

User Reference: Teacher Messenger

March 2009

This document provides end user information related to the Teacher Messenger Wizard, a tool that allows teachers to send general messages to students or guardians.

Teacher Messenger

Path: Instruction > Messenger > Teacher Messenger

The Teacher Messenger Wizard is meant for general teacher messaging. Messages regarding missing assignments and failing grades are sent via the Missing Assignment Messenger and Failing Grades Messenger, respectively. Unlike other Campus Messenger tools, messages created using the Teacher Messenger cannot be formatted.

By default, the Campus system will deliver teacher-created messages through Email Messenger, unless specified otherwise in the System Preferences section of System Administration.

This wizard uses settings established in the Census module to deliver the messages accurately. Like all Messenger functions, delivered messages appear in the Portal Inbox of a recipient. Currently, all messages are sent in English, unless typed in a different language and delivered via Email Messenger.

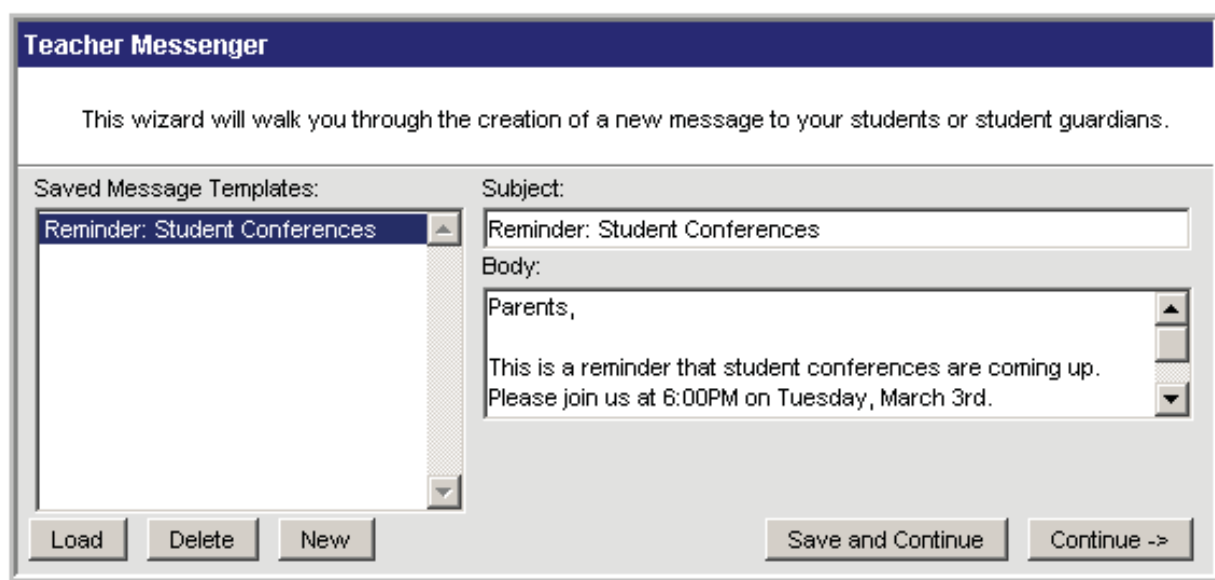


Figure 1 – Message Templates

Teacher Messenger

This wizard will walk you through the creation of a new message to your students or student guardians.

Select Recipients: Guardians Students Test

Click on a person to add to list: Click on a person to remove from list:

Test, Student (10) 43636
 Test, Student A(10) 133698
 Test, Guardian A
 Test, Guardian B
 Tester, Bobby (11) 66594
 Tester, Daddy
 Tester, Grandpa
 Tester, Mommy

Test, Guardian A
 Test, Guardian B
 Tester, Daddy

Select All
Remove All

Delivery Devices

Inbox Email Phone

Message Details

Subject:

Body:

[Preview Notices ->](#)

Figure 2 – Message Setup

Message Preview

Select Review Recipients to view the people and devices this message is being sent to.
 Select Send Message deliver this message.

