## **Viewing Messages**

Last Modified on 10/21/2024 8:20 am CDT

## New Messages | Searching for Messages

Tool Search: 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.

All items Process Alerts New Select All	Announcements 1 Remove Search Sort by: Sticky 💌	
Message Center (2	215)	
School Announceme	nt New Harrison High Don't forget teacher in-service coming up, beginning Thursday, August 24th!	08/21/2017
School Announcement	Arthur Elementary A <i>Book Fair</i> 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	
Message	Behavior Incident Notice - Fighting in the Hallway	06/14/2017
	Action Required in Campus Tools	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 you 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.

Message Cent	er (1537)	
School Notice	New High School Reminder that the school will be close	
Message	New Behavior Incident Notice - Fi Action Required in Campus Tools	
Message	New Pep Fest Today at 1:00 Action Required in Campus Tools	
Message Mes	ssage	Dele
Sub Dat	<b>ject:</b> Pep Fest Today at 1:00 <b>e:</b> 12/23/2013	
	minder that there is a pep fest today at 1. S m their 3rd period classes.	tudents should go to the gym straight
	Open a message by clicking	the blue link.

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.

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All items     Process Alerts     2     Notices     1       Select All     Remove     Search     Sort by:     Date (newest)
Message Center (1535)
Message     New Behavior Incident Notice - Fighting in the Hallway     Action Required in Campus Tools
Message Search
Date Range     Display       School Notice     From
State Notice
Records Transfer Search Cancel
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 wan 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.