

# Messages (Portal)

## Messages Display

**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 Messages 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 navigation menu on the left 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 school announcement is displayed: "[ 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 "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 'Messages' section of the Infinite Campus parent portal. On the left is a navigation menu with 'Family', 'Messages 1', 'Discussions', 'Household Information', 'Family Members', and 'Calendar'. The main area shows a list of message categories: 'District Announcements - 2 messages', 'School Announcements - 2 messages', and 'Inbox - 1 message (1 new)'. The 'Inbox' is expanded to show a table with columns for 'Date' and 'Subject'. A message from 02/10/2015 with the subject 'Missing Assignment' is highlighted with a red box. A red arrow points from this box to a larger 'Message' view below. The message view shows the subject 'Missing Assignment', the date '02/10/2015', and the body text: 'Your student Andrew has the following missing assignments.' followed by a bulleted list: 'AP Calculus -- Graphs Worksheet' and 'AP Calculus -- Trigonometric Functions Worksheet'. At the bottom of the message view, it says 'Please sign into your school's parent portal at <http://www.infinitecampus.com> to find more information.' and includes a 'Delete' button.

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.