Message Center

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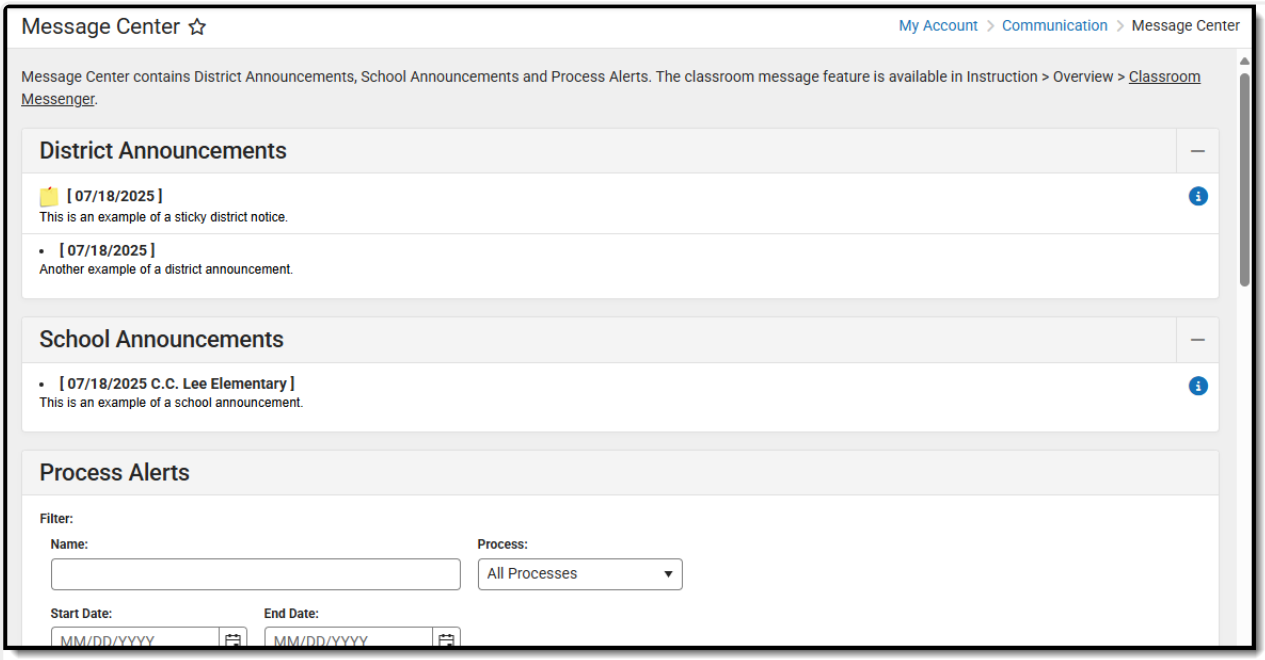
Tool Search: Message Center

The Message Center collects all your messages, including process alerts and notices, and displays them as the home page for all users once logged in to Campus. It includes three areas:

- **State Announcements** - Contain announcements from the state. This is only available for schools/districts connected to a State Edition of Campus.
- **District Announcements** - Contain announcements for staff and parents/guardians about district happenings.
- **School Announcements -** Contain announcements for staff and parents/guardians about school happenings.
- **Process Alerts** - These are sent automatically based on processes in Campus, such as records transfers or responses to behavior referrals.



Message Center

State Announcements

State announcements are messages sent by the state to alert and provide information to staff about important state-wide initiatives.

This section is called Statewide Announcements for State Edition users. Only announcements created at the state level that are marked as Publish to Statewide Users will populate the State Announcements section for schools and districts.

This functionality is only available for districts/school connected to a State Edition of Campus.

District and School Announcements

District or school announcements are messages sent by personnel to alert and provide information to staff and parents/guardians about district or school happenings.

District and school announcements are created and published using the Announcement Setup tool.

