

Staff Messenger Tool Rights (Messenger 1.0)

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

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 [Staff Messenger](#) article to learn how to use this tool.

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 Template: <new> 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):

- Activity Registration
- Attendance
- Behavior
- CRDC
- Letter Filters
- Pass-Through SQL Queries
- Scheduling
- Scheduling Filters
- School Store
- SI/Census
- Student Data Groups
- Parents or Guardians without User Accounts
- Period 1 Staff
- Staff
- Administrators

Set Filter Operation: Union

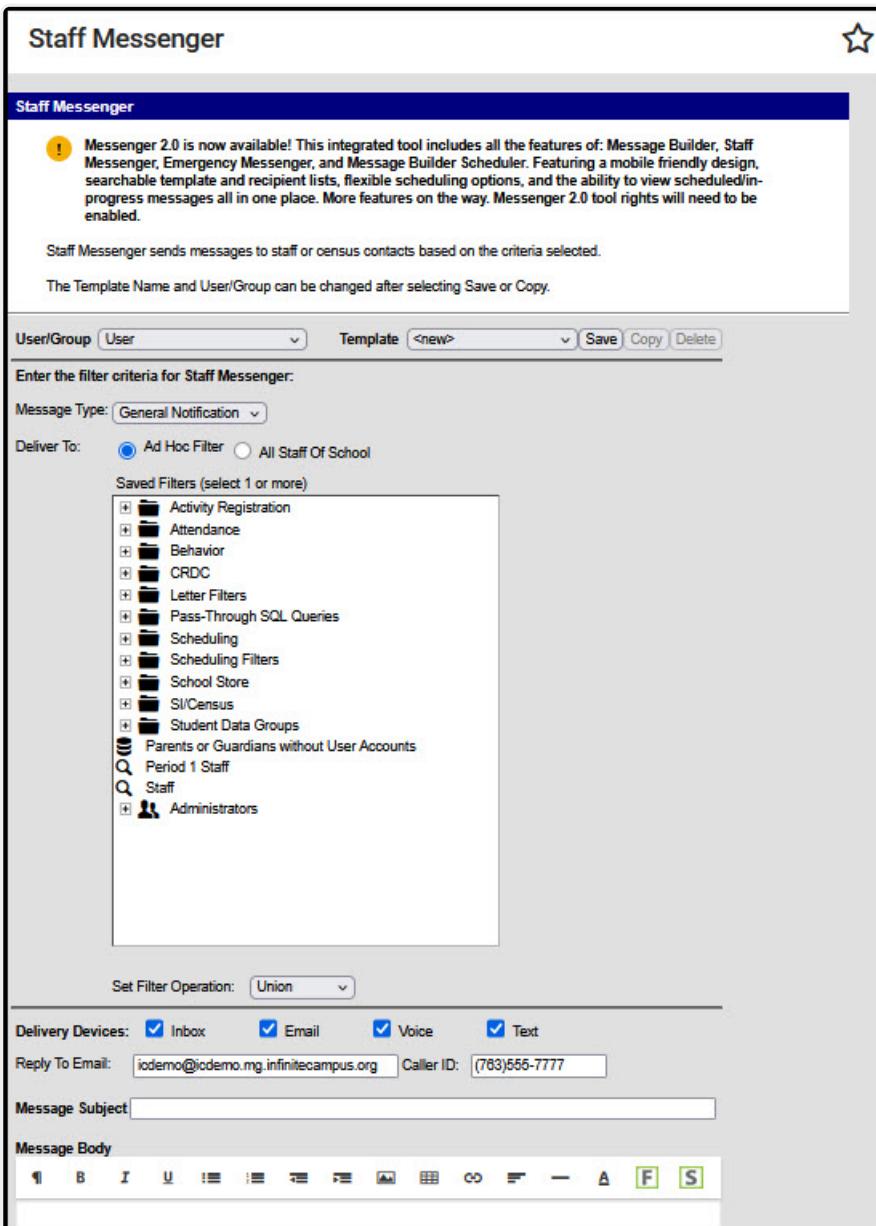
Delivery Devices: Inbox Email Voice Text

Reply To Email: Caller ID:

Message Subject:

Message Body:

Staff Messenger



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. |
| <i>User Group Formats</i> | | | |
| 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](#)
- [Principals](#)

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