



MESSAGE
CENTER



Infinite Campus

Message Center Steps: how to send messages to
parents and students



Instruction

Control Center

Grade Book

Attendance

Message Center

Roster

Seating Charts

Student Groups

Post Grades

Assignment Overview

Standardized Test

Course Requests

Control Center

20-21 A. Vito Martinez Middle - Semester 1



SECTIONS

ATTENDANCE

ASSIGNMENTS

1
MATH - 1

18/19

Score (2)

3B
HON MATH - 3

Take
21 Students

Score (3)

3C
HON MATH - 3

Take
21 Students

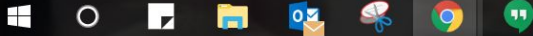
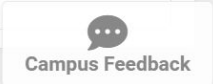
Score (3)

4
MATH - 4

Take
28 Students

Score (4)

Click here





Instruction

All Items Process Alerts Announcements

New Select All Remove Search Sort by: Sticky

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Message Center (1)

 District Announcement All Staff users should utilize a Valley View School District 365U issued device to access the Infinite Campus Student Information System. By logging in to Infinite Campus Student Information System you agree to not re-disclose or provide access to the data within the system, except as authorized by your job duties and in compliance with Valley View School District 365U polices and federal and state laws. 01/31/2020

Create a new message or select an existing message template saved to your user account or user group(s).

Message Type

Class Message

User/User Group

User

Template

<new>

Delivery Details

Delivery Devices

Inbox Email

Delivery Date

09/24/2020

Inbox/Email Delivery Time

11:19 am

Reply to Email

ACMessenger@vvsd.org

Message Details

Delivers to ICMessages

Delivers to parent email

Change to your email

Message Details

Message Subject

Add Email Attachment

Message Body



Type message

can add up to
one attachment
* only if you send as email

can use to
personalize

Add Email Attachment

Message Body



step 1

A green arrow points from the text 'step 1' down to the font face icon in the toolbar.

step 3
choose
what you
want

Select The Field To Insert

- ▼ Student
 - Demographics
 - personID
 - stateID
 - otherID
 - additionalID
 - studentNumber
 - personGUID
 - identityID
 - effectiveDate
 - lastName
 - firstName
 - middleName
 - suffix

Insert Campus Field

Select The Field To Insert

- ▼ Student
 - Demographics
 - School Boundaries
 - School Calendar
 - School
 - District
 - Learner
 - Census
 - Health
 - Behavior
 - Attendance
 - Assessment
 - Grading
 - Learner Portfolio
 - Locker
 - Fee
 - Transportation
 - Activities
 - Campus Usage
 - FRAM
- ▼ Teacher Messenger
 - courseName
 - teacherDisplay
 - portalURL

step 2

A red arrow points from the text 'step 2' to the 'Demographics' field in the list.

when you are done
writing your message



Class message: Step 2

Recipients

All recipients from section(s) Specific recipients from section(s)

Section(s)

Select All [Expand All](#)

Term Semester 1

1) MAT701-1 MATH

3B) MAH701-3 HON MATH

4) MAT701-4 MATH

Term Semester 2

Recipients

Student Messenger Contacts Students

select to send to parents

select to send to students

send to all

send to specific students

choose class

select



Back

Next

Close

Delivery Summary

Delivery Date: 09/24/2020
Inbox/Email Delivery Time: 11:26 AM
Recipient Count: 19
No Devices: 0
Process Inbox: 19
Email: 15

if it wasn't delivered to an email
↓ what your message looks like

Message Preview

Message Subject: SAMPLE

Message Body:

This is my sample message. student.firstName you need to remember to turn in your document when you are done. This is just a test.

If you are sending to parents...

I wanted to let you know that student.firstName forgot to complete the hw. If student.he_she completes it have them turn it in on google classroom.

Thanks! - Mrs. G
guajardojj@vvsd.org

Click to send!

Back

Send

Review Recipients

Close

If you have any further question feel free to send me an email! I will do my best to help you.

guajardojj@vvsd.org

HELP!

