

Message Builder - Start here

Last Modified on 06/16/2026 9:38 am CDT

The [Message Builder](#) tool allows users to build and send messages to students and/or guardians. Depending on the district/school's messaging options, this tool may be used to create inbox, email, voice, and/or text messages.

Tutorials

- [Message Builder Video](#)

How-To Guides

- [Create a message template](#)
- [Delete a message template](#)
- [Create a message](#)

Explanation

- [Campus Fields and Sub-Reports](#)

Reference

- [Field Descriptions](#)
- [Sub-Report Options](#)
- [Shoutpoint Voice Recorder](#)

Administrator Setup

- [Message Builder Tool Rights](#)