



MT 3030 Instruction Module

August 2009

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ATTENDANCE, ROSTER, ADMIN



OVERVIEW

The Instruction module of Campus holds the tools commonly used by a classroom teacher. These tools interface with the student schedule and attendance components of the system allowing for one-time entry of student information. This lesson will cover the administrative tools for taking attendance, generating a roster and creating a seating chart.

OBJECTIVES

In this lesson you will learn:

- How to take attendance in the Instruction module.
- Setting preferences in Instruction> Admin> Preferences.
- How to create and print multiple seating charts for a section.
- How to use seating charts when taking attendance.
- How to view and print class rosters.

ATTENDANCE

There are two paths to accessing the attendance tool in Campus, the Process Inbox and the Attendance tool in the instruction module.

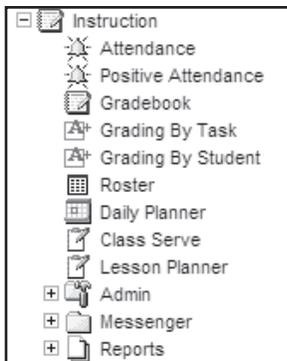
District Notices			
No district notices at this time.			
School Notices			
• [10/17/2005 Coolidge Elementary] This is a notice that is published for both Staff in the general staff login Notices section as well as for parents and students in the portal.			
Process Inbox			
	Process	Step	Posted Date
	Attendance	Period 02 Attendance Required	12/29/2006 12/29/2006

Process Inbox- a tool found on the user's home page in Campus listing items that need the user's attention. On school days, the teacher's process inbox will have a reminder to take attendance for each period that attendance should be taken in.

Accessing Attendance from the Process Inbox

To access attendance from the Process Inbox, click on the link "Period __ Attendance Required."

Once attendance is saved for a particular period, the reminder will disappear from the Process Inbox. If the teacher has taken attendance for all periods, the Process Inbox will be empty at the end of the day.



Accessing Attendance from the Index Outline

1. To access attendance from the Index Outline, expand the Instruction module and select attendance.
2. Select the tab for the period to take attendance in.

Positive Attendance- a model of attendance taking or clock hours used in some alternative learning centers. Students are not expected in a course at a given time, rather they clock in and clock out when they work on a course.



Teachers are only allowed to enter attendance for the current day until midnight. After that time, attendance must be entered by the Attendance Office. In addition, teachers can only change attendance up to the point that the attendance office processes the events. Since the time frame will vary from school to school, check with your district's policy and procedure for more information.

Instruction: Attendance, Roster, Seating Chart



Teachers **CANNOT** excuse an absence or a tardy; teachers may only report the attendance. Excusing is done by the attendance office. Students who have already been marked absent by the attendance office will have their attendance pre-marked and greyed out. If the student is marked absent but is in class, consult with your district's policy and procedures for the way to address this issue.

Hide Dropped Students will remove the student from a teacher's view in the Gradebook. Normally, a student that has dropped a class will appear in the teacher's Gradebook in red. The scores will be preserved behind the scenes.

Show Student Numbers will include the Student ID number on the attendance tools.

Show Student Pictures will display the students picture for attendance.

Invert Seating Chart Auto-Placement: Applies to both the Standard and the Lab Seating Chart. When creating a seating chart the student names will populate the chart from the bottom up.

Use Seating Chart for Attendance: Changes the default attendance view to the Standard Seating Chart. The teacher can switch the attendance view by selecting the Display Lab Chart or Display Attendance Roster buttons on the top of the tab.

Taking Attendance

- To mark a student absent, select the A for absent.
- To mark a student tardy, select the T for tardy. The comment box for each student can be edited once a child is marked absent or tardy.
- Comments become part of the students attendance records and are visible in the attendance tools that are used to process attendance by the attendance clerk.
- When finished taking attendance, click Save.

Student Name	P	A	T	Excuse	Comments
1019y-3 AP Lit/Comp B					
12 Goshawk, Lottie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Graulich, Nicola	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Gresham, Hikaru	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Grimm, Eshana	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Grooves, Micalera	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hashagen, Pascale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hattinger, Yusuke	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Haumann, Leslie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hensman, Amanicleep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Heppner, Daley	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Holzberger, Dhanuja	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Hornberger, Elnah	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Ivens, Josie	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
12 Jeckel, Chantal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Editing Attendance

If attendance needs to be changed after it is submitted, attendance must be accessed from the attendance tool in the Instruction module.

