

# Teacher Messenger

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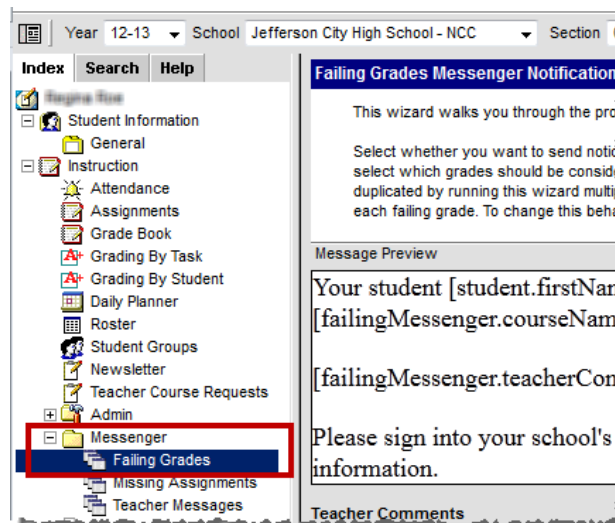
*Teacher Messenger allows teachers to communicate with students and/or student guardians through the portal and email. There are three different messenger options in Infinite Campus: Failing Grades Messenger, Missing Assignments Messenger, and the general Teacher Messenger. The steps below will discuss in detail each message type that can be sent.*

*Currently, only guardians who have an Infinite Campus portal account will be able to receive these messages. Please encourage your parents to sign up for a portal account if they do not have one by contacting the School office. If a guardian has a portal account and an up-to-date email address in the system, they will also receive the messages to their email account.*

## Failing Grades Messenger

### Instruction > Messenger > Failing Grades

The Failing Grades Messenger Wizard pulls information from the teachers' Grade Book to generate a message to guardians of students who are failing the course. This allows guardians and students to remain informed of the student's progress.



## Failing Grades Editor

The following defines the options available on the Failing Grades Messenger Editor.

The screenshot shows the 'Failing Grades Messenger Notifications' wizard. It includes a 'Message Preview' section with a template: 'Your student [student.firstName] has a failing grade in the course [failingMessenger.courseName]. [failingMessenger.teacherComments] Please sign into your school's parent portal at [failingMessenger.portalURL] to find more information.' Below this is a 'Teacher Comments' text area. The 'Delivery Devices' section has checkboxes for 'Inbox' and 'Email'. The 'Duplicate Message Filtering' section has a checkbox for 'Allow Repeat Messages'. The 'Would you like to use grades from Grade Book or posted grades?' section has radio buttons for 'In-progress Grades' (selected) and 'Posted Grades'. The 'Which grades would you like to filter on?' section has a checkbox for 'All Scores' and a 'District Grading Scale' with checkboxes for A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The 'Select Students' section has a 'Toggle Students' checkbox and a list of students with checkboxes. The 'Select Tasks' section has radio buttons for 'Term T1' (selected) and 'T1 - Term Grade', with checkboxes for 'T1 - Progress' and 'T1 - Term Grade'. There are 'Preview Notices ->' buttons at the bottom of the preview and configuration sections.

### Message Preview

A generic template is provided for sending failing grades messages. The teacher does not have the ability to select Campus Field properties in the message, as these are already chosen for the teacher. If desired, the teacher can create a separate message with specific information about the course(s). Because only students who are enrolled in the course section selected in the Campus toolbar appear for selection, the teacher should note the chosen selection before entering additional information or altering the default message.

### Teacher Comments

The teacher can enter additional comments about the assignments or provide contact information so the parents/guardians can set up a meeting with the teacher.

**\*NOTE:** This field isn't necessary, but it is highly suggested that you place your name, number/email, and the class the message is in reference to in this box. The email account that the messages are sent through is a non-reply email and there is no signature line to show who the message is coming from.

## Delivery Devices

Select how the message should be delivered to parents/guardians by choosing the **Delivery Devices**.

- The Inbox option is already selected and cannot be changed. This option places a note in the parent's inbox that a new message is available.
- The Email option will send an email to the parent's email address on record (entered in Census Demographics).

## Duplicate Message Filtering

When marked, the Message logic will send multiple messages to the recipient for the same failing grade until the student is no longer failing. If not marked, repeat messages will not be sent.

