Viewing Messages

Last Modified on 04/02/2024 3:11 pm 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.
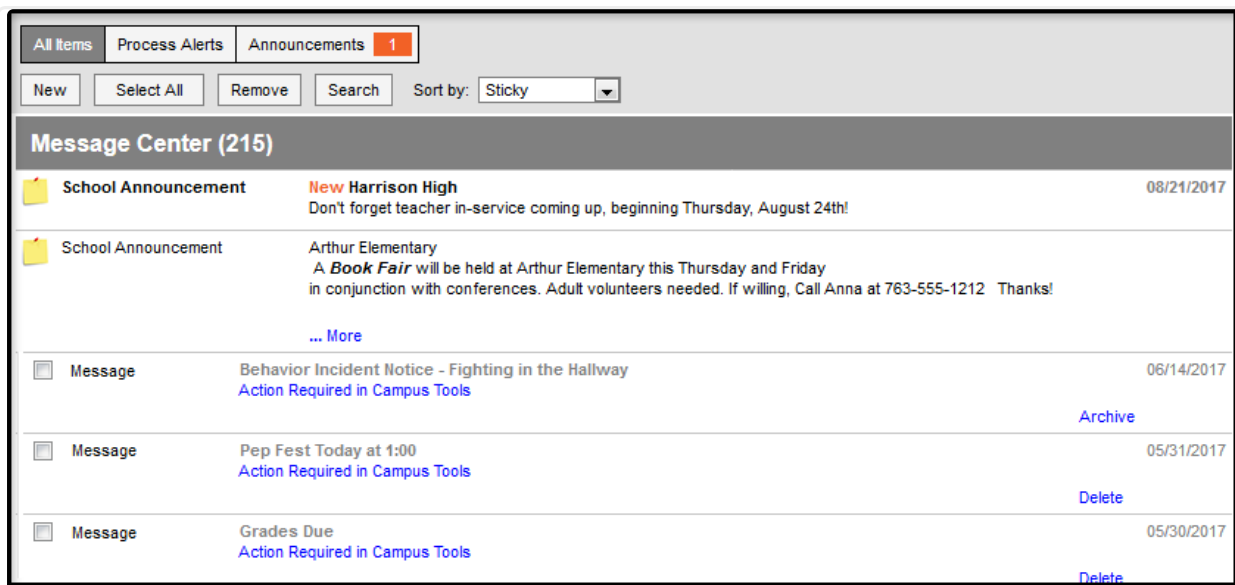
The Message Center includes announcements and messages.

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.
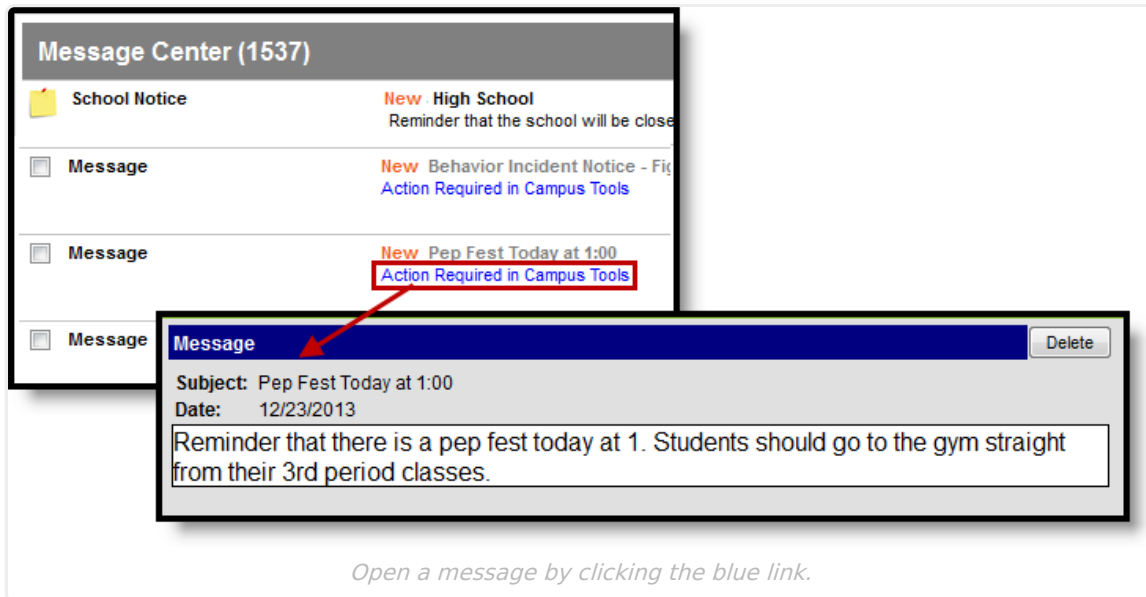
New Messages