- Select the period that needs to be edited and make any changes as needed.
- When finished click Save.

TEACHER PREFERENCES

Preferences are section-specific options to set how the Campus system will work for the teacher. Each section may have different options set.

AP065S1-15 AP Literature & Composition

Teacher: Leitheiser, H

Preferences |

Teacher Preference

- Hide Dropped Students
- Show Student Numbers
- Show Student Pictures
- Invert Seating Chart Auto-Placement (Start from the bottom)
- Use Seating Chart for Attendance
- Use Canned Comments
- Remove percentage and calculations when using Standards

Teacher Web Site URL

Instruction: Attendance, Roster, Seating Chart

Establishing Teacher Preferences

The first step in defining a system of standards-based grading is to define the system of marks that are used to report progress- known as a score group.

1. Expand Instruction.
2. Select Admin.
3. Choose Preferences.
4. The Course and Section that will apply to these preferences is listed in the gray header bar above the preference listings.
5. Teachers can mass assign preferences for one section to other sections by clicking on the hyperlink at the bottom of the Teacher Preferences box and selecting the appropriate sections, provided the sections are active for the selected calendar.

Use Canned Comments: Allows teachers to choose from ready-made comments when posting grades for students.

Remove percentage and calculations when using Standards: By checking this box, when the class is set up to be graded upon Standards (and not traditional A-F grades), the system will NOT calculate the student's scores and will instead rely on teacher's professional judgement.

Teacher Website URL: A teacher can enter the URL for a class website for display on the portal.

Mass Assign to multiple classes: Selecting this hyperlink will allow teachers to establish preferences for a number of sections at one time if they are active.

Mass Assigning Section Preferences

Teachers can mass assign preferences sets for one section to other sections.

To use this capability:

1. Select the Instruction Module in the index.
2. Select the Admin icon.
3. Select Preferences and choose Teacher Preferences.
4. Select the hyperlink below the Teacher Web Site URL.
5. Choose preferences to Mass Assign preferences to multiple classes.

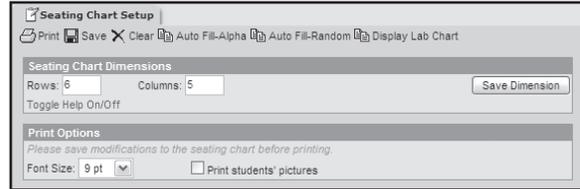
Instruction: Attendance, Roster, Seating Chart

SEATING CHARTS

Teachers can set up two Seating Charts per section, a Standard Chart and a Lab Chart. The options set in Admin > Preferences apply to both charts.

Creating a Seating Chart

1. Enter the dimensions of the classroom by entering the row and column numbers and save the dimension.
2. If a new chart is desired, the Clear button can be used to remove the current arrangement of students from the existing chart.
3. The Exclude Seat checkbox is used to leave empty seats on the chart during the Auto-fill process. It can be used to group desks into table-like arrangements.
4. Seats can be filled one at a time using the dropdown lists on the chart, alphabetically by selecting the Auto Fill-Alpha button, or randomly by selecting the Auto Fill-Random button.
5. When the layout is complete click Save.
6. The Display Lab Chart button allows the setup of a second seating chart for the same group of students. It is saved separately and can have different dimensions than the Standard Chart.



Seating Chart Setup

Print Save X Clear Auto Fill-Alpha Auto Fill-Random Display Lab Chart

Seating Chart Dimensions

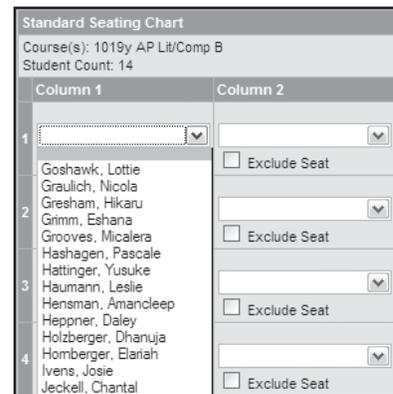
Rows: 6 Columns: 5 Save Dimension

Toggle Help On/Off

Print Options

Please save modifications to the seating chart before printing.