## Grade Selection

Determine which grades will be reported in the Failing Message that is sent.

- **In-progress Grades** - this option reports grades from assignments entered in Grade Book.
- **Posted Grades** - this option reports grading task grades for mid-term grades or quarter and end of term grades.

Determine which grades to filter on. This is called the Failing Grades Messenger, but the message can be sent on anyone receiving a specific grade in the class, not just a Failing grade.

## Student Selection and Tasks Selection

Select which students should receive the Failing Grades message. All students, except those who have dropped the course or are no longer enrolled in the school, will be automatically selected. Those dropped students appear in red text. If a student is selected but does not have a failing grade, that student will not receive a message.

**\*NOTE:** The students displaying in this list are dependent upon the section you have selected at the top of your page.

Determine which tasks to include on the message. The Term must be selected (Term 1, Q2, etc.) as well as the grading task itself (Mid Quarter, Semester, etc.). Grading standards will also be included in this list.

## Creating a Message Template

1. Select the **New** option from the Template dropdown list.
2. Enter the message to send and **Teacher Comments**.
3. Select the remaining options for the message - types of grades, delivery options, students and grading tasks.
4. Click the **Save** button at the top message editor.
5. Enter a name for the template in the pop-up box. The template will appear in the **Template** dropdown list.

The screenshot shows a web interface titled "Failing Grades Messenger Notifications". It contains a message preview area with a "Template:" dropdown menu. The dropdown menu is open, showing three options: "<default>", "<default>", and "<new>". The "<new>" option is highlighted in blue. The message preview area contains the following text: "Your student [student.firstName] has a failing grade in the course [failingMessenger.courseName]. [failingMessenger.teacherComments] Please sign into your school's parent portal at [failingMessenger.portalURL] to find more information." Below the message preview is a "Teacher Comments" text input field.

## Creating Messenger Notifications for Failing Grades

1. Select an existing Template from the **Template** dropdown list (if exists).
2. Enter any comments for the message in the **Teacher Comments** field.
3. Determine the **Delivery Devices**.
4. Mark the **Allow Repeat Messages** checkbox to continue to send messages to the parent/guardian.
5. Select the type of **Grades** to use.
6. Select the **Students** to include in the message.
7. Select the **Grading Tasks** to include.
8. Use the **Preview Notices** option to review the message and its recipients.
9. Or, view the list of recipients using the **Review Recipients** button.
10. Click the **Send Message** button. The message will be sent to the appropriate guardians about the failing grade.

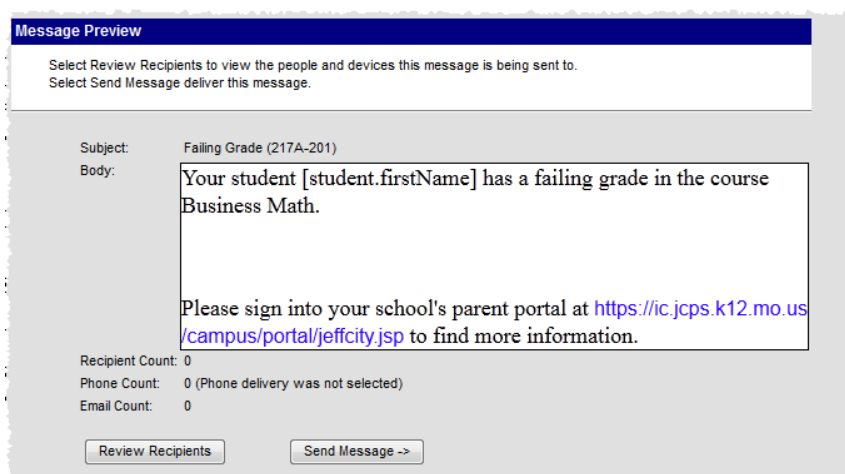
## Previewing Notices

Two **Preview Notices** buttons appear on the Missing Assignments Editor - one after the **Teacher Comments** field and one at the bottom of the editor after the student names.

Selecting either of these buttons will display the message, the recipient count and email count. From here, the teacher can review the list of recipients receiving the message or can send the message.

