

Message Builder Tool Rights (Messenger 1.0)

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

The Message Builder tool allows staff to build and send general messages to students and/or guardians. Depending on the messaging options used by the district/school, this tool may be used to create inbox, email, voice and/or text messages. The Message Builder tool uses saved ad hoc filters and message templates as a basis for building messages.

See the [Message Builder](#) article to learn how to use this tool.

Message Builder

! Messenger 2.0 is now available! This integrated tool includes all the features of: Message Builder, Staff Messenger, Emergency Messenger, and Message Builder Scheduler. Featuring a mobile friendly design, searchable template and recipient lists, flexible scheduling options, and the ability to view scheduled/in-progress messages all in one place. More features on the way. Messenger 2.0 tool rights will need to be enabled.

Message Builder sends notifications to students and/or Messenger contacts based on the criteria selected.

The Template Name and User/Group can be changed after selecting Save or Copy.

User/Group

User

Template

<new>

Save

Copy

Delete

Enter the filter criteria for Message Builder:

Message Type:

General Notification

Deliver To:

☐ Student Messenger Contacts
 ☒ Message For Each Student
 ☐ One Message Limit
 ☐ Students

Enrollment Filter:

☒ Message Only Active Students

Limit delivery to contacts that speak:

No Language Preference

Saved Filters (select 1 or more)

+

Activity Registration

+

Attendance

+

Behavior

+

CRDC

+

Letter Filters

+

Pass-Through SQL Queries

+

Scheduling

+

Scheduling Filters

+

School Store

+

SI/Census

+

Student Data Groups

Q

*Tardy Today 3 Times

Q

*504 Students

Q

*Bus 1 Students

Q

*ELL Students

Q

*Honor Roll Students

Q

*Student's with Med Refills Needed

Q

Arthur Welcome Back Students

Q

Athlete Eligibility

Q

Behavior Event

Q

English 11 Section 15

Set Filter Operation:

Union

Delivery Devices:

☒ Inbox
 ☒ Email
 ☒ Voice
 ☒ Text

Reply To Email:

iodemo@iodemo.mg.infinitecampus.org

Caller ID:

(763)555-5554

Message Subject

Message Body

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Message Builder

Available Tool Rights

Subrights in **italics**.

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

User Group Formats

R	W	A	D
View and send templates saved for user groups' use.	N/A	N/A	N/A

Suggested User Groups

Following are examples of groups that may need access to this tool.

- [Counselors](#)
- [Front Office](#)
- [Health Office Administrators](#)
- [Messenger User Group](#)
- [Principals](#)
- [Registrars](#)

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