Font Size: 9 pt Print students' pictures



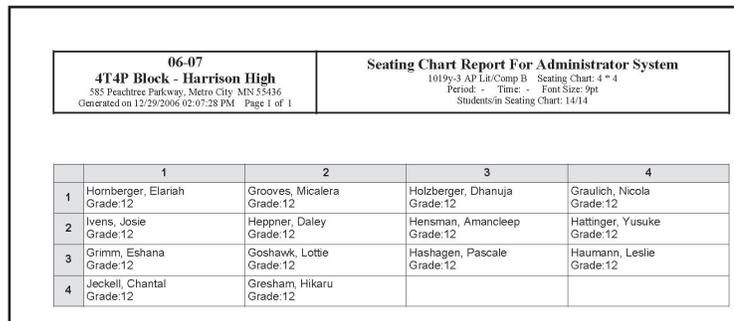
Standard Seating Chart

Course(s): 1019y AP Lit/Comp B
Student Count: 14

	Column 1	Column 2
1	[Dropdown]	[Dropdown] <input type="checkbox"/> Exclude Seat
2	Goshawk, Lottie Graulich, Nicola Gresham, Hikaru	[Dropdown] <input type="checkbox"/> Exclude Seat
3	Grimm, Eshana Grooves, Micalera Hashagen, Pascale Hattinger, Yusuke Haumann, Leslie Hensman, Amancleep Heppner, Daley Holzberger, Dhanuja Hornberger, Elariah	[Dropdown] <input type="checkbox"/> Exclude Seat
4	Ivens, Josie Jeckell, Chantal	[Dropdown] <input type="checkbox"/> Exclude Seat

Printing a Seating Chart

1. Select the Font Size in the Print Options box and then click the Print button.
2. Select the option to Print Student Pictures, if desired. Choose the size of the pictures in the dropdown menu.
3. Click Print.
4. The chart will be displayed in a new window. Any students missing from the chart will be listed at the top of the Seating Chart.



06-07		Seating Chart Report For Administrator System	
4T4P Block - Harrison High 585 Resolute Parkway, Metro City, MN 55436 Generated on 12/29/2006 02:07:28 PM Page 1 of 1		1019y-3 AP Lit/Comp B Seating Chart: 4 * 4 Period: Time: Font Size: 9pt Students/in Seating Chart: 14/14	
	1	2	3
1	Hornberger, Elariah Grade:12	Grooves, Micalera Grade:12	Holzberger, Dhanuja Grade:12
2	Ivens, Josie Grade:12	Heppner, Daley Grade:12	Hensman, Amancleep Grade:12
3	Grimm, Eshana Grade:12	Goshawk, Lottie Grade:12	Hashagen, Pascale Grade:12
4	Jeckell, Chantal Grade:12	Gresham, Hikaru Grade:12	Graulich, Nicola Grade:12

Instruction: Attendance, Roster, Seating Chart



ROSTERS

The roster lists the students who are scheduled into the section selected in the section dropdown on the grey header bar. In addition to the name and contact information for the student, three additional columns on the right of the roster provide additional information.

- **Program flags** are visible from the roster. Hovering over them will display additional information, such as medical or custody issues.
- If a student has a Locked IEP, an icon will display in the **IEP** column. If the teacher is on the student's Special Education Team, they will be able to open the IEP and determine if they need to make any adaptations for the student.
- If the student has a personal learner plan (PLP), an icon will display in the PLP column.
- The **Gradebook** icon will allow the teacher to view the gradebook as it will look to the child or his/her parents through the Portal.

2024s-3 Algebra Ib
Teacher: Lifeflearn, Casey

Roster

Print

Active Students: 19

Name	Student #	M/F	Birth Date	Home Phone	Address	Flags	IEP	PLP	Gradebook
10 Aldred, Sandor	103854	M	10/23/1991	(555)475-1424	5548 117TH St. E. Rexburg, MD 14378				
10 Ashby, Lara	104317	F	05/09/1991	(555)887-9114	9742 13TH Ave. E. Bancroft, MD 14378				
10 Bambridge, Brock	104672	M	11/04/1991	(555)751-1337	4169 3RD Ave. W. Driggs, MD 13749				Not a member of t
10 Berwick, Teah	105692	F	04/07/1991	(555)366-3555	676 ADA Rd. Star, MD 14161				
10 Bickelhaub, Madoc	105832	M	12/30/1991	(555)609-0700	3503 ALEXANDER Rd. Nampa, MD 13749				
10 Bowen, Issac	106831	M	07/10/1991	(555)888-1990	9207 AVON Rd. Boise, MD 15704				
10 Bream, Rea	107077	F	06/19/1991	(555)888-3123	643 BARCLAY Blvd. Wendell, MD 15704				
10 Burns, Callum	107938	M	01/06/1991	(555)888-1821	9182 BIRCH COVE Blvd. Carle, MD 13257				

A paper copy of the roster can be printed using the Print button at the top of the tab. A PDF will then be generated of the roster.

