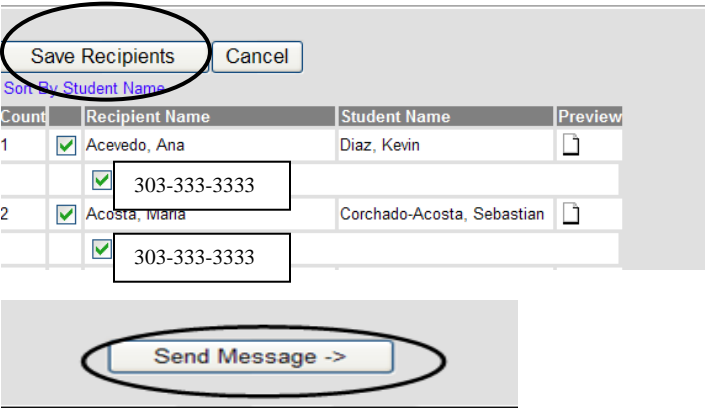
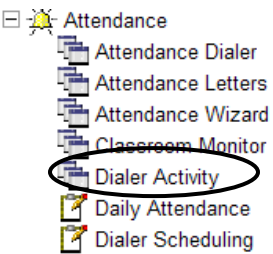
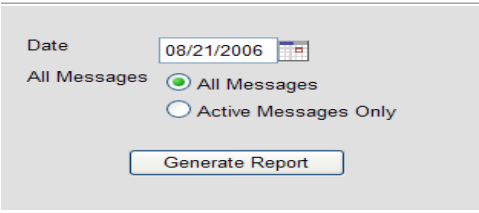
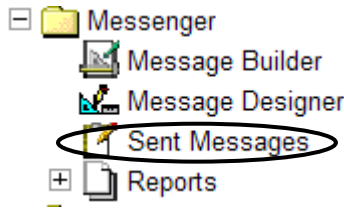


Using the Attendance Dialer -- Sending a Message

Using the Attendance Dialer	
	<ol style="list-style-type: none"> 1. Navigate to the Index > Attendance > Attendance Dialer link. 2. Select the appropriate template from the Dialer Templates box 3. Click the Use Template button.
<p>Dialer Information Note: Changes made here will not affect the saved Dialer Template.</p> <p>Name McGlone Attendance</p> <p>Grade: All Grades Status: A: Absent Excuse: Unknown Min Periods with status/excuse combo: 1</p> <p>Dial Start Time: 10:00 AM Dial End Time: 21:00 Limit delivery to guardians that speak: No Language Preference</p> <p>Delivery Devices: <input checked="" type="checkbox"/> Email, <input checked="" type="checkbox"/> Phone</p> <p>Effective Date: 08/21/2006</p> <p>Buttons: Test Message, Preview Notices -></p>	<ol style="list-style-type: none"> 4. Verify the template settings to make sure that all criteria is correct. Make sure the Effective Date is correct. 5. Click Test Message or Preview Notices buttons. <ul style="list-style-type: none"> • Test Message: allows user to enter a test phone number and email to verify the message. • Preview Notices: moves to window that displays message format in text for email message, or what an automated voice will say if the WAV option is not being used.
<p>Subject: Student Attendance</p> <p>Body:</p> <p>Hello, This is McGlone Elementary call your student [student.firstName] [student.lastName] on 08/21/2006. We need to know why you call our attendance line at 720-424-567 explaining the absence.</p> <p>Thank you, your child is important to us.</p> <p>Recipient Count: 0 Phone Count: 0 Email Count: 0</p> <p>Buttons: Review Recipients, Send Message -></p>	<ol style="list-style-type: none"> 6. Click the Review Recipients button, click this button and follow the directions at the top of the window that follows. <ul style="list-style-type: none"> ▪ (If message text needs to be changed, return to Attendance > Attendance Dialer, highlight message template and click the Edit button. Click Dialer format and edit text in the Attendance Wizard window)

Using the Attendance Dialer -- Sending a Message

<p>Uncheck the boxes next to recipients or devices to prevent those from receiving the message. Select Save Recipients when completed to save changes and return to the Message Preview. Select Cancel to return to the Message Preview without saving.</p> 	<ol style="list-style-type: none"> Uncheck the boxes next to the recipients or devices to prevent those from receiving the message. Select Save Recipients when completed to save changes and return to Message Preview. Selecting the Send Messages option will deliver the message to all intended recipients.
<p>Viewing the Dialer Activity</p>	
	<ol style="list-style-type: none"> Navigate to Index > Attendance > Dialer Activity link.
<p>View your dialer activity for a given date.</p> 	<ol style="list-style-type: none"> Enter the Date for which the dialer activity should be viewed by typing the <i>mmddyy</i> format or selecting the calendar icon to select a date. Select which messages to view- All messages or Active message Only. Click the Generate Report button. A screen will appear that will show which households were dialed for the date entered. To cancel messages that have not been completed, click the Cancel Selected or Cancel All buttons. This will stop delivery of the messages.
<p>Viewing Sent Messages</p>	
	<ol style="list-style-type: none"> Index > Messenger Folder > Sent Messages tool. Here, users can see which messages were sent on which day. To view the details of the sent message, select the subject from the Sent Messages Table.

Using the Attendance Dialer -- Sending a Message

Show top 10 messages on or before 06/26/2006

Subject	Created Date
Student Attendance	05/30/2006 11:00:00 AM
Student Attendance	05/30/2006 10:00:00 AM
Student Attendance	05/25/2006 11:12:00 AM
Student Attendance	05/25/2006 10:24:00 AM
Student Attendance	05/25/2006 09:54:00 AM
Student Attendance	05/24/2006 11:05:00 AM
Student Attendance	05/24/2006 10:00:00 AM
Student Attendance	05/24/2006 09:54:00 AM
Student Attendance	05/24/2006 09:04:00 AM
Student Attendance	05/23/2006 11:00:00 AM

Message

Subject: Student Attendance Type: Attendance

Created Date: 05/30/2006 11:00:00 AM Sent By: Jeffrey Braa

Attendance Date: 05/30/2006 Attendance Calendar: 290 05-06

[View Delivery Report](#)

Sent On: 05/30/2006 11:00:02 AM

Attendance Parameters:

Effective Date:	05/30/2006	Status:	Absent
Calendar:	290 05-06	Excuse:	Unknown
Grade Level:	All	Miss Periods:	1

Body:

Hello, This message is from Maxwell Elementary. We have it recored that you child student.firstName student.lastName is absent today attendanceDialer.effectiveDate . Please call the school at 303-576-6557 to let us k why your student is absent.

- Users can view the delivery report for each sent message. By clicking the **View Delivery Report** button, a printable report of the sent message and job details will appear.

Phone Numbers Used

Index\Person\Demographics Tab

Messenger Preferences

Contact Reason	High Priority	Attendance	Behavior	General
Other Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Located in the Bottom area of the Demographics tab

Person and Household Phone numbers:

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 > Person > Demographic tab. Or the Household phone.

Household Phone (Messenger Enabled)

Comments

Messenger Contact Preferences

Contact Reason	High Priority	Attendance	Behavior	General
Household Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To adjust the phone numbers called by the IC Dialer, check or uncheck the Attendance Box.