

Messages (Portal)

August 2015

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Messages (Portal)

Messages Display

This document is written for use by parents. Districts can choose to provide this information to their parents or use it as a guide for creating district-owned documentation.

PATH: *Campus Portal > Family > Messages*

The **Messages tab** is selected by default. Its contents are divided into three sections: District Notices, School Notices and the Inbox. If a section contains no information it will be closed by default.

The screenshot shows the Infinite Campus portal interface. At the top, it says 'Campus Portal' and 'SELECT A STUDENT'. The user is logged in as 'Welcome Brenda Student' with a 'Sign Out' button. The left navigation menu includes 'Family', 'Messages 2', 'Discussions', 'Household Information', 'Family Members', 'Calendar', 'Fees', 'Payments', 'Food Service', 'Applications/Forms', 'To Do List', and 'User Account'. The main content area is divided into three sections: 'District Announcements - 2 messages (1 new)', 'School Announcements - 2 messages (1 new)', and 'Inbox - 0 messages'. A sample message is shown under School Announcements: '[02/10/2015 Harrison High] NEW Due to extremely cold temperatures and slick conditions, Harrison High has cancelled school for Tuesday, February 10th. Please stay safe and warm!'. At the bottom, there is a 'Go Mobile - Need Your District ID?' banner with logos for the App Store, Google Play, and Amazon Appstore, and a green 'Get Your District ID' button.

Messages

A count of all messages is noted next to the message type. An indication of new messages since the last visit will appear in the left hand navigation pane. The new message is also noted by a NEW flag and the message toggle field lists the number of new messages in that section.

To view a new message in the Inbox, click the Subject of the message.

The screenshot shows the parent portal interface. On the left is a navigation menu with items like Family, Messages (1), Discussions, Household Information, Family Members, and Calendar. The main area displays a list of message categories: District Announcements (2 messages), School Announcements (2 messages), and an expanded Inbox (1 message, 1 new). The inbox table has columns for Date and Subject, with one entry: 02/10/2015 Missing Assignment. A red box highlights the subject, and a red arrow points to the expanded message view below. The message view shows the subject 'Missing Assignment', the date '02/10/2015', and the content: 'Your student Andrew has the following missing assignments.' followed by a bulleted list: 'AP Calculus -- Graphs Worksheet' and 'AP Calculus -- Trigonometric Functions Worksheet'. It also includes a link to the parent portal: 'Please sign into your school's parent portal at <http://www.infinitecampus.com> to find more information.'

Example of a Inbox Message

Messages Display

Notices are sorted by start date and display until the expiration date is reached.

The **Inbox** displays student related messages ordered from newest to oldest. The type of messages depend on the schools' use of Campus Messenger. Possible messages include missing assignment notices, failing grade notices, attendance notices, behavior notices, surveys and general information notices.

Users can view notices at anytime by selecting the **Messages** tab or by clicking the **Home** button in the top right of the Portal.