Clicking on the name of a student in the roster provides a shortcut to that student's Student Information > General tab set.

Teacher: Administrator, System
Term(s): 1 2 3 4
Period(s): 02

Section Roster Report
1019y-3: AP Lit/Comp B

Page 1 of 1

Active Students: 14 Males: 5 Females: 9

Name	Student	Gender	Home Phone	Address
12 Goshawk, Lottie	114554	F	(555)781-5142	7184 ENGLISH Ave. E. Caldwell, MD 13257
12 Graulich, Nicola	114772	F	(555)889-2653	1276 EUROPA Ave. E. Carey, MD 14161
12 Gresham, Hikaru	114906	M	(555)888-4468	9389 EVERTON Ave. Emmett, MD 15704
12 Grimm, Eshana	114967	F	(555)888-9545	6713 EXECUTIVE Ave. Nezperce, MD 14161
12 Grooves, Micalera	115044	F	(555)781-8354	2527 FAIRLANE Ave. McCall, MD 14378
12 Hashagen, Pascale	115991	F	(555)752-6424	4140 FRANKLIN Rd. McCall, MD 14378
12 Hattinger, Yusuke	116044	M	(555)844-8990	6497 FRANKLIN Rd. Moscow, MD 14161
12 Haumann, Leslie	116104	M	(555)889-2246	3450 FREMONT Rd. Shelley, MD 14378
12 Hensman, Amancleep	116759	M	(555)319-1582	2588 Georgeson Bay Rd. Pottatch, MD 14161
12 Heppner, Daley	116794	M	(555)664-8438	6276 Georgeson Bay Rd. Pottatch, MD 14161
12 Holzberger, Dhanuja	117734	F	(555)663-4695	810 GRIGGS Blvd. Weippe, MD 13749
12 Hornberger, Elariah	117863	F	(555)442-9730	7891 GROVE Blvd. Kuna, MD 14378
12 Ivens, Josie	118430	F	(555)455-0741	6949 HATHWAY Blvd. Malad, MD 13257
12 Jeckell, Chantal	118587	F	(555)664-9188	7780 HAZEL Blvd. Riggins, MD 13749

Dropped Students: 0 Males: 0 Females: 0

Name	Student	Gender	Home Phone	Address
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Instruction: Attendance, Roster, Seating Chart

GRADE SUBMISSION

OVERVIEW

The Grading by Task/Student options give teachers an opportunity to add comments or modify percentages and letter grades. Grades can be posted from the Gradebook view as well.

Grades can only be posted to open (or active) grading tasks/standards. If a task is selected that has no visible dropdown selections, the task is not active for grading at this time. The district's Campus administrator will need to open the Grading Window before grades can be posted. Teachers can assign grades to grading tasks for the entire class roster (Grading by Task) or for one student at a time (Grading by Student).

OBJECTIVES

At the end of this lesson the learner will be able to:

- Enter grades and scores using Grading by Task and/or Grading by Student.
- Enter canned comments.
- Enter freehand comments.

Navigating to the Grading Options

1. Select the School and Section for which to submit grades by choosing from the dropdown list
2. From the Index, expand the Instruction folder by clicking the plus (+) sign or by clicking on the name of the folder.
3. Select the Grading by Task or Grading by Student folder.

Using the Grading by Task Option

1. After selecting the Grading by Task from the Index, select the task to be graded from the dropdown list. A list of students will appear. This list will be all students in the chosen section.
2. If the user is mass-filling grades, they can choose the score from the pull-down menu and choose Fill All. If the user has incorrectly filled a number of scores, they can erase the scores with Fill Empty.
3. If the Task is a Standard or based upon a Rubric, choose the correct score from the dropdown list.
4. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
5. Select the score to assign to the student by clicking in the dropdown list.
6. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
7. Click the Save icon when finished entering comments or modifying grades.