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.
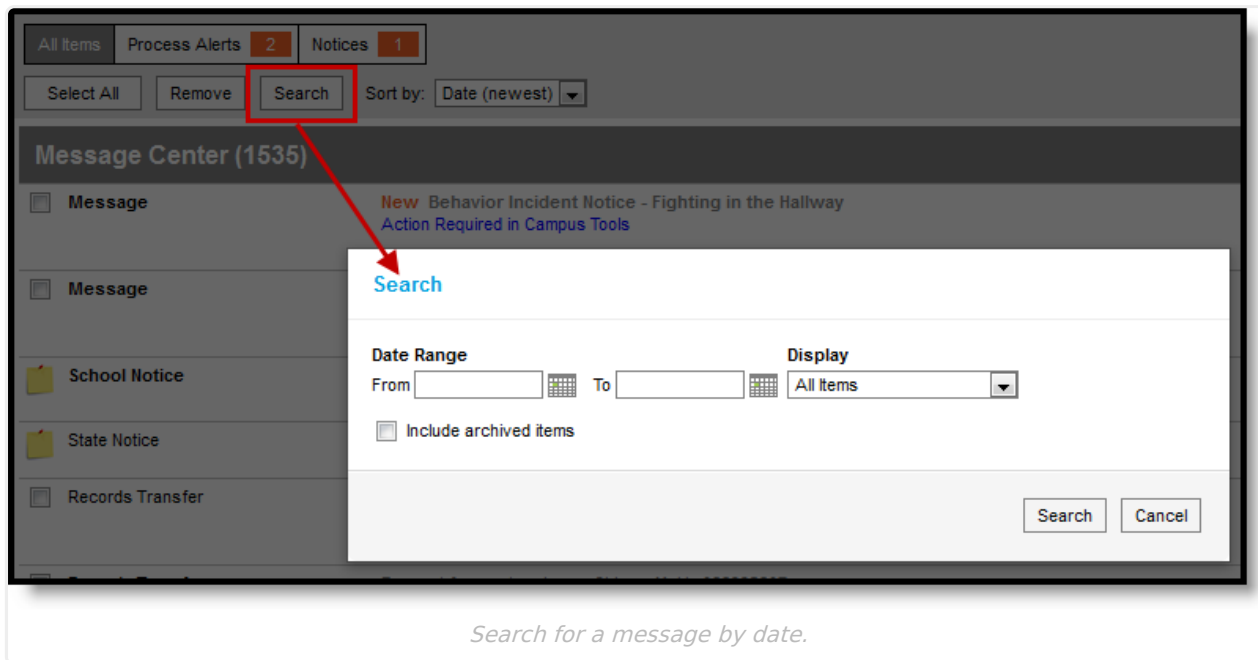

Open a message by clicking the blue link.

Use the app switcher to return to Campus Instruction.

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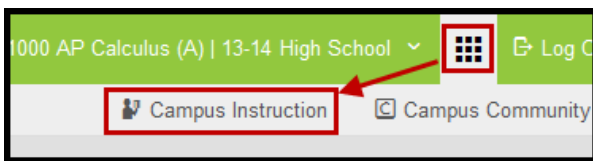
Searching for Messages

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 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.