

Viewing Messages

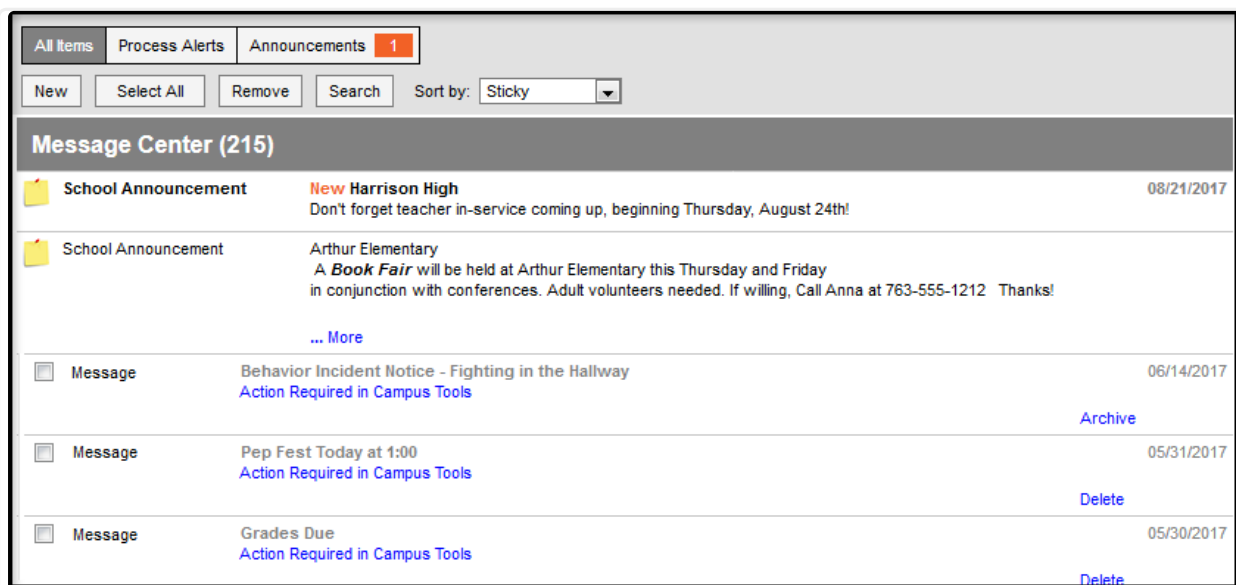
[New Messages](#) | [Searching for Messages](#)

PATH: *Campus Instruction > Message Center*

PATH: *Campus Instruction > Notification Bell Icon > 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](#).



The screenshot shows the Message Center interface with a top navigation bar containing 'All Items', 'Process Alerts', and 'Announcements' (with a red '1' icon). Below the navigation bar are buttons for 'New', 'Select All', 'Remove', 'Search', and a 'Sort by' dropdown menu set to 'Sticky'. The main content area is titled 'Message Center (215)' and displays a list of messages. The first two items are 'School Announcements' from Harrison High and Arthur Elementary. The following three items are 'Messages' regarding a behavior incident, a pep fest, and grades due. Each message entry includes a checkbox, a title, a description, and a date. Action links like 'Archive', 'Delete', and '... More' are visible next to some messages.

Item Type	Subject	Date	Actions
School Announcement	New Harrison High Don't forget teacher in-service coming up, beginning Thursday, August 24th!	08/21/2017	
School Announcement	Arthur Elementary A Book Fair 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!		
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.

