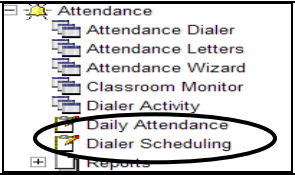
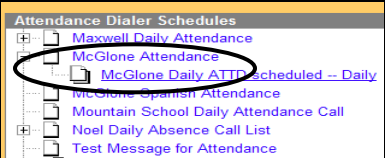
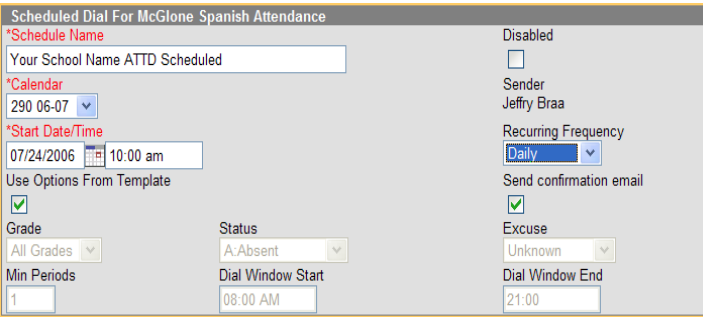
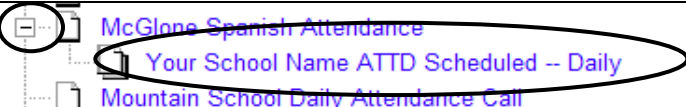
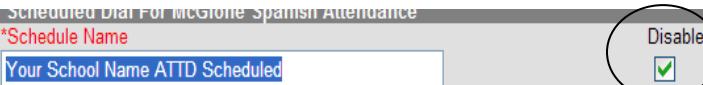




## Using the Scheduling Messenger

<p><b>Scheduling the Attendance Messenger*</b></p>	<p>*By using this Infinite Campus feature – you will lose the ability to preview the student’s to receive the attendance message.</p>																																				
	<p>1. Index &gt; Attendance &gt; <b>Dialer Scheduling.</b></p>																																				
	<p>2. Click to Highlight the attendance message in the list. You may have to click the + next to the group container to expand the list and find your message.</p> <p>It may take a few seconds to load.</p>																																				
	<p>3. You will need to enter the <b>Schedule Name.</b></p> <p><b>Verify:</b></p> <ul style="list-style-type: none"> <li>Your school <b>Calendar</b> is selected.</li> <li>Enter in the <b>Start date and Time</b> you want the Attendance Dialer to begin.</li> <li>In <b>Recurring Frequency</b>, select the appropriate setting from the drop down list. <b>Daily</b> (for Elementary) or <b>Hourly</b> (for secondary schools) is recommended.</li> <li>Leave <b>Use Options From Template</b> box checked to use settings created in Attendance Dialer template. You can view them in the field boxes in light gray.</li> <li>Click <b>Save.</b></li> </ul>																																				
	<p>4. The scheduled message will now be listed under the message template in the Attendance Dialer Schedules window.</p>																																				
	<p>5. You may disable the scheduled message if you want to stop it from calling daily by checking the Disabled box, and then click Save.</p>																																				
<p><b>Phone Numbers Used</b></p>																																					
<p><b>Index\Person\Demographics Tab</b></p> <table border="1"> <thead> <tr> <th>Messenger Preferences</th> <th>High Priority</th> <th>Attendance</th> <th>Behavior</th> <th>General</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td>* Household Phone: (303)123-4567</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other Phone:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Work Phone:</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Cell Phone:</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Email:</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>* Household phone preferences apply to all active members of this household.</p> <p><b>Located in the Bottom area of the Demographics tab</b></p>	Messenger Preferences	High Priority	Attendance	Behavior	General	Teacher	* Household Phone: (303)123-4567	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Phone:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cell Phone:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Email:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>Person and Household Phone numbers:</b></p> <p>Phone numbers used by the Infinite Campus Dialer are located in the Messenger Preferences area of the Demographics tab for the parent or guardian of the student. To make a change: Index &gt; Person &gt; Demographic tab. Or the Household phone.</p>
Messenger Preferences	High Priority	Attendance	Behavior	General	Teacher																																
* Household Phone: (303)123-4567	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																
Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																
Work Phone:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																
Cell Phone:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																
Email:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																
<p><b>Household Phone (Messenger Enabled)</b></p> <p>* Household phone preferences apply to all active members of this household.</p>	<p><b>Note* Household phone preference apply to all active members of this household when Household boxes are checked on the Index\Person\Demographics Tab.</b></p>																																				