## Reviewing Recipients

1. Once the message has been previewed, click the **Review Recipients** button. This displays the students or student guardians who will receive the message.
2. Click the **Save Recipients** button, returning the user to the **Preview Message** screen.
3. Click the **Send Message** button. This will send the message to the recipients.



The screenshot shows a 'Message Preview' window with a blue header. Below the header, there are instructions: 'Select Review Recipients to view the people and devices this message is being sent to. Select Send Message deliver this message.' The message details are as follows:

Subject: Failing Grade (217A-201)  
Body: Your student [student.firstName] has a failing grade in the course Business Math.  
Please sign into your school's parent portal at <https://ic.jcps.k12.mo.us/campus/portal/jeffcity.jsp> to find more information.

Recipient Count: 0  
Phone Count: 0 (Phone delivery was not selected)  
Email Count: 0

At the bottom, there are two buttons: 'Review Recipients' and 'Send Message ->'.

## Sending Messages

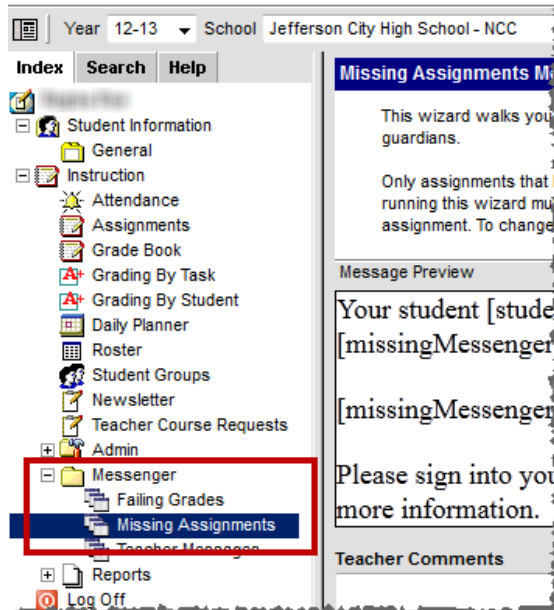
Click the **Send Messages** button. The message will be sent to the delivery devices chosen.

# Missing Assignments Messenger

## Instruction > Messenger > Missing Assignments

The Missing Assignments Wizard allows teachers to create Missing Assignment notifications to be delivered to students and parent/guardians.

**\*NOTE:** Only assignments that have been marked as Missing in the Grade Book will generate notices.



## Missing Assignments Editor

The following defines the options available on the Missing Assignments Messenger Editor.

The screenshot shows the 'Missing Assignments Messenger Notifications' wizard. It includes a message preview section with a template: 'Your student [student.firstName] has the following missing assignments. [missingMessenger.assignments.LIST] [missingMessenger.teacherComments] Please sign into your school's parent portal at [missingMessenger.portalURL] to find more information.' Below this is a 'Teacher Comments' text area and a 'Preview Notices ->' button. The 'Delivery Devices' section has checkboxes for 'Inbox' and 'Email'. The 'Duplicate Message Filtering' section has a checkbox for 'Allow Repeat Messages'. The 'Select Students' section has a 'Toggle Students' checkbox and a list of student names with checkboxes. The 'Select Assignments' section has a 'Select Assignments' checkbox and a tree view for 'Term T1' with sub-items like 'Term Grade', 'assignments', 'Data Sheet', and 'Unit A day 1 p. 98-99'.

### Message Preview

A generic template is provided for sending missing assignment messages. The teacher does not have the ability to select Campus Field properties in the message, as these are already chosen for the teacher. If desired, the teacher can create a separate message with specific information about the course(s).

Because only students who are enrolled in the course section selected in the Campus toolbar appear for selection, the teacher should note the chosen selection before entering additional information or altering the default message.

### Teacher Comments

The teacher can enter additional comments about the assignments or provide contact information so the parents/guardians can set up a meeting with the teacher.

**\*NOTE:** This field isn't necessary, but it is highly suggested that you place your name, number/email, and the class the message is in reference to in this box. The email account that the messages are sent through is a non-reply email and there is no signature line to show who the message is coming from.

## Delivery Devices

Select how the message should be delivered to parents/guardians by choosing the **Delivery Devices**.

