

Infinite Campus Messenger with Voice

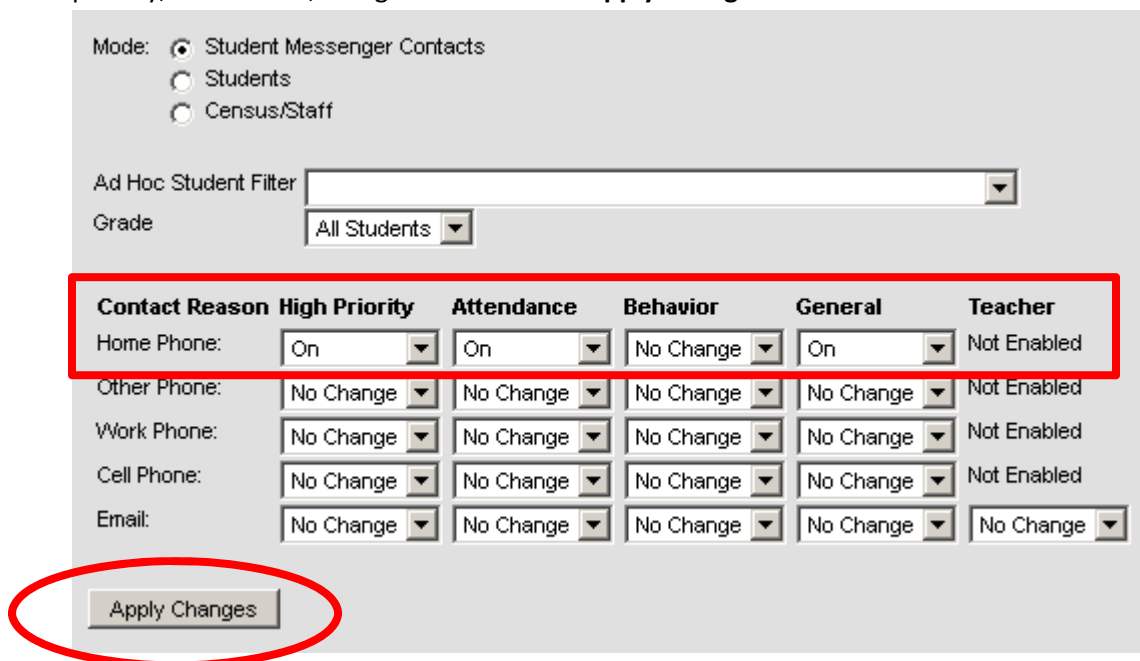
Steps for Scheduling a Parent Call using Text-to-Speech

Step 1: Use **Contact Preference Batch** to initiate calls despite contact preferences that may have been changed by the end user in the portal.

- Make sure that you have your school selected at the top in the drop-down box. (Note that if you do not have your school selected, you can make selections from the drop-down list, but the **Apply Changes** button is greyed out.)
- Path: **Index** tab > **System Administration** > **Messenger** > **Contact Preferences Batch**



- Select **Student Messenger Contacts**. Change the contact reason for the home phone **ON** for high priority, attendance, and general. Click the **Apply Changes** button.

A screenshot of the 'Contact Preferences Batch' configuration screen. At the top, there are radio buttons for 'Mode': 'Student Messenger Contacts' (selected), 'Students', and 'Census/Staff'. Below this is an 'Ad Hoc Student Filter' dropdown menu and a 'Grade' dropdown menu set to 'All Students'. The main part of the screen is a table with columns for 'Contact Reason', 'High Priority', 'Attendance', 'Behavior', 'General', and 'Teacher'. The 'Home Phone' row is highlighted with a red box, and its 'High Priority', 'Attendance', and 'General' columns are set to 'On'. Below the table is an 'Apply Changes' button, which is circled in red.

