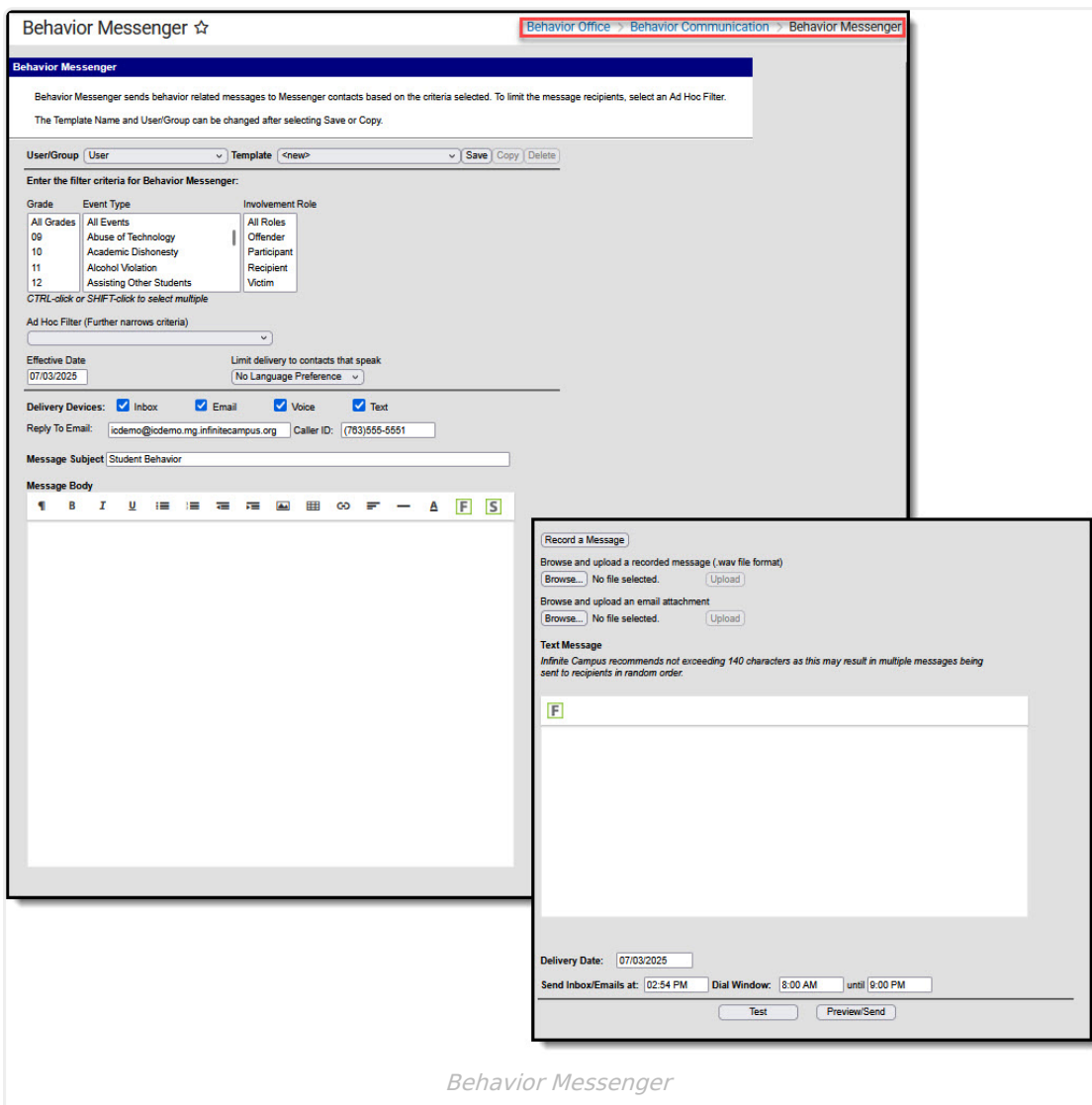


Behavior Messenger Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

Staff use **Behavior Messenger** to create messages that are sent to guardians when students are part of a behavior event.

See the [Behavior Messenger](#) article to learn how to use this tool.



The screenshot displays the Behavior Messenger web application interface. At the top, a breadcrumb trail shows 'Behavior Office > Behavior Communication > Behavior Messenger'. The main header reads 'Behavior Messenger ☆'. Below this, a sub-header 'Behavior Messenger' is followed by a descriptive paragraph: 'Behavior Messenger sends behavior related messages to Messenger contacts based on the criteria selected. To limit the message recipients, select an Ad Hoc Filter. The Template Name and User/Group can be changed after selecting Save or Copy.'

The interface includes several sections for configuring a message:

- User/Group:** A dropdown menu set to 'User'.
- Template:** A dropdown menu set to '<new>'.
- Buttons:** 'Save', 'Copy', and 'Delete'.
- Filter Criteria:** A section titled 'Enter the filter criteria for Behavior Messenger:' containing three columns:

| Grade | Event Type | Involvement Role |
|------------|--------------------------|------------------|
| All Grades | All Events | All Roles |
| 09 | Abuse of Technology | Offender |
| 10 | Academic Dishonesty | Participant |
| 11 | Alcohol Violation | Recipient |
| 12 | Assisting Other Students | Victim |
- Ad Hoc Filter:** A dropdown menu with the text '(Further narrows criteria)'.
- Effective Date:** A date field set to '07/03/2025'.
- Limit delivery to contacts that speak:** A dropdown menu set to 'No Language Preference'.
- Delivery Devices:** Checkboxes for 'Inbox', 'Email', 'Voice', and 'Text', all of which are checked.
- Reply To Email:** A text field containing 'icdemo@icdemo.mg.infinitecampus.org'.
- Caller ID:** A text field containing '(763)555-5551'.
- Message Subject:** A text field containing 'Student Behavior'.
- Message Body:** A rich text editor with various formatting options (bold, italic, underline, link, etc.) and a large text area for the message content.

An inset window titled 'Record a Message' is also visible, showing options to 'Browse and upload a recorded message (.wav file format)' and 'Browse and upload an email attachment', both with 'Browse...' buttons and 'Upload' buttons. Below this, there is a 'Text Message' section with a note: 'Infinite Campus recommends not exceeding 140 characters as this may result in multiple messages being sent to recipients in random order.' This section includes a text area and a 'Text' button.

At the bottom of the main interface, there is a 'Delivery Date' field set to '07/03/2025' and a 'Send Inbox/Emails at:' section with a 'Dial Window' set to '02:54 PM' and a time range from '8:00 AM' to '9:00 PM'. 'Test' and 'Preview/Send' buttons are located at the bottom right.

Related tools:

- **Behavior Letter Wizard:** Used to create, manage and generate letters based on a template.
- **Behavior Messenger Scheduler:** Used to schedule messages to be delivered. Scheduled Messages can be created for individual or group use.

Available Tool Rights

| R | W | A | D |
|--|----------------------------|--------------------|-------------------|
| View existing templates and send messages. | Modify existing templates. | Add new templates. | Delete templates. |

Suggested User Groups

- [Behavior Administrators](#)
- [Front Office Staff](#)
- [Principals](#)

See [User Groups and Suggested Roles](#) for more information.