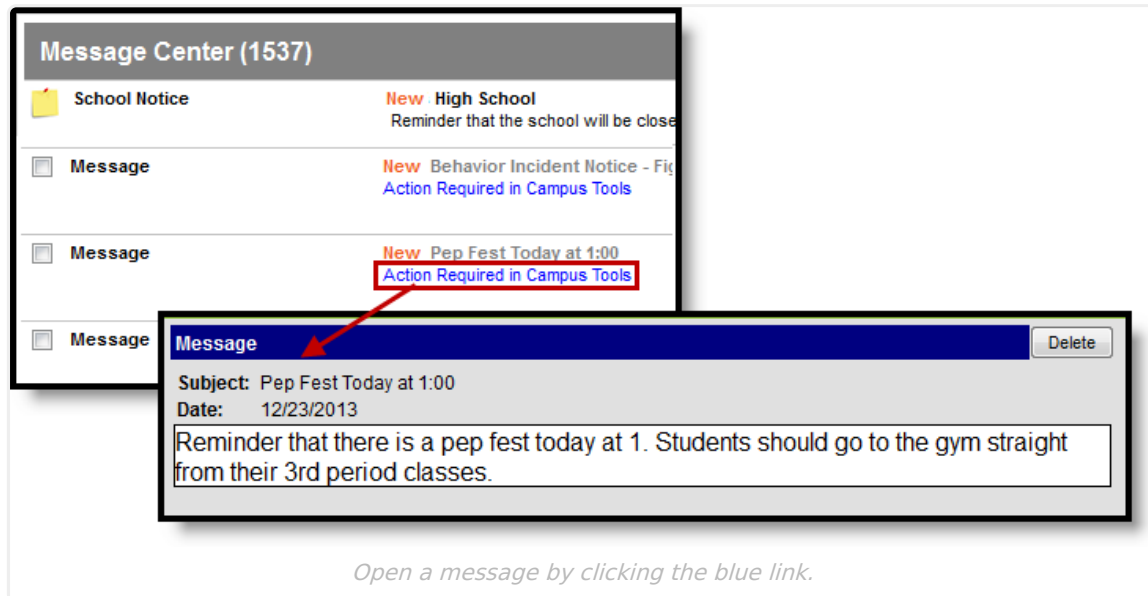
New Messages

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

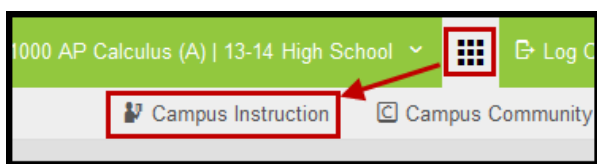
The orange number icon indicates how many messages you have. In the example above, the teacher has **1** new Announcement.

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

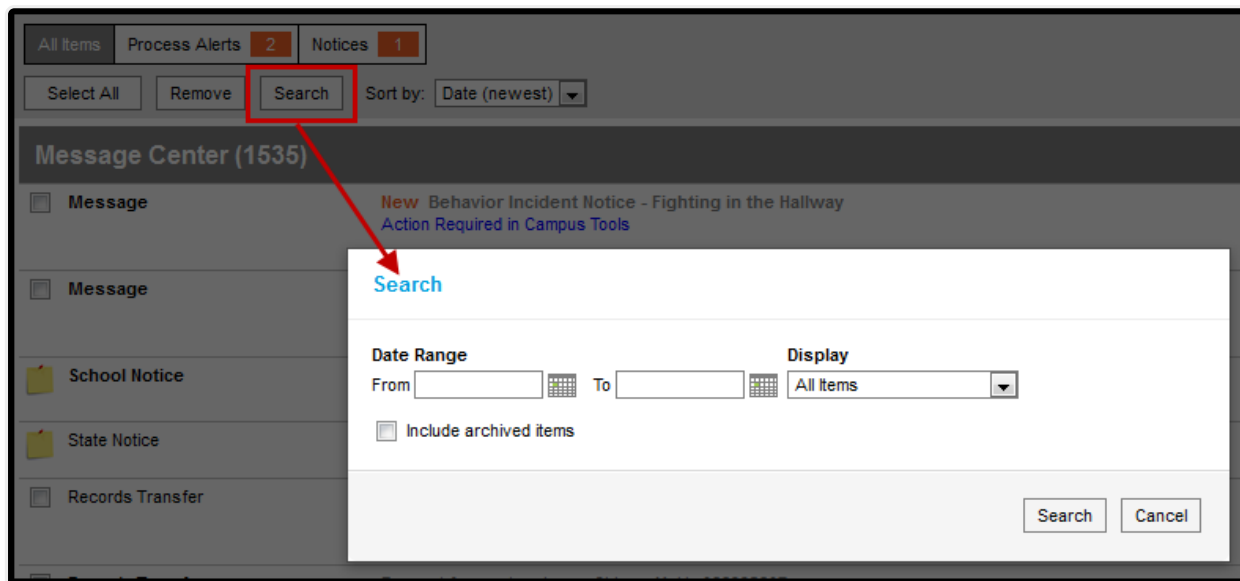


Use the app switcher to return to Campus Instruction.



Searching for Messages

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



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 want 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.