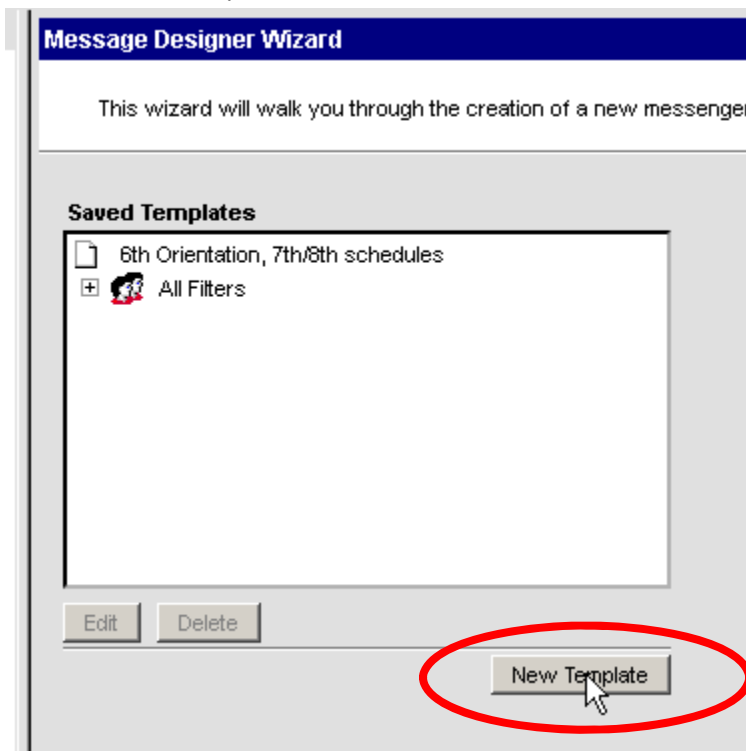
Contact Reason	High Priority	Attendance	Behavior	General	Teacher
Home Phone:	On	On	No Change	On	Not Enabled
Other Phone:	No Change	No Change	No Change	No Change	Not Enabled
Work Phone:	No Change	No Change	No Change	No Change	Not Enabled
Cell Phone:	No Change	No Change	No Change	No Change	Not Enabled
Email:	No Change	No Change	No Change	No Change	No Change

Step 2: Design your message using **Message Designer**.

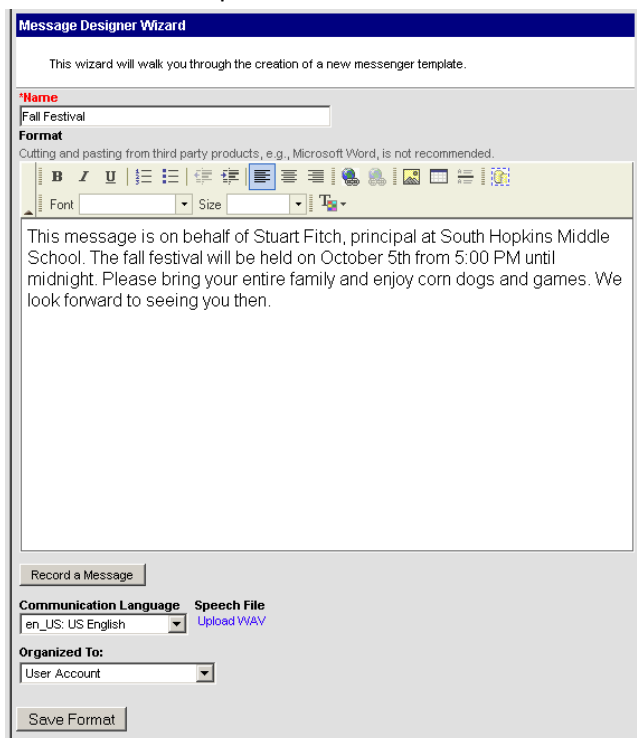
- Path: **Index** tab > **Messenger** > **Message Designer**
- Will you use text-to-speech (let the computer speak for you), or will you record your own voice? If you choose text-to-speech, make sure that you type the message just as it would be read by a computer. (For example, if you are listing a date range, do not use a hyphen. Use the word it represents instead.)

*More information regarding the **Message Designer** starts on page 68 of the Messenger PDF manual.*

- Click the New Template button.



- **Type your message.** Every call coming from the district will start with this prompt: “Please listen carefully to a message from Hopkins County Schools.” If you are using text-to-speech, type an introduction to explain who the call is “on behalf of”. Click the **Save Format** button.



Step 3: Build and schedule your message using **Message Builder**.

- Path: **Index** tab > **Messenger** > **Message Builder**

*More information regarding the **Message Builder** starts on page 63 of the Messenger PDF manual.*

Select the message you just typed under the Saved Templates section.

Message Builder

This wizard will walk you through the creation of a new message. Select 1 or more filters to specify the message recipients, and se

Saved Filters (select 1 or more)

- All Filters
- Check Failing Grades
- FRAM Read Eligibility
- MAP
- Principal
- State Published

Saved Templates (select 1)

- 6th Orientation, 7th/8th schedules
- Fall Festive 10-5-2012
- All Filters

Set Operation:

Deliver To: Student Messenger Contacts
 Message For Each Student
 One Message Limit
 Students

Language Filter:

Enrollment Filter: Message Only Active Students

Message Subject:

Message Type:

Delivery Devices: Email Phone

*Caller ID:

Start Delivery on:

Send Emails at:

Dial Window: until

- Select:**
1. Student Messenger Contacts
 2. One Message Limit
 3. English
 4. Message Only Active Students

- Type a Message Subject.
- Select:**
1. General Notification
 2. Email, Phone

- Select the date to send the message.
- Type in a time to begin sending messages.

The dial window is set through Messenger preferences for the district. You can leave this as is. Calls are set to attempt a redial two times after the first attempt in 60 minute intervals. If the interval falls outside the 9PM window, the attempt is aborted.