4002-1 Pre-Algebra I
Teacher: Staff
Grading By Task
Save
Task: Q1 - CAG1 Knows SQL select, update statements
Score: [Fill All] [Fill Empty]

Name	Score	Comments
09 Armstrong, Angela M #712239	3	
09 Basinger, Eireen K #734100	4	
10 Cross, Bobbie S #733816	4	
09 Drumm, Grant J #507282		
12 Fryer, Quinn J #717469		

Fill Scores
Q2 - Mid Quarter
Task: Q2 - Mid Quarter
Score: [Fill All] [Fill Empty]



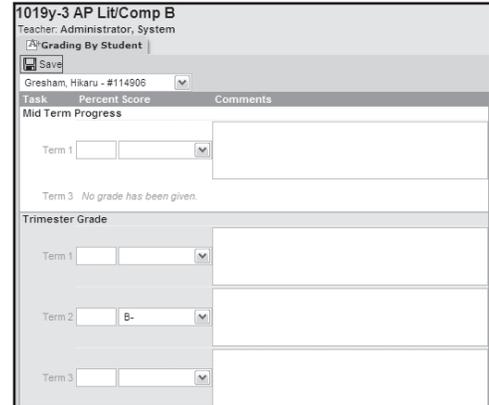
Grades submitted by the teacher will be available for viewing on the administrative side of Campus on the students' grades tab and in the Portal as soon as they are saved. If changes are needed, Teachers can change the score as often as needed, as long as the task is still available for grading (is active) in the dropdown list.

Grading by Student and Grading by Task. When a district uses standards-based grading, the Grading by Task and Grading by Student editors will automatically display standards in a hierarchical manner. The rubric associated with the standard may be displayed within the Grading by Task and Grading by Student. Fill-down functionality is also provided. The preference-controlled display of a student's photo is available to be displayed.

Instruction: Grade Submission

Using the Grading by Student Option

1. After selecting the Grading by Student option from the Index, select the student to be graded from the dropdown list. Available tasks for grading will appear.
2. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
3. Select the score to assign to the student by clicking in the dropdown box.
4. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
5. Click the Save icon when finished entering comments or modifying grades.



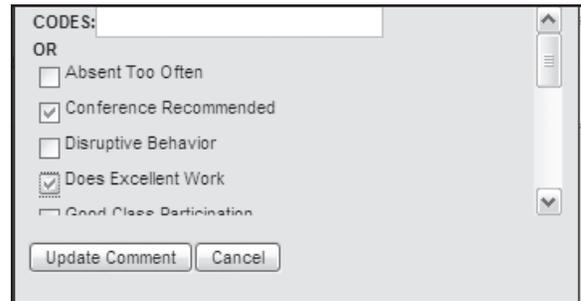
Use canned comments:

When Grading By Task or Grading By Student this options allows the teacher to select from a list of canned comments that were entered in System Administration>Grading & Standards> Grading Comments.

Using the Canned Comments Feature

Canned comments are available for both the Grading by Task and Grading by Student tools if the preference to use canned comments was set in System Administration preferences. Comments are created by district or school administration.

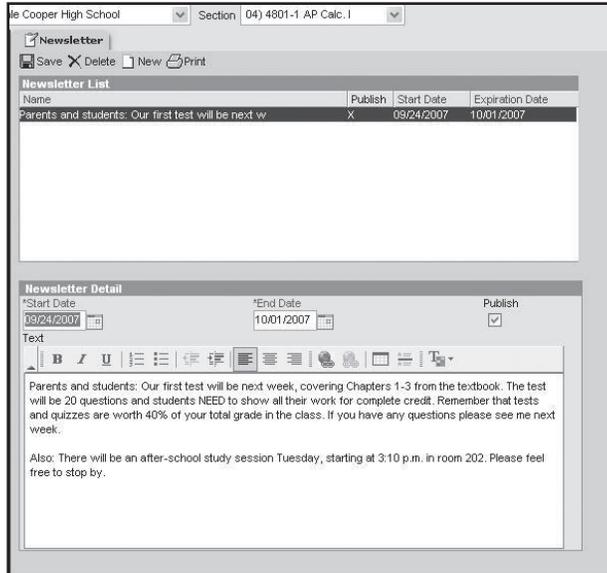
1. When assigning grades, select the paper icon to the right of the comments field. A Comment selection window will appear.
2. Canned comments may be selected by entering the code (if codes have been entered for the grading comments, they are listed before the text of the comment) or by selecting the checkbox to the left of the comment.
3. Click the Update Comment button to add the comment to the student's comment field.
4. To add multiple comments at one time, either select the appropriate checkboxes next to the comment OR enter the codes for the comments by typing without spaces the code number, a comma and the second code number (Example: 123,456). The related comments will display in the Comments fields.
5. Any checkboxes selected will be ignored if a code is entered into the code field.



