

# Contact Preferences Batch Wizard Tool Rights

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

Administrators can use the Contact Preferences Batch Wizard to mass-update messenger contact preferences for students, parents, and staff. This tool overwrites existing selections on the Demographics tab that determine where/how different types of messages will be sent to the selected persons.

See the [Contact Preferences Batch Wizard](#) article to learn how to use this tool.

Contact Preferences Batch Wizard ☆ Communication > Messenger Administration > Contact Preferences Batch Wizard

**Batch Set Contact Preferences Wizard**

Use this wizard to batch set the messenger contact preferences of students, parents, or staff in your district.

This tool can potentially take a long time to run if many people have been selected, please be patient and wait for it to return the results page before making additional changes.

Warning! Use of this tool may overwrite an individual's custom contact preference selections.

Mode:  Student Messenger Contacts  
 Students  
 Census/Staff

Ad Hoc Student Filter:  Grade:

Contact Reason	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Household Phone:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Home/Other Phone:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Work Phone:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Cell Phone:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Email:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Secondary Email:	No Change	No Change	No Change	No Change	No Change	No Change	No Change	No Change

*Contact Preferences Batch Wizard*

## Available Tool Rights

R	W	A	D
View tool.	Full access to modify contact preferences.	N/A	N/A

## Suggested User Groups

Few users should need access to this tool. It does not add or remove data, but it mass changes contact preferences that may have already been set or selected via the Portal.

