

# Viewing Messages [.2407 - .2527]

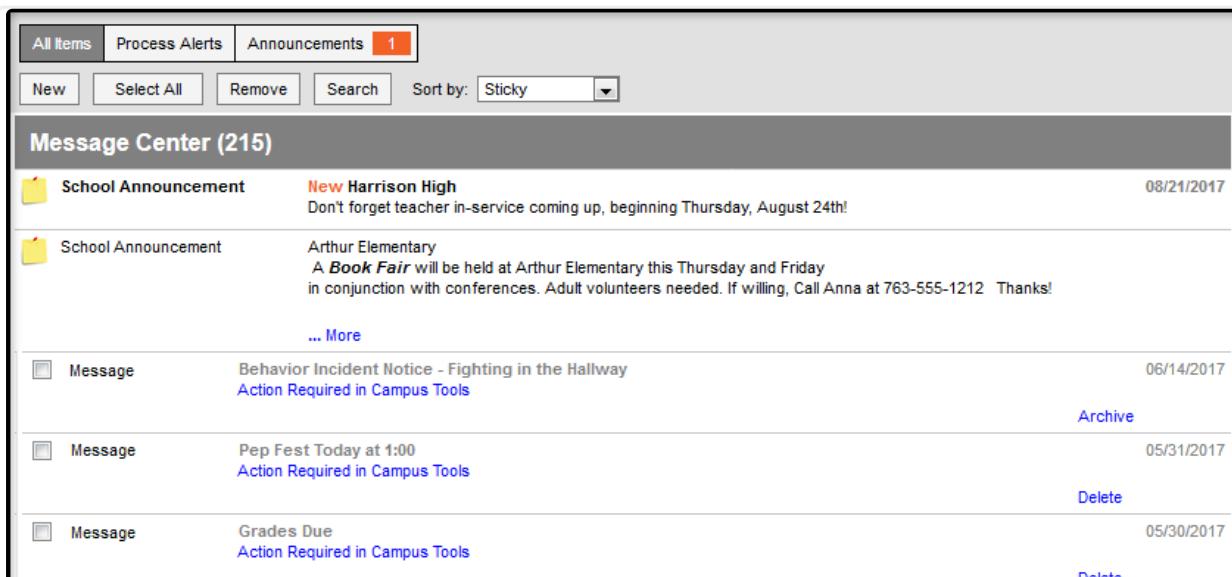
Last Modified on 01/13/2026 3:10 pm CST

You are viewing a previous version of this article. See [Viewing Messages](#) for the most current information.

## Tool Search: Message Center

The Message Center collects all your messages, including process alerts and notices.

- Process Alerts are sent automatically based on processes in Campus, such as records transfer or responses to behavior referrals.
- State, District and School notices are messages sent to all users through [User Communication](#).
- Messages are sent to specific users, such as reminders and updates, through [Messenger](#).



The screenshot shows the 'Message Center' interface with a list of 215 items. The top navigation bar includes 'All Items', 'Process Alerts', and 'Announcements' (with a red '1' indicating new messages). Below are buttons for 'New', 'Select All', 'Remove', 'Search', and a 'Sort by' dropdown set to 'Sticky'. The main list area is titled 'Message Center (215)' and contains the following entries:

Type	Subject	Details	Date
School Announcement	New Harrison High	Don't forget teacher in-service coming up, beginning Thursday, August 24th!	08/21/2017
School Announcement	Arthur Elementary	A <i>Book Fair</i> will be held at Arthur Elementary this Thursday and Friday in conjunction with conferences. Adult volunteers needed. If willing, Call Anna at 763-555-1212 Thanks!	
... More			
Message	Behavior Incident Notice - Fighting in the Hallway	Action Required in Campus Tools	06/14/2017
Message	Pep Fest Today at 1:00	Action Required in Campus Tools	05/31/2017
Message	Grades Due	Action Required in Campus Tools	05/30/2017

Actions for each message include 'Archive' and 'Delete'.

*The Message Center includes announcements and messages.*

Sort your messages using the **Sort by** dropdown list. Options are:

- Sticky - sticky messages are at the top, followed by other messages sorted by date.
- Date (newest) - messages sorted with most recent at the top.
- Date (oldest) - messages sorted with earliest at the top.

Filter the messages in your inbox by clicking the All Items, Process Alerts or Notices buttons at the top.

