

# Sending a Message to Student and Parents with Infinite Campus 2014-2015



1. Login <https://campus.u-46.org/campus/u46.jsp>

2. Make sure you are on **Campus Instruction Beta**

3. Make sure you are on the correct school year and school. Here is my example:

**14-15 STREAMWOOD HIGH SCHOOL** If you are on the incorrect school or year, click on the school and select the correct school and year.

4. Click on **Message Center**

5. Click on **New**

6. Select the type of message. In my example, I want to send a welcome message to my students, so I select **Class Message**.

Message Type

Class Message
<b>Class Message</b>
Grades Message
Missing Assignment Message

If I wanted to send a message about grades, I would select **Grades Message**.

If I wanted to send messages about missing assignments, I would choose **Missing Assignment Message**.

7. Next, select **user**:

User/User Group

User
<b>User</b>
*Streamwood HS
Grade Book Beta
Teacher
Teacher Requests

8. Since I am writing a new message, I will select new for template:

Template

<new>
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9. Here are the delivery details:

<b>Delivery Details</b> Delivery Devices <input checked="" type="checkbox"/> Inbox <input checked="" type="checkbox"/> Email Delivery Date 08/18/2014 Inbox/Email Delivery Time 7:30am Sender's Email GregAnthony@u-46.org	<b>Devices:</b> Inbox means the message will be send to the students and parents IC accounts (if you select both). Email means it will be sent the parents and students email accounts (if you select both). All u-46 students will be getting a gmail account.  Date and Time: You can select these.  Parents and students can respond to your emails. This is new this year.
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10. Type in your message details. Here is my example.

**Message Details**

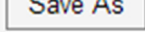
Message Subject  
Welcome to Class


Message Body

Dear Students,  
I am looking forward to meeting you on the first day of school. I want you to have a very successful year in my class. I have many resources to help you. Please check out our class website at <http://schools.u-46.org/index.pl?jid=2990>.  
Sincerely,  
Mr. Anthony

Please note you can make links in the message, but you cannot attach files. However, you can attach files to assignments in your Grade Book.

If you want to attach a file to your message and not put it in your grade book, you can attach a link to your Google drive as long as you share the document with everyone.

11. Since I want to save this message for next year, click  .

12. Fill this out  and your message will be saved as a template.

User/Group  
User

Template Name  
Welcome to My Class

Next time you want to send this message, select it in Step 8.

13. Click  .

14. Select your Recipients

<p><b>Recipients</b></p> <p><input checked="" type="radio"/> All recipients from section(s) <input type="radio"/> Specific recipients from section(s)</p> <p>Section(s)</p> <p><input checked="" type="checkbox"/> Select All <a href="#">Expand All</a></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Term Q1</li><li><input checked="" type="checkbox"/> Term Q2</li><li><input checked="" type="checkbox"/> Term Q3</li><li><input checked="" type="checkbox"/> Term Q4</li></ul> <p>Recipients</p> <p><input type="checkbox"/> Guardians <input checked="" type="checkbox"/> Students</p>	<p>I want to send this welcome message to all my students, so I select <b>All</b>. If I only wanted certain students, I would have selected <b>Specific</b>.</p> <p>If I wanted only some classes, I would have selected <b>Expand All</b> and pick those classes.</p> <p>I only wanted the message to go to my students, so I checked <b>Students</b>. You can check both parents and students or only parents.</p>
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15. Click  .

16. Look at the Delivery Summary:

Delivery Summary		This means that all my students have and IC account or an email account.  This is the number of email accounts that will receive this message.
Delivery Date:	08/08/2014	
Inbox/Email Delivery Time:	07:30 AM	
Recipient Count:	239	
No Devices:	0	
Process Inbox:	239	
Email:	20	

17. Click on [Review Recipients](#) to see who is going to receive your message.

18. Students are listed in blue. If I selected parents, they would be listed in black. Here is my example:

#### Review Recipients

<input checked="" type="checkbox"/>	Recipient Name ▲	Student Name	Section	
<input checked="" type="checkbox"/>	████████ Christian <input checked="" type="checkbox"/> Process Inbox	████████ Christian	MA320HN1-3 HON ALGEBRA 3-4	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	████████ Dede <input checked="" type="checkbox"/> Process Inbox	████████ Dede	MA310GE1-3 ALGEBRA 3-4 W/SUPPOR	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	████████ Leena <input checked="" type="checkbox"/> Process Inbox	████████ Leena	MA670AP1-2 AP STATISTICS	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	████████ Kaitlyn <input checked="" type="checkbox"/> Process Inbox	████████ Kaitlyn	MA310GE1-3 ALGEBRA 3-4 W/SUPPOR	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	████████ Anthony <input checked="" type="checkbox"/> Process Inbox	████████ Anthony	MA670AP1-2 AP STATISTICS	<a href="#">Preview</a>

Note: You can unselect students to receive the message from this screen.

19. Click [Close](#).

20. Click [Send](#).

21. You will see this message.

#### Class Message: Step 3

Your message has been sent successfully.

22. If you want documentation that you sent a message, check the following:

Select delivery devices and view a log of messages sent, if desired.

No Devices  Inbox  Email

23. Click on [View Log](#) and print the document that is generated or save it.