TEACHER NEWSLETTER



The Teacher Newsletter allows instructors to communicate with students and parents through the Campus Portal. The Newsletter reduces the need for teachers to print announcements and eliminates the risk of the student losing the physical notice.



Creating a Newsletter for the Campus Portal

Teachers can provide assignment information, class directives and other pertinent information regarding the course and section selected. These messages can be updated as needed by the instructor.

To create a course/section Newsletter

1. Choose the Instruction icon from the Index.
2. Select Newsletter.
3. Choose New.
4. Enter (or choose from the calendar) the date that you wish the newsletter to publish.
5. Enter an End Date on which the notice will disappear.
6. Click the Publish checkbox.
7. Use WYSIWYG formatting options to text, making hyperlinks and using tables.
8. Click Save.

Viewing Newsletters in The Portal

The link for the Newsletter is available as a date hyperlink within the student's schedule and appears as a PDF.

Dimitri Alievell's Schedule for 08-09 Harrison High School			
<input type="checkbox"/> Click on Class Name for Current Assignments and Scores <input type="checkbox"/> Click on Teacher Name for Email <input type="checkbox"/> Click on Date for Current Newsletter			
	Term 1	Term 2	Term 3
01	5310-1 Latin I A (Day A, B) Administrator, System 01/26/2008 (more) Rm: V		1300-7 Integrated Math III A (Day A, B) Becker, David Rm: _____ 5310-1 Latin I A (Day A, B) Administrator, System 01/26/2008 (more) Rm: _____
02	6560-1 Varsity Orchestra A (Day A) Rm: _____ 6620-1 Varsity Choir A (Day B) Rm: _____		1350-7 Integrated Math III B (Day A, B) Becker, David Rm: _____ 5310-1 Latin I A (Day A, B) Administrator, System 01/26/2008 (more) Rm: _____ 6570-1 Varsity Orchestra B (Day A) Rm: _____ 6630-1 Varsity Choir B (Day B) Rm: _____
03	Empty	2350-4 US History B (Day A, B) Blackmore, David Rm: _____	1350-9 English 11 B (Day A, B) Abra, Dean Rm: _____
04	2300-4 US History A (Day A, B) Blackmore, David Rm: _____	Empty	3300-8 English 11 A (Day A, B) Blackman, Dave Rm: _____
ACT Empty			



Newsletters are an option that needs to be enabled by the system administrator in the Portal options setup in System Administration.



Instruction: Teacher Newsletter

TEACHER MESSENGER



OVERVIEW

The Messenger in Campus allows users to communicate easily and quickly with families via email. Teachers can send emails to families regarding failing grades in addition to regular messages (e.g. reminders about field trips, testing or needed supplies).

OBJECTIVES

At the end of this lesson, learners will be able to:

- How to send a notification regarding failing grades.
- How to send a general notification.

Navigating to the Messenger

1. Select the School and Section for which to send messages for by choosing from the dropdown lists in the Campus toolbar.
2. From the Index, expand the Instruction folder by clicking the plus (+) sign or the name of the folder.
3. Select the Messenger folder.

The Failing Grades Messenger

Teachers can select the grades that are considered failing, and determine whether to pull calculated grades (assignment grades) or posted grades (grading task grades) and send messages based upon the grades selected.

Once a failing score has been sent, it will not be sent again for the same task/term.

Creating a Failing Grades Message

1. After selecting the Failing Grades option from the Instruction Messenger folder, review the message that will be sent in the Message Preview field. This message cannot be edited by teachers.
2. Teachers can enter their own comments in the Teacher Comments field. This comment will be placed on each message that is sent.
3. To review the messages that will be sent, click the Preview Notices button.