Subject: Reminder: Teacher Conferences 3/3

Body: Parents,

 Just a reminder that teacher conferences are coming up. Please join us at 6:00PM on Tuesday, March 3rd.

 Thanks!

Recipient Count: 24
 Phone Count: 22
 Email Count: 2

Review Recipients
Send Message ->

Figure 3 – Message Preview

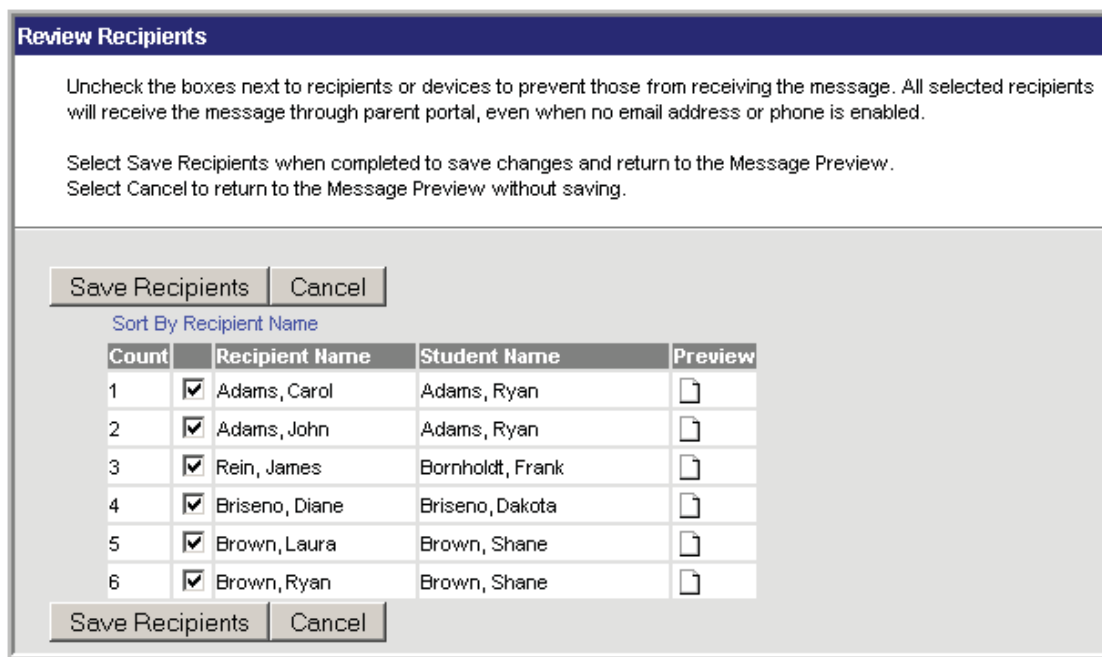


Figure 4 – Review Recipients

Using the Teacher Messenger Wizard

1. (Figure 1) Click the **New** button to create a new message template, or select an existing template and click the **Load** button.
2. Enter or review the Subject and Body of the template.
3. To save the template and continue, click the **Save and Continue** button. To continue without saving the template for future use, click the **Continue** button.
4. (Figure 2) Select the Recipients of the message. Options are **Guardians**, **Students** and **Test**. A message cannot be sent to both a student and a guardian.
 - The Test option allows teachers to test a message before sending to guardians or students.
 - If Guardians is selected, guardian names will appear below the students' names.
 - If Students is selected, only student names will appear.
5. Select a name to add the person to the list of recipients. To select all individuals, click the **Select All** button.
6. Determine the Delivery Devices. Options are **Inbox**, **Email** and **Phone**. The Inbox preference will be automatically selected, indicating the message will be delivered to the Portal Inbox. This option cannot be deselected.
7. Review the read-only Message Details for verification purposes.
8. To preview the messages that will be sent, click the **Preview Notices** button. A Message Preview screen will appear, displaying the message and recipients.
9. (Figure 3) To view a list of all recipients of the message, click the **Review Recipients** button.
10. To send the message, click the **Send Message** button. The message will be sent to the selected recipients.