

Infinite Campus

The Staff Messenger tool allows a district to send messages to its staff members. Phone messages can be delivered to staff if a district has purchased Campus Messenger with Voice.

See the <u>Staff Messenger</u> article to learn how to use this tool.

Staff Messenger ☆	
Staff Messenger	
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. Staff Messenger sends messages to staff or census contacts based on the criteria selected. The Template Name and User/Group can be changed after selecting Save or Copy.	
User/Group (User v) Template (new> v) Save) Copy Delete	
Enter the filter criteria for Staff Messenger:	
Message Type: General Notification 🗸	
Deliver To: Ad Hoc Filter All Staff Of School	
Saved Filters (select 1 or more)	
Attendance Behavior CRDC Electric Filters Scheduling Scheduling Filters Scheduling Filters School Store School Store StUdensu Data Groups Parents or Guardians without User Accounts Period 1 Staff Staff Mathematical States Staff Mathematical States Ster Filter Operation: Union	
Delivery Devices: V Inbox V Email Voice V Text	
Reply To Email: iodemo@iodemo.mg.infinitecampus.org Caller ID: (783)555-7777	
Message Subject	
Message Body	
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Staff Messenger	



Available Tool Rights

Subrights in **italics**.

R	W	Α	D	
View existing templates and send messages.	Modify existing templates.	Add new message templates.	Delete message templates.	
User Group Formats				
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.

- Front Office
- Messenger User Group
- <u>Principals</u>

See <u>User Groups and Suggested Roles</u> for more information.