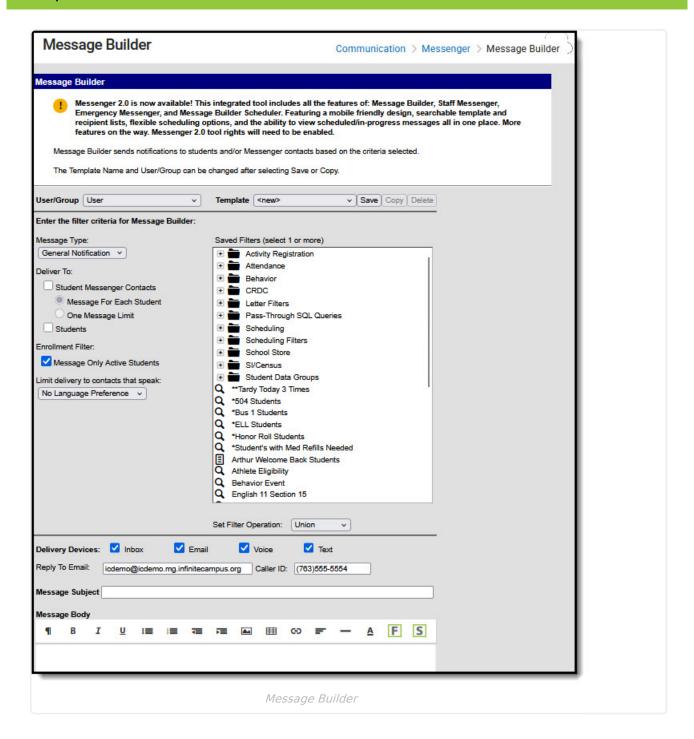# Message Builder Tool Rights (Messenger 1.0)

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

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.