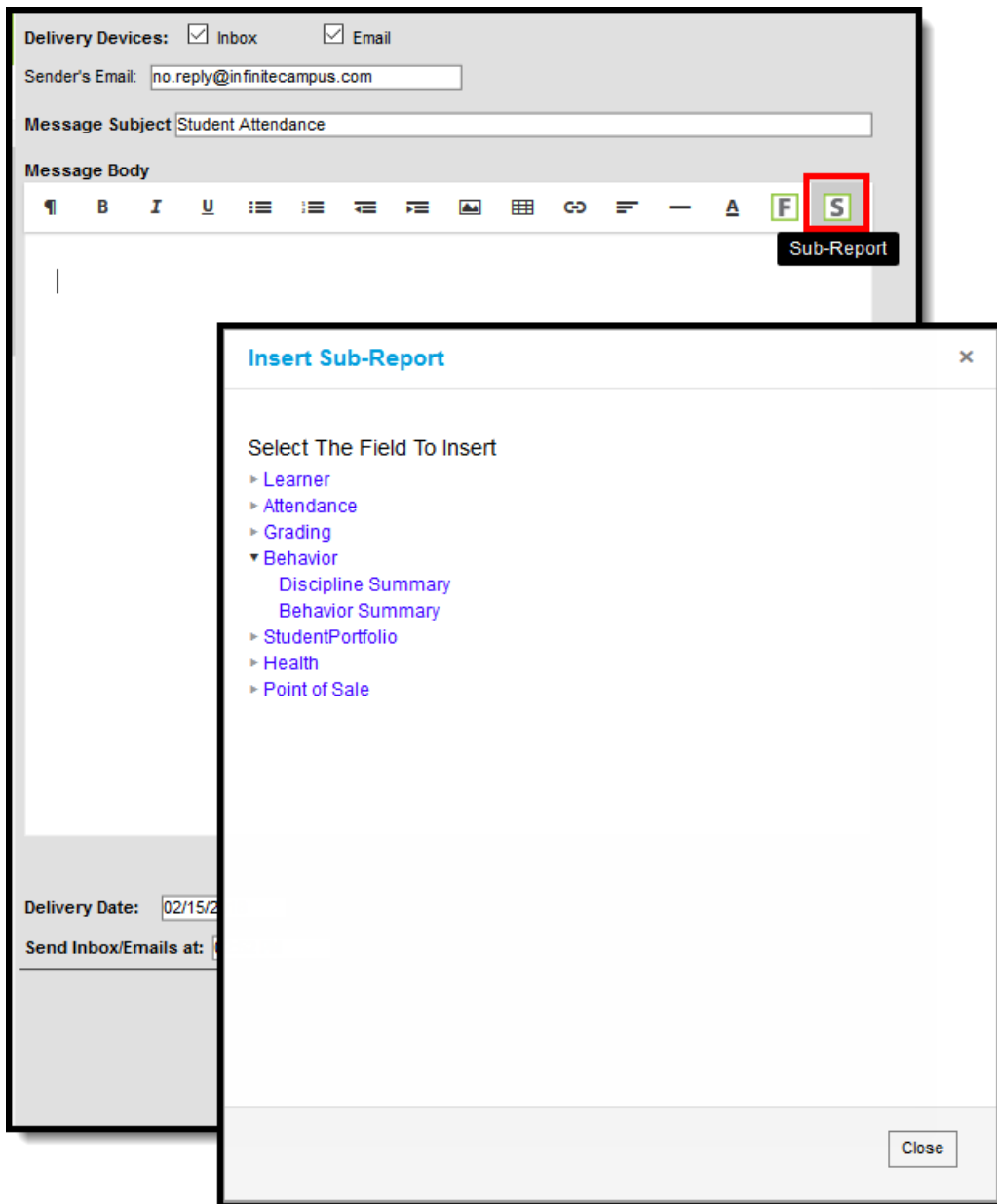
Attendance Messenger Sub-Reports Selection

Sub-Report Options

The following table lists the sub-report options for each area.