- The Inbox option is already selected and cannot be changed. This option places a note in the parent's inbox that a new message is available.
- The Email option will send an email to the parent's email address on record (entered in Census Demographics).
- The Phone option will call the parent's phone number on record (entered in Census Demographics).

## Duplicate Message Filtering

When marked, the Message logic will send multiple messages to the recipient for the same missing assignment until the student is no longer missing the assignment. If not marked, repeat messages will not be sent.

## Student Selection and Tasks Selection

Select which students should receive the Missing Assignments message. All students, except those who have dropped the course or are no longer enrolled in the school, will be automatically selected. Those dropped students appear in red text. If a student is selected but does not have a missing assignment, that student will not receive a message.

**\*NOTE:** The students displaying in this list are dependent upon the section you have selected at the top of your page.

Determine which assignments to include in the message. The Term must be selected (Term 1, Q2, etc.) as well as the grading task itself (Mid Quarter, Semester, etc.), and the assignments.

## Creating a Message Template

6. Select the **New** option from the Template dropdown list.
7. Enter the message to send and **Teacher Comments**.
8. Select the remaining options for the message - types of grades, delivery options, students and grading tasks.
9. Click the **Save** button at the top of the message editor.
10. Enter a name for the template in the pop-up box. The template will appear in the **Template** dropdown list.

Missing Assignments Messenger Notifications

This wizard walks you through the process of creating missing assignment notifications to be delivered to student guardians.

Only assignments that have been marked as missing will generate notices. By default, notices will not be duplicated by running this wizard multiple times, after sending notices messenger records that it has communicated each missing assignment. To change this behavior select "Allow Repeat Messages".

Message Preview

Your student [student.firstName] has the following missing assignments.  
[missingMessenger.assignments.LIST]  
[missingMessenger.teacherComments]

Template: <default>  
<default>  
<new>

## Creating Messenger Notifications for Missing Assignments

1. Select an existing Template from the **Template** dropdown list (if exists).
2. Enter any comments for the message in the **Teacher Comments** field.
3. Determine the **Delivery Devices**.
4. Mark the **Allow Repeat Messages** checkbox to continue to send messages to the parent/guardian.
5. Select the **Students** to include in the message.
6. Select the **Assignments** to include.
7. Use the **Preview Notices** option to review the message and its recipients.
8. Or, view the list of recipients using the **Review Recipients** button.
9. Click the **Send Message** button. The message will be sent to the appropriate guardians about the missing assignment.



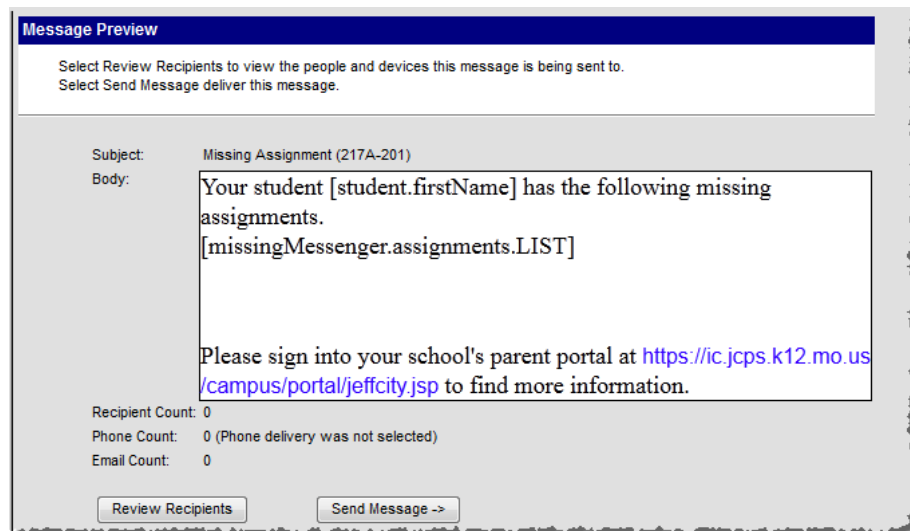
## Previewing Notices

Two **Preview Notices** buttons appear on the Missing Assignments Editor - one after the **Teacher Comments** field and one at the bottom of the editor after the student names.

