

How to Send a SchoolMessenger Phone Message with Contacts

- Make sure you are in Firefox, not Chrome
- Choose your students from PowerSchool
- Click Message Sender (Under Functions on First Page)

New Broadcast

1 **Subject & Recipients** 2 **Message Content** 3 **Review & Send**

Specify a subject and select the desired message type for this message.

Subject

Type

Select your message recipients. You can also include yourself.

Recipients

This will be your screen. Subject will be your email subject line. Use General for everything except extreme emergencies. I always Add Me so that I get a copy of what I am sending.

Now for the bottom of the screen: Pull down Contacts & Guardians:

Recipients

| Actions | Recipient/List Name | Recipient Languages | Targets | Count |
|---|---|---------------------|---|------------|
| <input type="button" value="X"/> <input type="button" value="Eye"/> | <input type="button" value="Person"/> PowerSchool Selection List | English 753 | <input type="button" value="Contacts & Guardians"/> | 753 |
| Total | | | | 753 |

[Continue >](#)

This will open this screen. You only want to send to Guardians, the only time you would send to both would be in an extreme emergency....think evacuation and the kids need picked up from an alternate site. When it opens up, you want to make sure that Primary Guardians is the only one checked. This will send emails to every student in Contacts that has a checkmark next to Lives with or Custody.

Recipient List Targets for PowerSchool Selection List

By default, both Contacts (usually staff or students) and Guardians are included. You can refine those Targets below.

Target Recipients Both

Guardian Category Restriction

- Restrict to these categories
- Emergency
- Primary Guardian

Cancel Update

Click on Update, you will get this, click continue

Recipients Add Message Recipients Add Me

| Actions | Recipient/List Name | Recipient Languages | Targets | Count |
|-------------------------------|---|---------------------|----------------------|-------|
| ✕ 👁 | 👤 PowerSchool Selection List | English 753 | Contacts & Guardians | 753 |
| Total | | | | 753 |

Continue

You will get this page, click on Phone and the Phone recorder opens immediately—

SCHOOL SIS

PowerSchool will be offline on Saturday 4/11/20 between the hours of 4am PT-4pm PT for an Oracle update. We do not anticipate more than 2-4 hrs downtime in this window.

School: BHS GHS CIMS SMS ED HA HY IR LD ME MS WH DO Term: 19-20

Functions > Message Sender

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Add one or more of the following message types to your broadcast. Load Saved Message

Phone Email SMS Posts

Voice Type Call Me to Record Text-to-Speech Settings

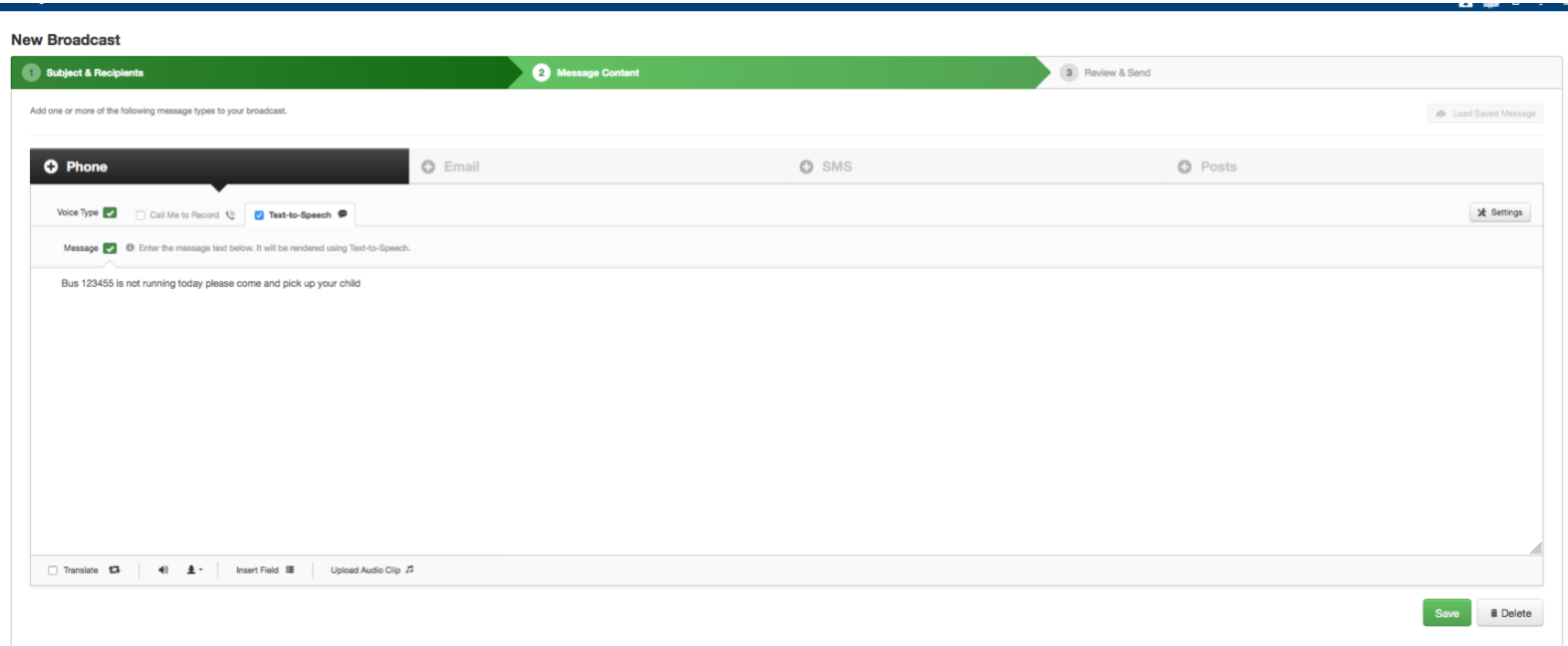
Enter the phone number to call to record your voice message.

