

# Behavior Messages And Letters - Study Guide

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Districts may wish to communicate with guardians when students are involved in behavior incidents that have been recorded in Campus. Templates can be created and reused for both messages and letters. This lesson covers the use of Behavior Messenger for email, text and phone messages as well as how to use the Behavior Letter Wizard.

- [Understand Behavior Messages](#)
  - [Create A Behavior Message Template](#)
  - [Send A Behavior Message](#)
- [Understand Behavior Letters](#)
  - [Create A Behavior Letter Template](#)
  - [Generate A Behavior Letter](#)

## Understand Behavior Messages

The Behavior Messenger allows email, text and voice messages to be created and sent to guardians when students are involved in a behavior event. Templates may be created and saved for reuse.

+ [Documentation](#)

### Create A Behavior Message Template

This topic shows how to create and save a behavior message template for reuse.

+ [Video](#)

### Send A Behavior Message

Once a behavior message template has been created, the Behavior Messenger Scheduler can be used to automatically send out qualifying messages at a scheduled date and time.

+ [Documentation](#)

## Understand Behavior Letters

The Behavior Letter Wizard can be used to create a behavior query and accompanying letter template that can then be used to generate qualifying letters on a specific date or for a date range.

+ [Documentation](#)

+ [Video](#)

## Create A Behavior Letter Template

Behavior letter templates attach trigger criteria for behavior events and resolutions to an accompanying letter. When the letter is generated for a specific date or date range, letters will generate for students matching the trigger criteria.

+ [Video](#)

## Generate A Behavior Letter

When a behavior letter template is selected and generated for a specific date or date range, letters will generate for students meeting the trigger criteria.

+ [Video](#)

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