Area	Sub-Reports
Learner	Student Schedule Active and Dropped Student Sch
Learner Planning	Course Requests Course Plan

Area	Sub-Reports
Attendance	Period Mark Summary Course Mark Summary Whole/Half Day Summary Exact Day Summary Single Day Count Summary
Grading	Grade Detail Term GPA Summary
Behavior	Discipline Summary Behavior Summary
Student Portfolio	Cumulative GPA and Class Rank
Health	Immunization Health Screening Concussion Health Screening Dental Health Screening Hearing Health Screening Scoliosis Health Screening Vision
Point of Sale	POS Account Balance

When using sub-reports in letters, please note the following:

- All behavior data is included when adding either of the sub-reports.
- A field only displays if there is data for that field. If a field is chosen from the sub-report but there is no saved data for that student, information for that field does not display.
- A sub-report option only displays if the district/school records that data.

Information in the letter sub-reports uses data stored in the AttendanceDayAggregation table. This means that attendance data for the current date is accurate as of the previous night's attendance calculation, or the last time the Attendance Aggregation Refresh was run. If needed, the Attendance Aggregation Refresh tool can be run to force an attendance recalculation to pull in the current day's data.

Create a New Template

Templates allow you to create reusable messages that save time and standardize content.

1. Select the **<New>** option from the Template dropdown list.
2. Use the Field Descriptions to complete the Attendance Messenger editor.

> The Message Body uses a WYSIWYG editor.
>
> **Do NOT copy attribute fields from another Messenger tool in Campus. The attribute fields are not the same.**

> For more information about using the options available with the editor, see the WYSIWYG Editors article.

3. Click the **Save** button at the top message editor.
4. Enter a name for the template in the pop-up box. The template appears in the **Template** dropdown list.

Delete a Template

1. Select the template you want to delete from the Template dropdown list.
2. Click the **Delete** button. A confirmation message displays.
3. Click the **OK** button. Campus removes the template and it does not display in the Template dropdown list.

Create Attendance Messenger Notifications

1. Select an existing Template from the **Template** dropdown list.
2. Use the Field Descriptions to complete the Attendance Messenger editor.

> The Message Body uses a WYSIWYG editor.
>
> **Do NOT copy attribute fields from another Messenger tool in Campus. The attribute fields are not the same.**
>
> For more information about using the options available with the editor, see the WYSIWYG Editors article.

3. Browse and upload an email/voice attachment. (**optional**)

> You *must* click the **Upload** button after browsing for the attachment. When an attachment is properly uploaded, the Attach File message displays on the screen.
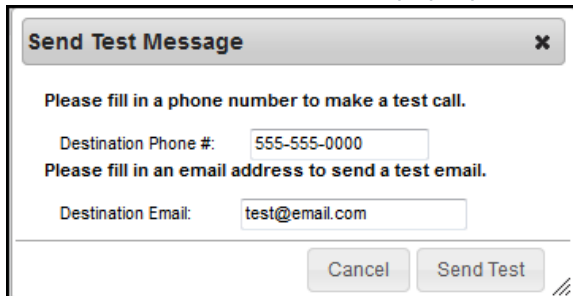>
>
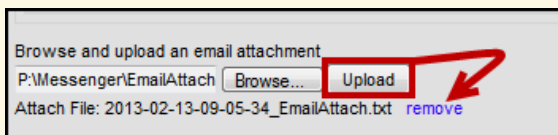
4. Test the Attendance Message by clicking the **Test** button. (*optional*)

> The **Test** button allows the user to type in a single phone number or email address to

which the voice or email message is sent for previewing. This feature should be used to test the text-to-speech pronunciation. Infinite Campus recommends testing messages before delivering them. A message is sent in the exact manner in which it is delivered to recipients. The Test Message screen confirms that the test message was sent.

1. Click the **Test** button. The test pop-up window displays.

2. Enter a **Destination Phone #** in 10-digit format (Enter your own number for testing purposes).
3. Enter a **Destination Email**.
4. Select **Send Test**.
5. Click **OK** on the verification.
6. Wait several seconds.
7. Answer the call and review the message for pronunciation, accuracy and inclusion of .wav files, if uploaded.

5. Click the **Preview/Send** button to review the message and its recipients.
6. Click the **Send Message** button. The message is sent to the appropriate student messenger contacts.