

Viewing Messages [.2407 - .2527]

Last Modified on 07/28/2025 3:30 pm CDT

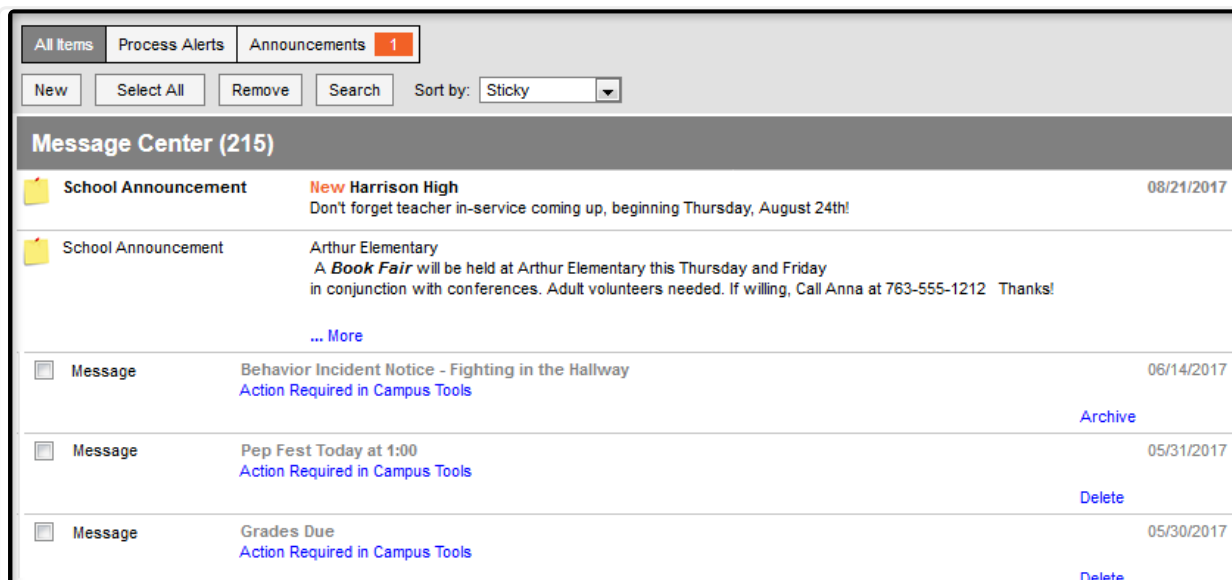
[New Messages](#) | [Searching for Messages](#)

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 the following elements:

- Navigation Bar:** Includes tabs for "All Items", "Process Alerts", and "Announcements" (which has a red indicator with the number 1).
- Actions:** Buttons for "New", "Select All", "Remove", and "Search". A "Sort by:" dropdown menu is set to "Sticky".
- Message Center (215):** A list of messages and announcements.
 - School Announcement:** "New Harrison High" with a red "New" indicator. Text: "Don't forget teacher in-service coming up, beginning Thursday, August 24th!". Date: 08/21/2017.
 - School Announcement:** "Arthur Elementary" with text: "A *Book Fair* 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!". Date: 08/21/2017. A "... More" link is present.
 - Message:** "Behavior Incident Notice - Fighting in the Hallway" with text: "Action Required in Campus Tools". Date: 06/14/2017. An "Archive" link is present.
 - Message:** "Pep Fest Today at 1:00" with text: "Action Required in Campus Tools". Date: 05/31/2017. A "Delete" link is present.
 - Message:** "Grades Due" with text: "Action Required in Campus Tools". Date: 05/30/2017. A "Delete" link is present.

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.

