

# Viewing Messages (Classroom Messenger)

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## Tool Search: Classroom Messenger

The Classroom Messenger 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](#).

| Message Center (215)     |  |                         |
|--------------------------|--|-------------------------|
|                          | <b>School Announcement</b><br>New Harrison High<br>Don't forget teacher in-service coming up, beginning Thursday, August 24th!   | 08/21/2017              |
|                          | School Announcement<br>Arthur Elementary<br>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! |                         |
|                          | ... More   |                         |
| <input type="checkbox"/> | Message<br>Behavior Incident Notice - Fighting in the Hallway<br>Action Required in Campus Tools   | 06/14/2017              |
|                          |  | <a href="#">Archive</a> |
| <input type="checkbox"/> | Message<br>Pep Fest Today at 1:00<br>Action Required in Campus Tools   | 05/31/2017              |
|                          |  | <a href="#">Delete</a>  |
| <input type="checkbox"/> | Message<br>Grades Due<br>Action Required in Campus Tools   | 05/30/2017              |
|                          |  | <a href="#">Delete</a>  |

*The Message Center in Classroom Messenger 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.

The screenshot shows the 'Message Center (1537)' interface. A list of messages is displayed, with the third message selected. The selected message is shown in a larger, detailed view box. The message subject is 'Pep Fest Today at 1:00' and the date is '12/23/2013'. The message content is: 'Reminder that there is a pep fest today at 1. Students should go to the gym straight from their 3rd period classes.' A red arrow points from the text 'Action Required in Campus Tools' in the list view to the message content in the detailed view. A red box highlights the 'Delete' button in the top right corner of the detailed view box.

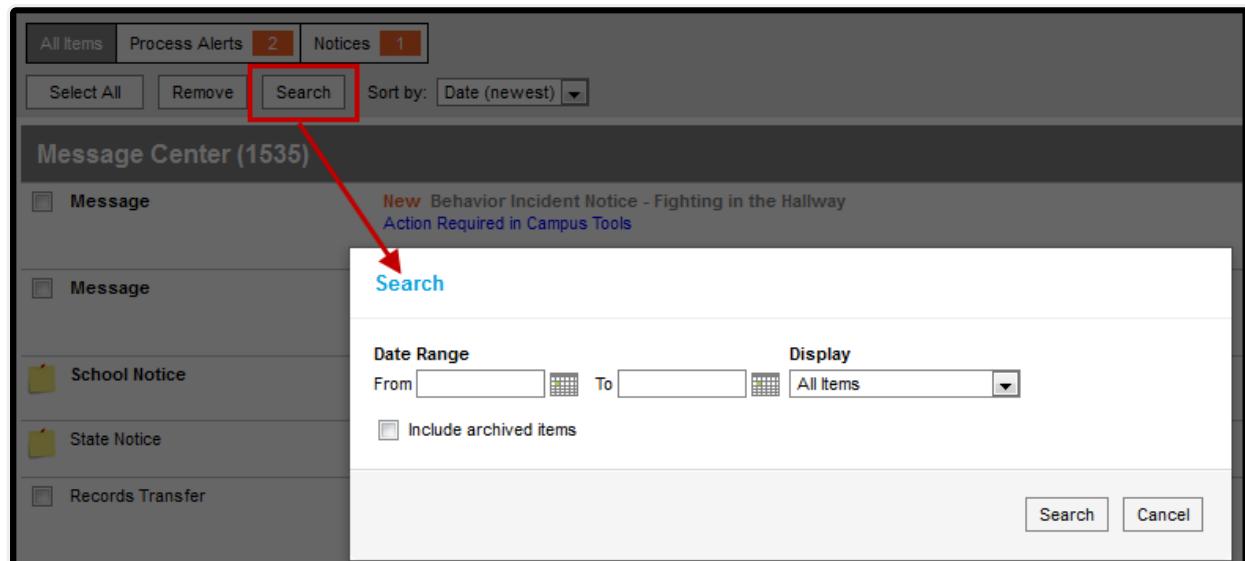
*Open a message by clicking the blue link.*

Use the app switcher to return to Campus Instruction.

The screenshot shows the app switcher interface. It displays '1000 AP Calculus (A) | 13-14 High School' at the top. Below it are two buttons: 'Campus Instruction' and 'Campus Community'. A red box highlights the 'Campus Instruction' button, and a red arrow points to it from the left.

## Searching for Messages

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



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.