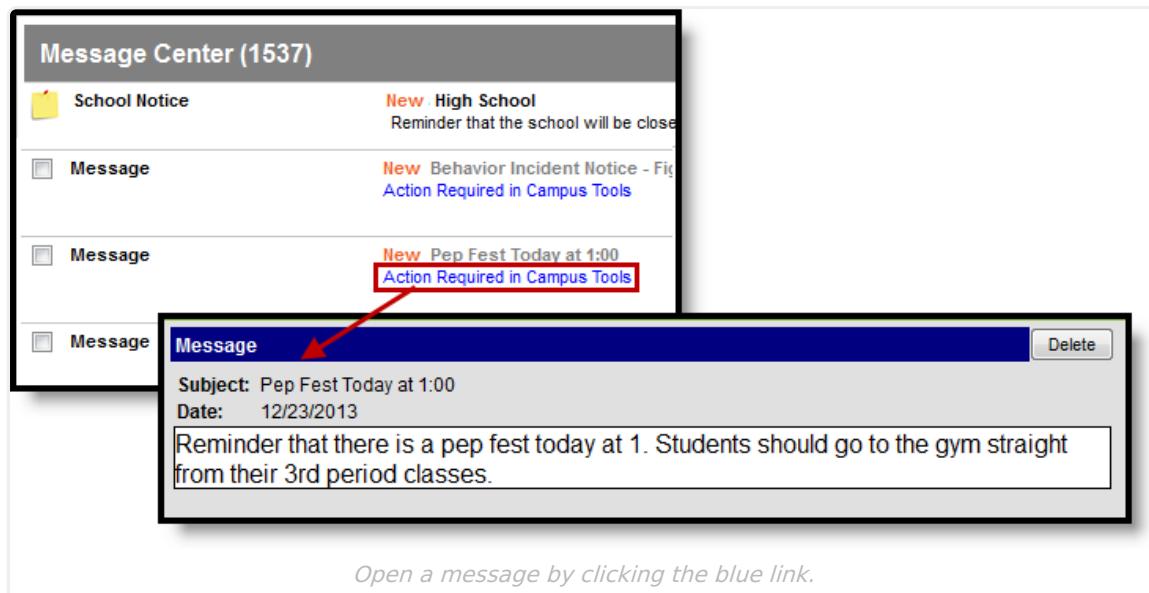
## New Messages

New messages have an orange **New** indicator that disappears when you read the message.

The orange number icon indicates how many messages you have. In the example above, the teacher has **1** new Announcement.

Messages with the yellow post-it icon are designated as "sticky," which means they appear at the top of your inbox and you can't delete them. These messages are given an end date when they're created, at which point they disappear from your inbox.

To view a message, click on the blue link. The message opens in the Campus Tools.



The screenshot shows the 'Message Center (1537)' with a list of messages. The first message is a 'School Notice' from 'High School' with the subject 'Reminder that the school will be close'. The second message is a 'Message' from 'Behavior Incident Notice - Fig' with the subject 'Behavior Incident Notice - Fig'. The third message is a 'Message' from 'Pep Fest Today at 1:00' with the subject 'Pep Fest Today at 1:00'. This third message is highlighted with a red box and a red arrow points to it from the text below. The message content is: 'Subject: Pep Fest Today at 1:00 Date: 12/23/2013' and 'Reminder that there is a pep fest today at 1. Students should go to the gym straight from their 3rd period classes.' A 'Delete' button is visible to the right of the message list.

Open a message by clicking the blue link.

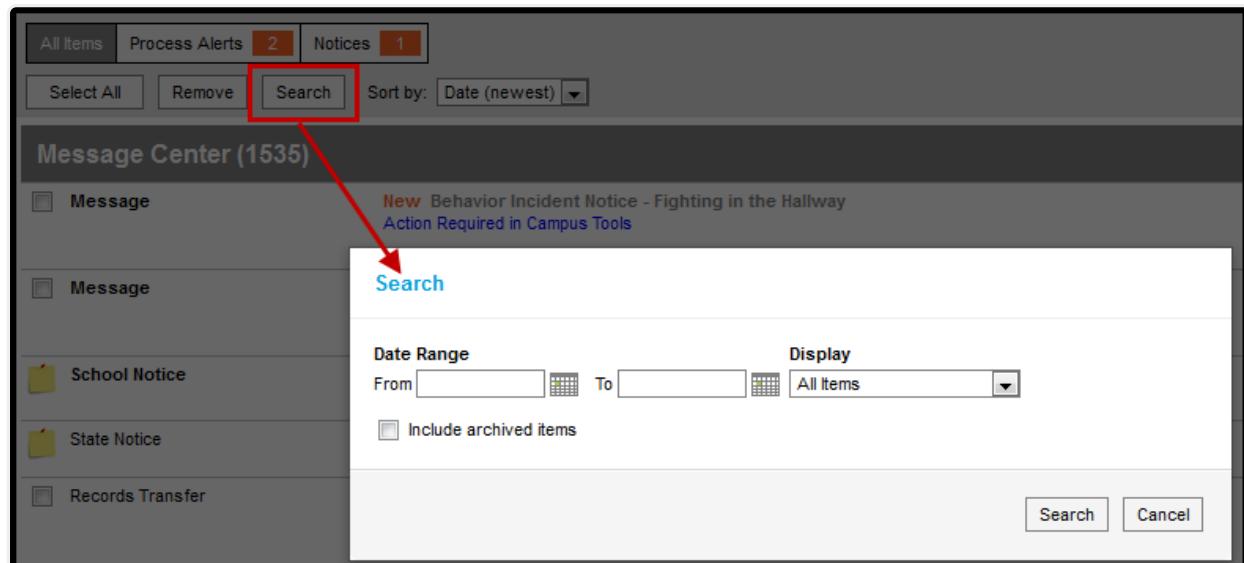
Use the app switcher to return to Campus Instruction.



The screenshot shows the app switcher with the following items: '1000 AP Calculus (A) | 13-14 High School' (with a dropdown arrow), a square icon, 'Log C', 'Campus Instruction' (which is highlighted with a red box and has a red arrow pointing to it), and 'Campus Community'.

## Searching for Messages

To search for specific messages by date and type, click **Search** in the task bar.



1. Enter a **Date Range** to view messages sent to you within those dates.
2. Select which types of messages you want to **Display**. Types in this dropdown list are sorted between Process Alerts, Notices and Archived items.
3. To **Include archived items**, mark that checkbox.
4. Click **Search**. Only messages that meet your criteria appear.