Using the Message Center in Infinite Campus  
(Sending messages to students and parents)

1. Click on **Message Center** - this can be found on the top left above Planner.

2. Select **New**

3. You can send 3 different types of messages:
   - **Class message**: this is a message that you create
   - **Grades message**: this will send a summary of the Student’s grades
   - **Missing Assignment**: This will email all students that have missing assignments and will list the missing assignment.  (denoted by M in Gradebook)

4. Select **Teacher**:

5. **Inbox**: this will deliver the message to the student’s inbox within Infinite Campus.  
**Email**: this will send the message to the Email on record.  
**Delivery Date/time**: you can set when you want the message to go out.  
*Great for those of you who are planners!*
6. You need to fill out the Message Subject and the body. You may also attach files here.

7. Click **Next:**

8. **Choose the recipients:** You can choose ALL recipients from the section or choose specific recipients:

9. Click **Next** again:

10. You will then have a chance to review your email before sending it.