

School Choice Messenger [.2016-.2120]

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The School Choice Messenger walks a user through the process of creating a message than can be sent to inform a guardian of their student's School Choice application.

School Choice Messenger ☆
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School Choice Messenger

School Choice Messenger sends school choice status related messages to Messenger contacts based on the criteria selected. The Template Name and User/Group can be changed after selecting Save or Copy. Saved Templates retain Delivery Device and this tool. You must select Filter Criteria each time a message is sent.

User/Group: Template: Save Copy Delete


Enter the filter criteria for School Choice Messenger:

School <small>CTRL-click or SHIFT-click to select multiple</small> <ul style="list-style-type: none"> * Highland Park Senior High 2/3 Day Preschool - NHLC (Non Rpt) 2/3 Day Preschool - ZLE (Non Rpt) 5 Day Preschool - NHLC (Non Rpt) Adult Academic Program Armstrong Credit Recovery C & T OUT (Non Rpt) Cooper Credit Recovery Early Adventures - Neill Early Adventures- PLE Early Childhood (ECSE) ECFE - EPA (Non Rpt) 	Calendar <input checked="" type="radio"/> Next Year <input type="radio"/> List by school <input type="radio"/> List by year <small>CTRL-click or SHIFT-click to select multiple</small> <input type="text" value="Please choose a School"/>	
Grade Level <small>CTRL-click or SHIFT-click to select multiple</small> <input type="text" value="Please choose a Calendar"/>	Application Status <input type="text" value="Approved"/> <input type="text" value="Denied"/> <input type="text" value="Pending"/> <input type="text" value="TEST1"/> <input type="text" value="TEST2"/>	Acceptance Status <input type="text" value="Accepted"/> <input type="text" value="Accepted"/> <input type="text" value="Decline"/> <input type="text" value="Declined"/> <input type="text" value="Pending"/>

Delivery Devices: Inbox Email

Message Subject:

Message Body



Delivery Date:

Send Inbox/Emails at:

School Choice Messenger

School Choice Messenger Logic

School Choice messages are sent to contacts based on contact phone numbers and email

addresses marked to receive information on the Demographics tab. The General Messenger Preference needs to be marked in order to receive school choice messages.

Field Descriptions

The following fields appear on the School Choice Messenger for selection.

Field	Description
User/Group	Allows message templates to be saved to a user account or a user group. Assigning the template to a user group lets other members of that group see the template.
Template	Selection indicates the template that will be used when sending School Choice Messages. Create a new template by selecting the <new> option from the list.
School	Selection indicates which students enrolled in which schools receive messages. Additional filtering of students is done by selecting a calendar.
Calendar	Selection indicates which students enrolled in which calendars for which schools receive messages. A school needs to be chosen in order for this calendar list to be populated.
Grade Level	Selection indicates which students enrolled in which grade levels in the selected calendars and schools receive messages.
Application Status	Select which application statuses are included in the message. If no option is selected, applications without an approval status will be returned.
Acceptance Status	Select which acceptance statuses are included in the message.
Delivery Devices	Select where the messages are sent. <ul style="list-style-type: none"> • Inbox - The Inbox option is automatically selected. This option places a note in the parent's portal inbox that a new message is available. Infinite Campus strongly recommends leaving this option marked to ensure delivery to the guardian's with a Portal Account but no other delivery device marked for messages. • Email - The Email option sends an email to the student's and guardian's email address on record (entered in Census > Demographics).

