

Using the Message Center in Infinite Campus

The message center in Infinite Campus provides you three different options in order to communicate with parents.

Class Message: The teacher has the ability to create and send teacher created messages to parents/guardians or students through the portal or email.

Grades Message: The teacher has the ability to communicate in-progress or posted grades to parents/guardians or students through the portal or email through an Infinite Campus canned message.

Missing Assignments Message: The teacher has the ability to communicate any assignments marked as Missing in the grade book through a canned report to parents/guardians or students through the portal or email.

The below directions will walk you through how to create and send each type of message.

Class Message

1. Log into the Infinite Campus Staff Portal. Select the Message Center in the left column.
2. In the main window of the Message Center, click New.
3. Message Type should be set to Class Message.
4. User/User Group should be set to User.
5. Template will be set to <new>.
6. Delivery Details should have Inbox and Email checked. By checking Inbox, your message will be sent to the parent/guardians/students portal account. By checking Email, any parent/guardian/student that has a valid email address on file will receive the message.
7. Delivery Date and Inbox/Email Delivery time allow you to schedule when the message will be sent.
8. Sender's email can be left to noreply@mayfieldschools.org or changed to your email address.
9. Under Message Details you will enter a Message Subject. You must have a Message Subject or the system will not let you proceed.
10. You may add an Email Attachment. This attachment will only go to those people who have valid email addresses. Attachments are not sent to the Portal accounts.
11. In the Message Body, you will type the message you wish to send to your parents/guardians/students.
12. Click Next after typing your message.
13. The recipients screen allows you to select who will receive the message. You can choose all recipients from a section or specific recipients.
14. Select which section you would like to send the message to by expanding the quarter (click the arrow to expand the quarter).
15. The recipients tab allows you to select Student Messenger Contacts, Students or Both. Student Messenger Contacts are parents/guardians.
16. Click Next. The Delivery Summary screen will appear and give you a summary of who will receive the message. If you click Review Recipients in the bottom right corner, you can see exactly who is receiving the message and where they are receiving the message.
17. Click Send and the message will be sent.

****** When using the Grades Message or Missing Assignment Message you will see an Allow Repeat Messages. If checked you will be able to notify a parent/guardian/student that they are receiving a particular grade or missing assignment more than once. If I am a student and I am missing Classwork #1, if allowed repeat messages is checked, I can be notified multiple times that Classwork #1 is missing. If Allow Repeat Messages is not checked, I will only receive one message for that particular assignment. ******

Grades Message

1. Log into the Infinite Campus Staff Portal. Upon logging into the Staff Portal, you are at the Message Center.
2. In the main window of the Message Center, click New.
3. Message Type should be set to Grades Message. Upon selecting Grades Message you will be asked if you wish to load the message template, click Yes.
4. User/User Group should be set to User.
5. Template will be set to <new>.
6. Delivery Details should have Inbox and Email checked. By checking Inbox, your message will be sent to the parent/guardians/students portal account. By checking Email, any parent/guardian/student that has a valid email address on file will receive the message.
7. Delivery Date and Inbox/Email Delivery time allow you to schedule when the message will be sent.
8. Sender's email can be left to noreply@mayfieldschools.org or changed to your email address.
9. Under Message Details you will see that Grades Message has already been entered as the message subject.
10. The Message Body will have the Infinite Campus created template already put into place. You are able to edit the template if you wish. Do not remove the Infinite Campus fields, otherwise the message will not work.
11. Click next to proceed to the Student selection screen.
12. Choose which section you would like to work in.
13. Choose All Students or Specific Students.
14. Choose In-Progress Grades. Parents/guardians/students already receive a message when grades are posted.
15. Expand the box under Select Grades by clicking the arrow next to the name of your grading scale. You are now able to select any grade from the grading scale you are using.
16. Expand the Grading Tasks by clicking the arrow next to Grading Tasks. Select which grading task you are working in.
17. Click Next.
18. The Delivery Summary screen will appear. Your delivery summary will be based on the grade selected in the Select Grades portion of building the message. If you click Review Recipients, you will be able to see who is receiving the message as well as preview what the message will look like. In the review recipients screen you will click close to go back to the Delivery Summary screen.
19. Click Send to send the Grades Message.

Missing Assignments Message

1. Log into the Infinite Campus Staff Portal. Upon logging into the Staff Portal, you are at the Message Center.
2. In the main window of the Message Center, click New.
3. Message Type should be set to Missing Assignments Message. Upon selecting Missing Assignments Message you will be asked if you wish to load the message template, click Yes.
4. User/User Group should be set to User.
5. Template will be set to <new>.
6. Delivery Details should have Inbox and Email checked. By checking Inbox, your message will be sent to the parent/guardians/students portal account. By checking Email, any parent/guardian/student that has a valid email address on file will receive the message.
7. Delivery Date and Inbox/Email Delivery time allow you to schedule when the message will be sent.
8. Sender's email can be left to noreply@mayfieldschools.org or changed to your email address.
9. Under Message Details you will see that Missing Assignments Message has already been entered as the Message Subject.
10. The Message Body will have the Infinite Campus created template already put into place. You are able to edit the template if you wish. Do not remove the Infinite Campus fields, otherwise the message will not work.
11. Click next to proceed to the Student selection screen.
12. Under Students, select which Section you would like to work in.
13. Choose All Students or Specific Students.
14. You now have the ability to notify parents/guardians/students in regards specific assignments or all assignments.
15. Click Next.
16. The Delivery Summary screen will appear. Click Review Recipients to view who is receiving the message as well as preview the message if you wish. Any assignment marked missing will appear in the message to the student.
17. Click Send to send the Missing Assignments Message.