Selecting either of these buttons will display the message, the recipient count and email count. From here, the teacher can review the list of recipients receiving the message or can send the message.

## Reviewing Recipients

1. Once the message has been previewed, click the **Review Recipients** button. This displays the students or student guardians who will receive the message.
2. Click the **Save Recipients** button, returning the user to the **Preview Message** screen.
3. Click the **Send Message** button. This will send the message to the recipients.



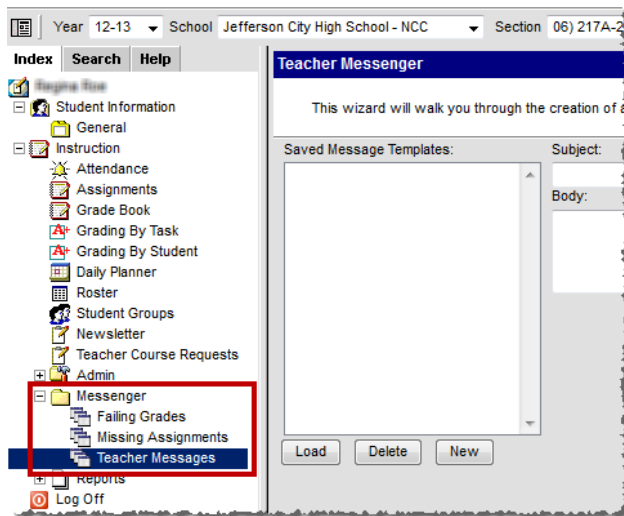
The screenshot shows a 'Message Preview' window with a blue header. Below the header, there are instructions: 'Select Review Recipients to view the people and devices this message is being sent to. Select Send Message deliver this message.' The main content area displays the message details: 'Subject: Missing Assignment (217A-201)' and 'Body: Your student [student.firstName] has the following missing assignments. [missingMessenger.assignments.LIST]'. Below the body text, there is a link: 'Please sign into your school's parent portal at <https://ic.jcps.k12.mo.us/campus/portal/jeffcity.jsp> to find more information.' At the bottom, there are three counts: 'Recipient Count: 0', 'Phone Count: 0 (Phone delivery was not selected)', and 'Email Count: 0'. Two buttons are visible at the bottom: 'Review Recipients' and 'Send Message ->'.

## Sending Messages

Click the **Send Messages** button. The message will be sent to the delivery devices chosen.

# General Teacher Messenger

## Instruction > Messenger > Teacher Messages



The Teacher Messenger Wizard is meant for general teacher messaging from a teacher to a student or parent/guardian. An example would be a change in a given assignment or an important note from class or a reminder to bring something to the next class.

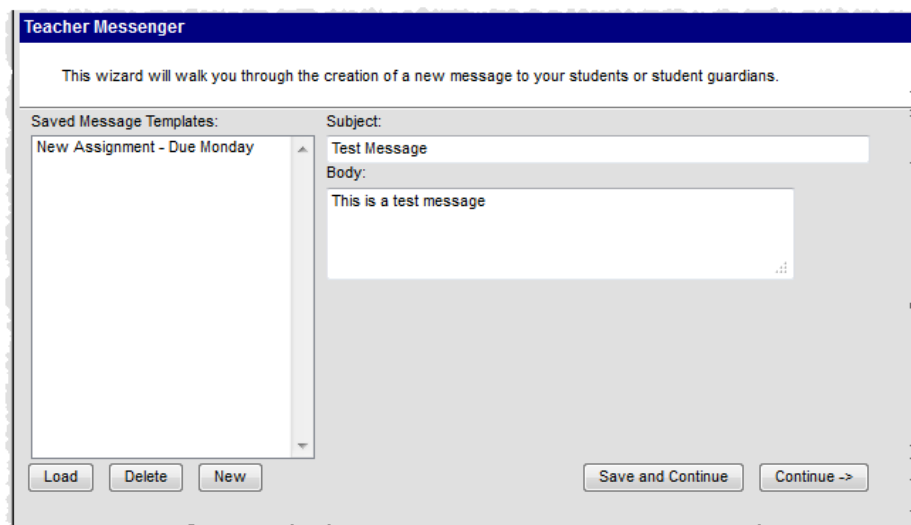
- Messages regarding missing assignments are sent via the [Missing Assignment Messenger](#).
- Messages regarding failing grades are sent via the [Failing Grades Messenger](#).