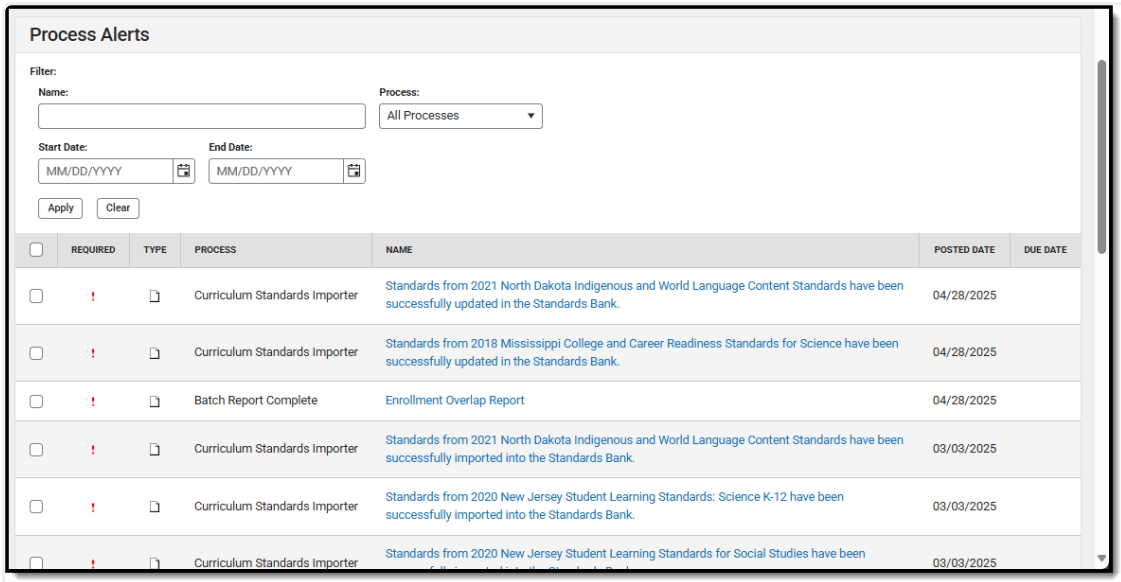
Message Center Announcements

Messages with the yellow post-it icon are designated as "sticky," which means they appear at the top of your inbox and cannot be deleted. They are given an end date when they're created, at which point they disappear from your inbox.

Process Alerts

Process Alerts is the message center for all system communication relevant to a user of the Campus application. Announcements appearing in the Process Alerts are tailored to the currently logged-in user and are based on system activities related to the user and his/her tool rights.

Process Alerts may display as a link. Click the link to visit the tool related to the alert.

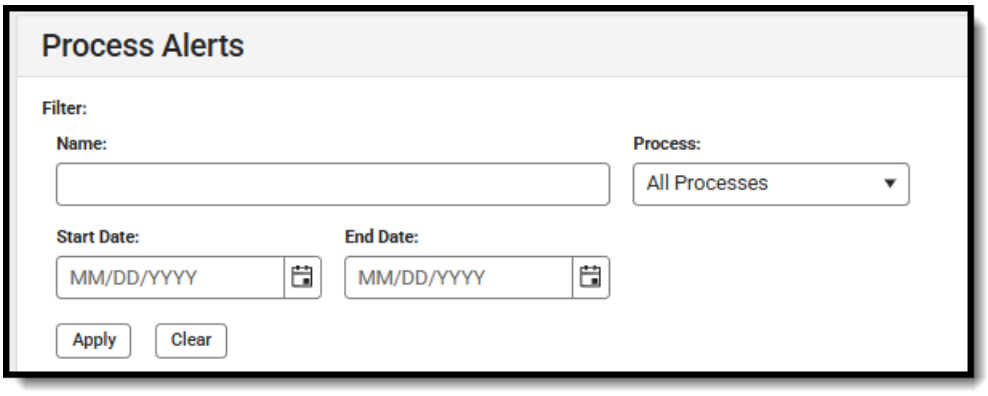


Process Alerts

Alerts may appear for the following types of messages.

- Attendance (Teacher)
- Batch Queue
- Behavior
- Messenger
- Records Transfers
- Reports
- Self Service
- Special Ed Process Alerts
- Surveys
- State Specific
- Portal Self-Service

Filtering options are available, allowing you to filter and search for messages based on Name, Process, Start Date, and/or End Date.



Announcements and alerts appearing in Process Alerts vary. Available communications and sorting options depend on the current user and recent system activities.