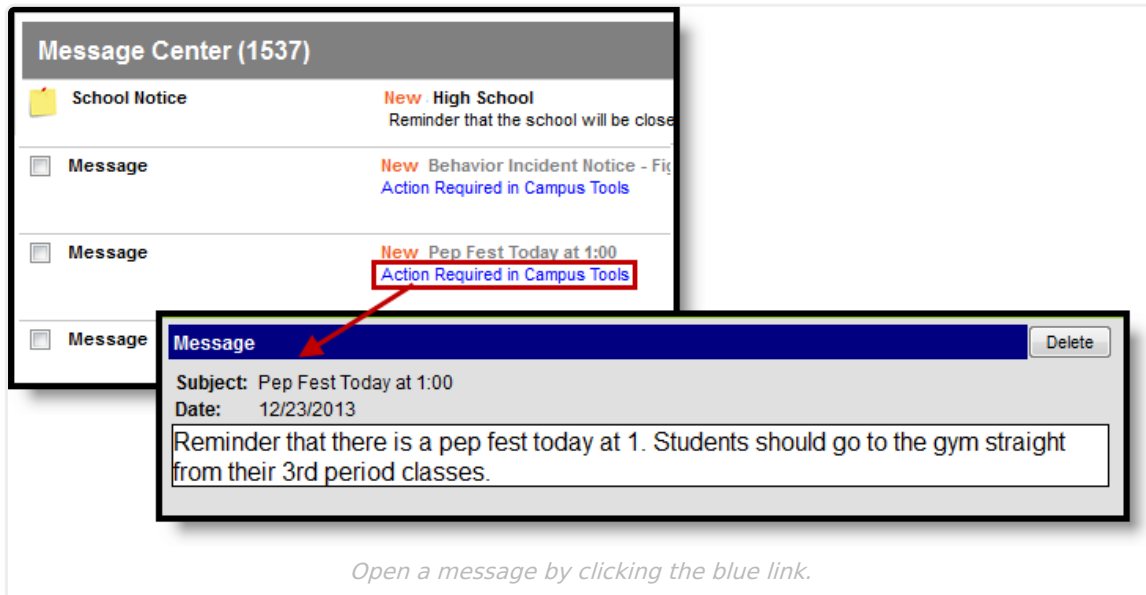
New Messages

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

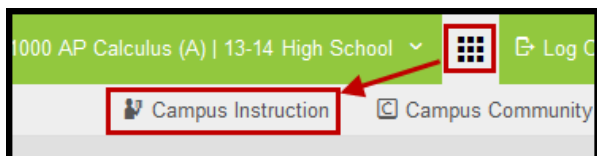
The orange number icon indicates how many messages you have. In the example above, the teacher has **1** new Announcement.

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.

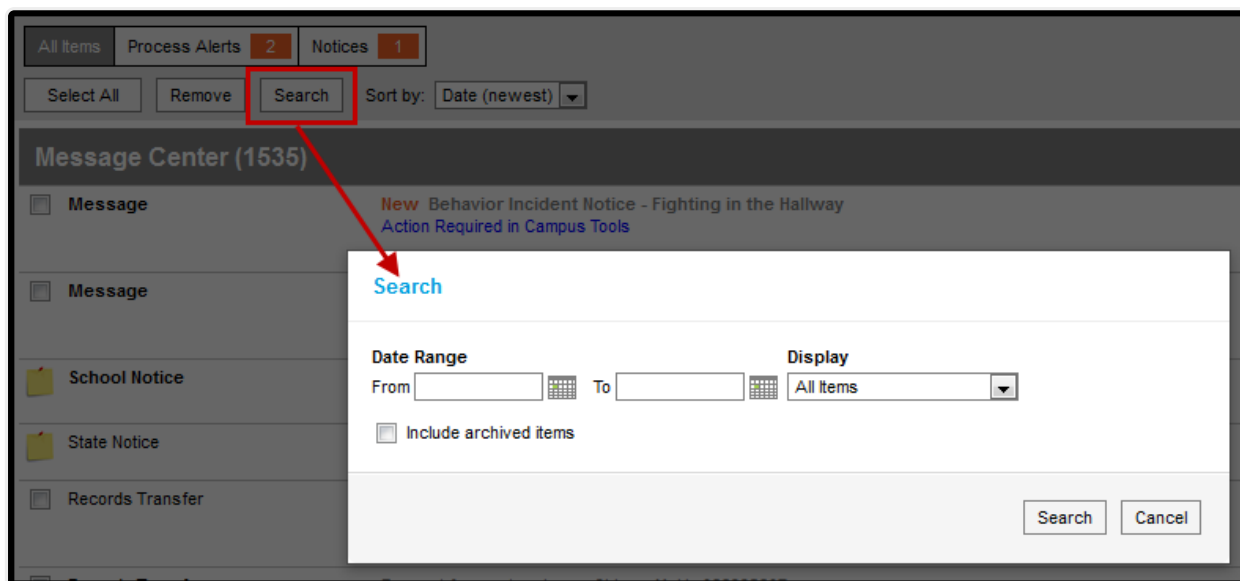


Use the app switcher to return to Campus Instruction.



Searching for Messages

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



Search for a message by date.

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.