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.

### Creating a New Message Template

1. Enter the **Subject**. This is a required field.
2. Enter the body of the message in the **Body** area. Add your name, number/email, and the class the message is in reference to in this box. The email account that the messages are sent through is a non-reply email and there is no signature line to show who the message is coming from.
3. Click the **Save and Continue** button to save the template or click the **Continue** button to move to the [Select Recipients](#) screen without saving the template.

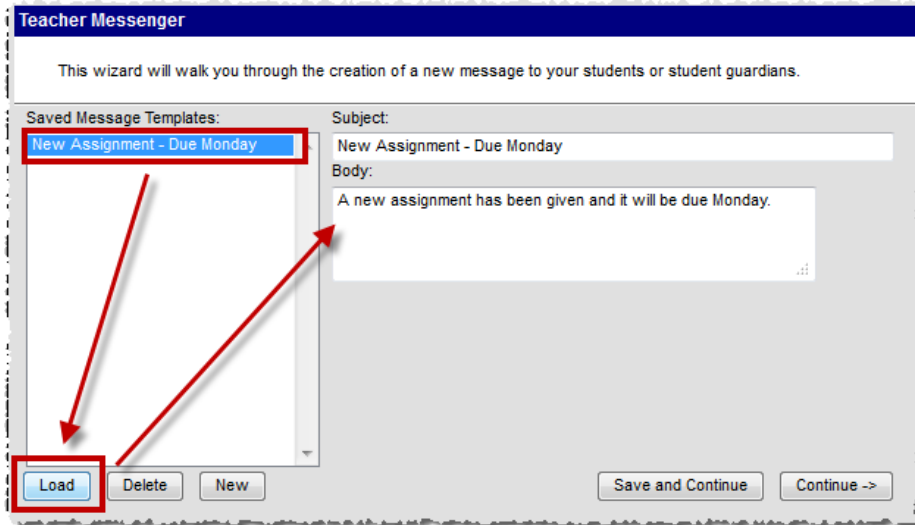
**\*NOTE:** If a message is currently loaded in the Subject and Body and a new message needs to be created, click the **New** button to clear out message.



## Viewing Available Teacher Messages

The main view of Teacher Messages lists existing message templates, allows the user to edit or delete these templates and create a new template. An existing template can also be chosen by selecting the message from the **Saved Message Templates** and clicking the **Load** button.

This will load the message template into the Subject and Body section of the screen. Adjustments to the message can be made here.



## Selecting Recipients

1. Select the type of **Recipients** to include - **Guardians**, **Students** or **Test** (allows the teacher to send the message to him/herself without it being sent to guardians or students).
2. If selecting **Guardians**, the student's name displays above the guardian's name in black.
3. If selecting **Students**, only the student's names display in the list.
4. If selecting **Test**, no options display for selection, but a valid email address (of the teacher's, usually) must be entered. This email address will receive the test message.
5. Select the name of the person in blue from the left-hand column. The person's name will move to the right-hand column.
6. Or, click the **Select All** button to select all names in the left-hand column. Use the **Remove All** button to clear the right-hand column of all recipients.
7. Select the **Delivery Devices**. Email must be selected.
8. Review the **Message Details** and ensure the desired Subject and Body are displaying.
9. Click the **Preview Notice** button.

The screenshot shows the 'Teacher Messenger' interface. At the top, it says 'This wizard will walk you through the creation of a new message to your students or student guardians.' Below this, there are three radio buttons for 'Select Recipients:': 'Guardians' (selected), 'Students', and 'Test'. The main area is divided into two columns. The left column is titled 'Click on a person to add to list:' and contains a list of names: Duncan, Keith; Duncan, Keith; Greenwood, Terrence; Greenwood, Roni; Porter, Leanne; Thomas; Thomas, Pat; Wells, James; Gale, Mella, Margaret; Wells, Steve. The right column is titled 'Click on a person to remove from list:' and contains: Duncan, Keith; Greenwood, Roni. A red box highlights the first four names in the left column, with red arrows pointing to the right column. A red text box on the right says: 'The guardians names are in blue underneath the students names. Select the guardians names in the left column to add them to your list of recipients.' Below the columns are 'Select All' and 'Remove All' buttons. The 'Delivery Devices' section has checkboxes for 'Inbox' and 'Email', both checked. The 'Message Details' section has a 'Subject:' field with 'Test Message' and a 'Body:' field with 'This is a test Message'. At the bottom right is a 'Preview Notices ->' button.