Recording 📞 4065226032 Optional: Extension Call Now to Record

Speech Pad (optional): Use the area below to write notes about what you'd like to say. This information is not saved.

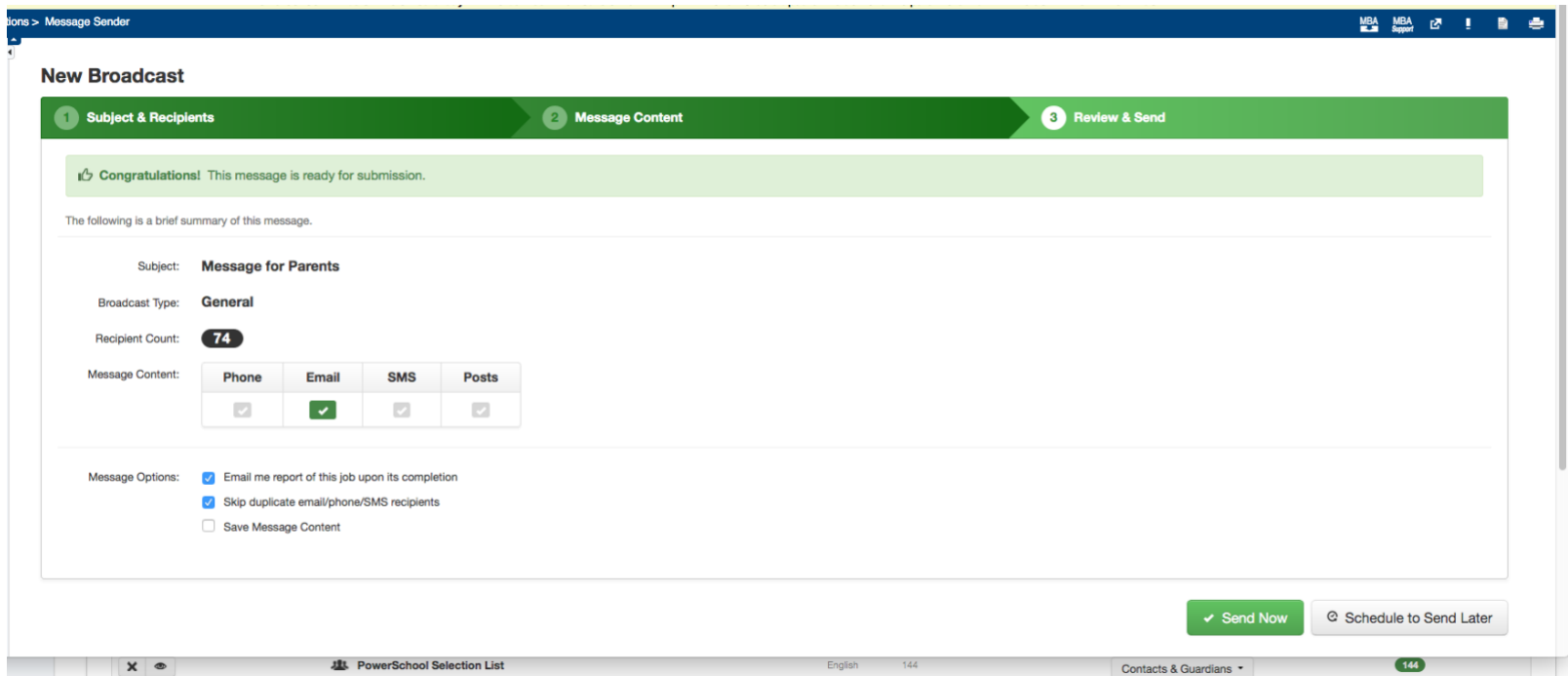
Save Delete

From here you can enter your phone number and the machine will call you and you can record your message. Or you can select Text to Speech. Will Text to Speech, you type in your message, then choose if you want a male or female voice by pulling down the little male or female head on the last row. Once you have completed your message click on the sound icon to see what the message sounds like. If it sounds weird, adjust your words or make them more phonetic. Once you are happy with your message click on Save



You are sent back to this page in case you want to send an email or other type of message. If you do not, click Continue.

This page will appear, for Message Options in the lower left-hand corner, make sure that Email me report of this job upon completion is checked and Skip duplicate email/phone/SMS recipients is checked. If you are ready to send the message now just click Send Now and you are done. If not click Schedule to Send Later.



If you want to schedule for a later time you will get this page. The time bars slide back and forth for you to set the time period you want your message to be delivered.

That's it, you did it!!!