Field	Description						
Sender's Email	<p>This field displays the email address that is automatically included in the message body for message recipients to reference.</p> <table border="1" data-bbox="400 360 1422 734"> <thead> <tr> <th data-bbox="400 360 858 499">If the "Use Sender's Email from Census as Sender's Email Address" checkbox is...</th> <th data-bbox="863 360 1422 499">Then this field displays the email address entered in....</th> </tr> </thead> <tbody> <tr> <td data-bbox="400 506 858 600">selected on the Email Settings tool</td> <td data-bbox="863 506 1422 600">Census > People > Demographics > Email</td> </tr> <tr> <td data-bbox="400 607 858 734">NOT selected on the Email Settings tool</td> <td data-bbox="863 607 1422 734">System Administration > Messenger > Messenger Preferences > Email Settings > Default Sender Email Address</td> </tr> </tbody> </table> <p>This field can be changed if the Allow Custom Sender's Email Address checkbox is marked on the Email Settings tool. Existing templates may display a different address if the the Allow Custom Sender's Email Address checkbox is marked and a user modified the Sender's Email field.</p>	If the "Use Sender's Email from Census as Sender's Email Address" checkbox is...	Then this field displays the email address entered in....	selected on the Email Settings tool	Census > People > Demographics > Email	NOT selected on the Email Settings tool	System Administration > Messenger > Messenger Preferences > Email Settings > Default Sender Email Address
If the "Use Sender's Email from Census as Sender's Email Address" checkbox is...	Then this field displays the email address entered in....						
selected on the Email Settings tool	Census > People > Demographics > Email						
NOT selected on the Email Settings tool	System Administration > Messenger > Messenger Preferences > Email Settings > Default Sender Email Address						
Message Subject	<p>This field determines the text that will display in the Subject Field of the email message.</p>						
Message Body	<p>This field is used to enter the message that will be sent. Use the WYSIWYG editor as needed and to add Campus Fields as necessary.</p> <div data-bbox="400 1256 1422 1379" style="background-color: #f8d7da; padding: 10px;"> <p>Do NOT copy attribute fields from another Messenger tool in Campus. The attribute fields are not the same.</p> </div>						
Browse and upload an email attachment	<p>Use this option to add an attachment to the message. Follow the onscreen prompts for locating and uploading an attachment.</p> <p>This option is controlled by an email preference set by the District Administrator and may not display in all districts.</p>						
Delivery Date	<p>The day on which the message should be sent.</p>						
Send Inbox/Emails at	<p>The time inbox and/or email messages will begin to be delivered.</p> <div data-bbox="400 1845 1422 2007" style="background-color: #d4edda; padding: 10px;"> <p>The time will save with the templates. If you want messages to always go out immediately after Send is selected, the template should be saved with this field blank.</p> </div>						

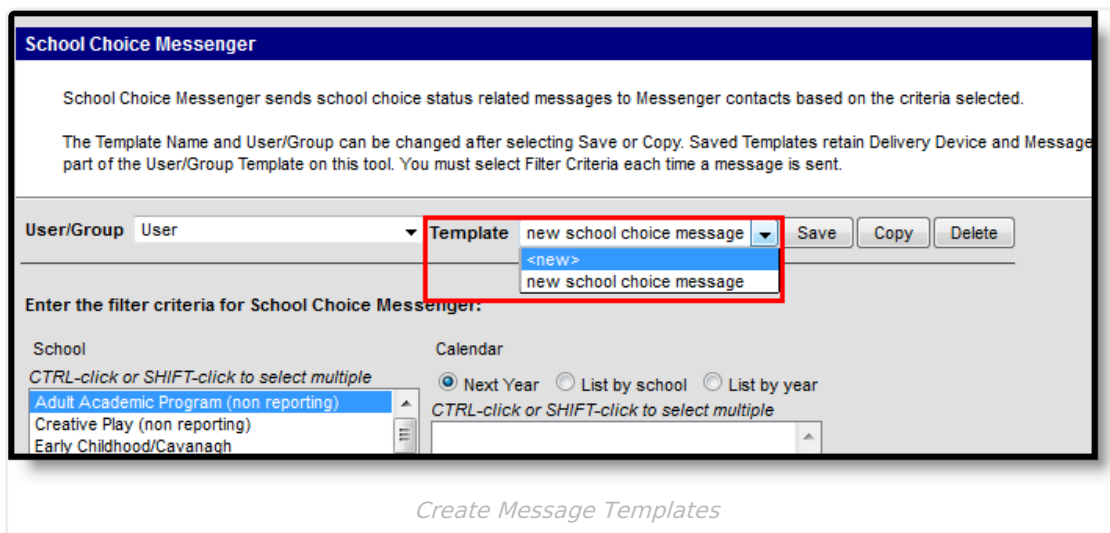
Create Templates

Create and use templates or create a one time use message as needed.

A district may want to create multiple messages for personalization from a school, an application status, etc. Templates can be saved only as text.

1. Verify the **<new>** value is displayed in the Template field.
2. Click the **Save** button next to the **New** field. A **Save/Copy Template** window displays.
3. Select the **User** or **Group** option from the dropdown list.
4. Enter the name of the **Template**. This name should be descriptive enough for all users to understand what sort of message is being sent.
5. Click the **OK** button.
6. Select the remaining criteria as desired for the message.
7. Repeat this process for each type of school choice message needed.

Templates can also be copied or deleted. Use the **Copy** and **Delete** buttons at the top of the wizard.



Send a School Choice Message

1. Select the **User/Group** option from the dropdown list.
2. Select which Template to use from the dropdown list. Or, enter message criteria as needed.
3. Select which **School(s)** to include in the report.
4. Select the **Calendar(s)** to include in the report.
5. Select the **Grade Levels** to include in the report.
6. Select the **Application Status** for which to generate notifications.
7. Select the **Delivery Devices**.
8. Click the **Preview Notices** button.
9. Click the **Review Recipients** button to display a list of individuals receiving the message.
10. Click the **Send Message** button to send the message to the recipients.

School Choice messages can also be reviewed using the [Sent Message Log](#) in the Messenger

module.