## Previewing and Sending Notices

1. Review the displayed **Subject** and **Body**.
2. Note the number of **Recipients** that will receive the message.
3. Note the number of **Phone calls** that will be made and the number of **Emails** that will be sent.
4. Click the **Review Recipients** to see who will be receiving the message.
5. Click the **Send Message** button to send the message. A confirmation that the message was sent will display.

**Message Preview**

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

Subject: Test Message (217A-203)  
Body: This is a test Message  
Recipient Count: 2  
Phone Count: 0 (Phone delivery was not selected)  
Email Count: 1

Review Recipients      Send Message ->

## Reviewing Recipients

1. Once the message has been previewed, click the **Review Recipients** button. This displays the students or student guardians who will receive the message. The message will automatically be sent to the guardian's portal account. If an email address is listed, the message will be sent there as well.
2. Click the **Save Recipients** button, returning the user to the **Preview Message** screen.
3. Click the **Send Message** button. This will send the message to the recipients.

**Review Recipients**

Uncheck the boxes next to recipients or devices to prevent those from receiving the message. All selected recipients will receive the message through parent portal, even when no email address or phone is enabled.  
Select Save Recipients when completed to save changes and return to the Message Preview.  
Select Cancel to return to the Message Preview without saving.

Save Recipients      Cancel

[Sort By Student Name](#)

Count	Recipient Name	Student Name	Preview
1	<input checked="" type="checkbox"/> Duncan, Faith	Duncan, Aaron	
	<input checked="" type="checkbox"/> #duncanf@socket.net		
2	<input checked="" type="checkbox"/> Greenwood, Ryan	Greenwood, Terrance	

## Appendix A: Parent Portal Talking Points for Teachers

Below is a list of talking points that can be used when discussing the advantages of signing up for an Infinite Campus Portal account:

- The Jefferson City School District is continually working on different communication tools to use to get information to Parents. Infinite Campus portal is one of those tools.
- Infinite Campus has created a Mobile App where you can access your portal account through your mobile device.
- We are adding more and more information onto the portal:
  - A+ information
  - Transportation (soon to come)
  - Messenger (teachers can send messages to students and parent/guardians)
- Infinite Campus continues to release new features to teachers that will utilize the portal. Examples of upcoming features include:
  - Student Portal
    - Classroom Tools
      - Assignment Submission
      - Online Assessment
  - Parent Portal
    - Grades Tab
      - On click access to see student grades

## Appendix B: Messenger Parent Correspondence

### **Infinite Campus Messenger for Parents**

The JCPS District's student information system, Infinite Campus, has a feature which allows teachers to communicate with parents and students via e-mail and portal account regarding important classroom issues such as student performance and upcoming tests. This feature is called Infinite Campus Messenger and I will be piloting it in my classroom in the upcoming months.

In order for parents to receive important information via Infinite Campus Messenger, an Infinite Campus parent portal account is needed. If you do not have a parent portal account and wish to set up an account, you will need to complete a Parent/Guardian Portal Request Form. This form can be obtained from the school secretary. After completing the request form, take it to your student's school and sign in front of the school secretary. You will need to provide a picture id.

You can access Infinite Campus Messenger communications through your parent portal account or your email. In order to access the Campus Messenger communications using email, your student's school must have your current email address. To add or update your current email address, please contact the counseling secretary. Infinite Campus parent portal also allows parents to access their student's information such as grades and attendance by using a parent-friendly Android and iPhone app. For information on how to access this app, please contact the school secretary.

I am excited about using Infinite Campus Messenger as a way to communicate with you about your student. I hope you will take advantage of this new method of communication by ensuring you have a parent portal account.

If you have questions about parent portal, please contact the school secretary. You may contact me if you have questions about your student's grades or performance.

Sincerely,