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]'. Below this is a 'Teacher Comments' text area and a 'Preview Notices ->' button. The 'Delivery Devices' section has 'Inbox' and 'Email' checked. The 'Duplicate Message Fitting' section has 'Allow Repeat Messages' unchecked. The 'Would you like to use grades from Gradebook or posted grades?' section has 'Gradebook' selected. The 'Which grades would you like to filter on?' section has 'All Scores' selected. The 'Select Students' section has 'Toggle Students' checked. The 'Select Tasks' section has 'Term Q3' selected, with 'Q3 - Quarter Grade', 'Q3 - Progress Grade', and 'Q4 - Semester Grade' also selected.

Instruction: Teacher Messenger

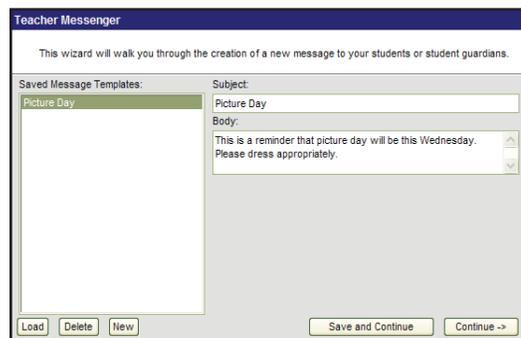
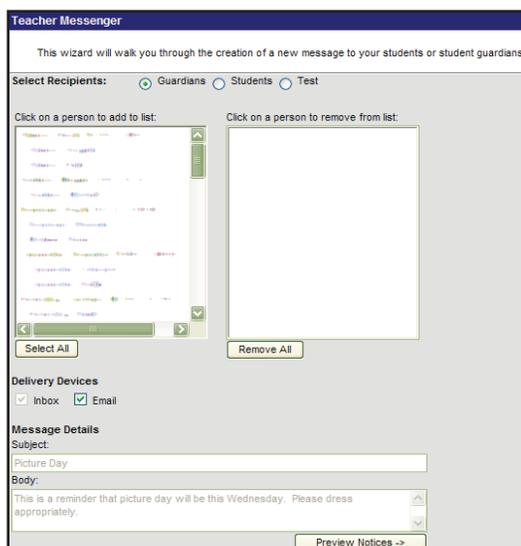
4. Determine the Delivery Devices. The email preference will be selected for all users.
5. Select which grades to use - Gradebook or Posted Scores. Gradebook scores come from assignment scores and use the percentage that is calculated in the gradebook. Posted Scores are based on grading tasks (e.g. quarter grades).
6. Select which grades on that are considered failing and should appear in the report. Place a check next to the numerical grade, percent or letter grade that is considered failing.
7. Select which students to list on the report. Only those students in the selected section in the toolbar will be listed. Only those students checked that have failing grades will be sent a notice.
8. Select the term and task to include in the notice.
9. Click the Preview Notice button.
10. The next page will provide a total number of recipients that will receive the message. To preview the recipients click the Review Recipients button.
11. To send the message, click the Send Message button. The message will be sent to the guardians of the students.

The Teacher Messenger

The Teacher Messages Wizard allows teachers to send messages to their students and/or parents of their students. Teachers can create message templates and then re-use the message between sections.

Creating a Message

1. Create or select a message template. Saved message templates can be selected (highlighted) and then loaded by clicking the Load button. The subject and the body of the message will then be listed.
2. To save the message and continue with the wizard, click "Save & Continue". To continue with the wizard, click Continue.
3. Select the recipients of the message - Guardians or students. Teachers can also test the message delivery before sending.
4. Select the persons to add to the message list. If guardians are selected, their names will appear

Instruction: Teacher Messenger

below the students' names. If students are selected, only their name will show. Click on their name to move them from the first column into the second column. To select all individuals listed, click the Select All button.

5. Verify that the Delivery Device is set to Email.
6. Review the Message Details for verification purposes.
7. Click the Preview

Notices button.

This will display the total number of recipients.

8. To review the recipients of the message, click the Review Recipients button. To send the message, click the Send Message button. The message will be sent to the individuals listed.

Message Preview

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

Subject: Picture Day
Body: This is a reminder that picture day will be this Wednesday. Please dress appropriately.

Recipient Count: 1
Phone Count: 0
Email Count: 0

Review Recipients Send Message -->



Instruction: Teacher Messenger