

School Messenger – How-To upload Destiny Overdues and Fines and send a message (phone and/or email) home.

To set up School Messenger one time, go to school messenger at

<https://asp.schoolmessenger.com/adams12fivestarschools/>

First, run your Destiny Overdue materials report and your Destiny Fines report and saved each of these as a .csv file. (see separate instructions)

Next, set up school messenger by using Easy Start.

Note* SM updates & the versions change yearly so the screen shots may not look exactly like SM now and directions may change slightly with program changes.

In School Messenger, you must have permission to upload a file.

Get Started with School Messenger: Go to the LISTS link on top first.

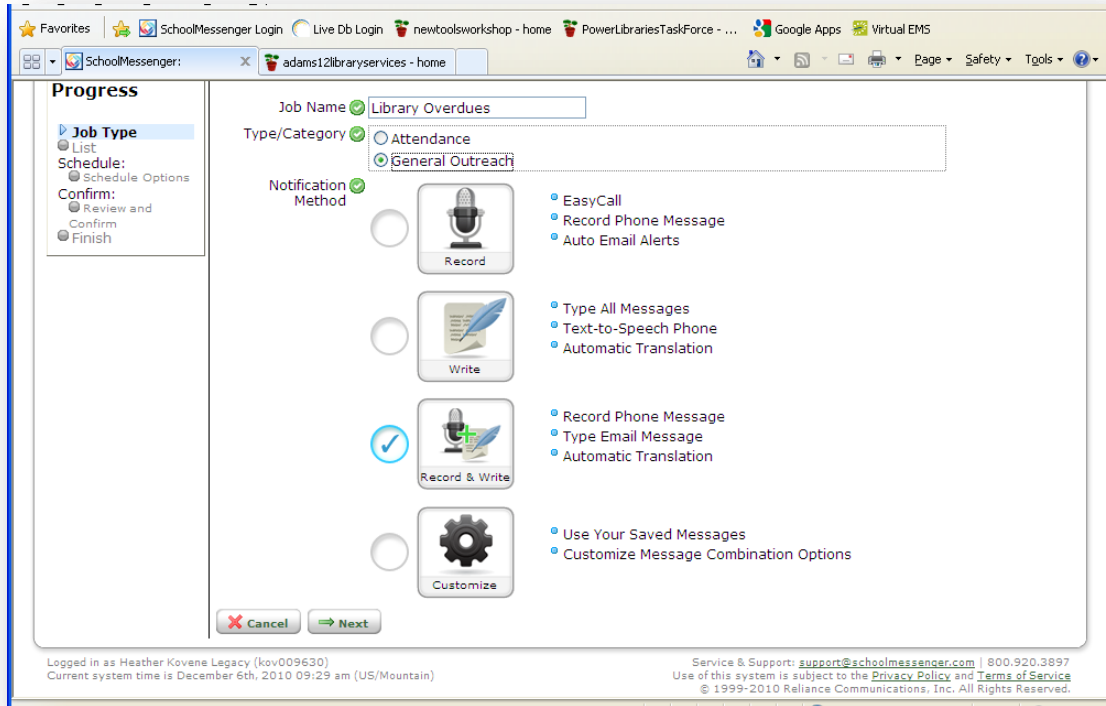
Now click on the List button so you can upload your .csv file for overdues and upload your .csv file for fines. Click the ID lookup option when given the choice, navigate to your .csv file and Upload those lists.

It will show you the student names and phone numbers. Click Review your lists and Save button.

Then back in the Messages screen (link at top of page), find the EASY START button on that page: Fill in Report Title and check General Outreach button.

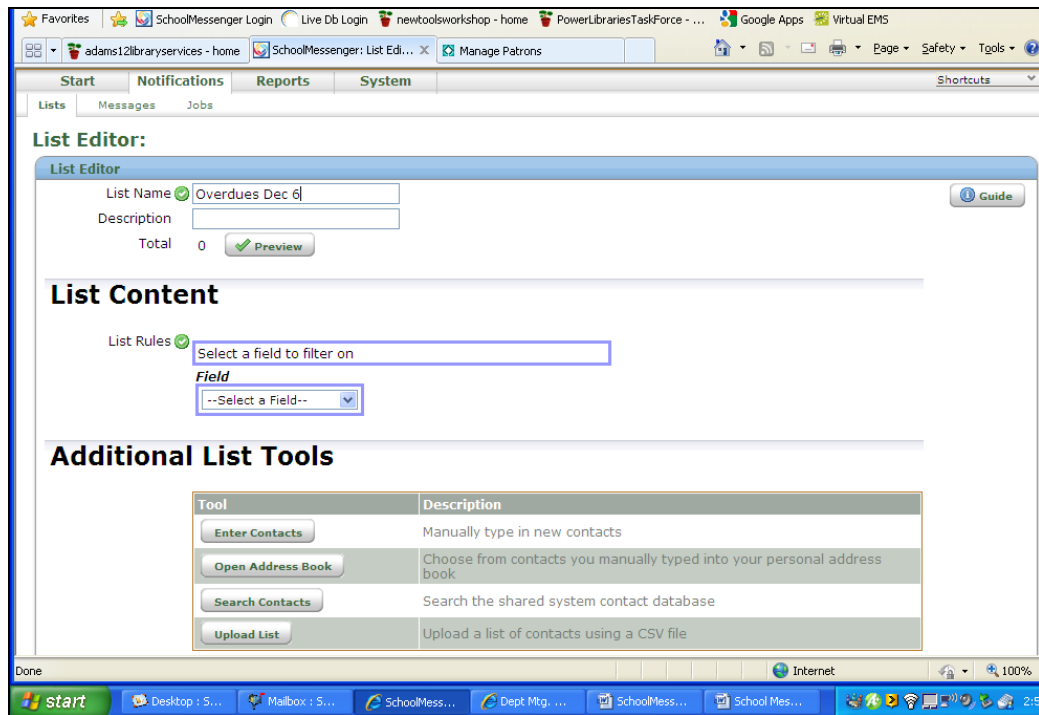
Check the third option – Record and Write. Here you record your voice on the phone message and you type an email message. Do not use their translation service.

OR Check the fourth option – Customize. Here you can type the message for phone and email and a computer voice will read your phone message. Do not let them translate the message.

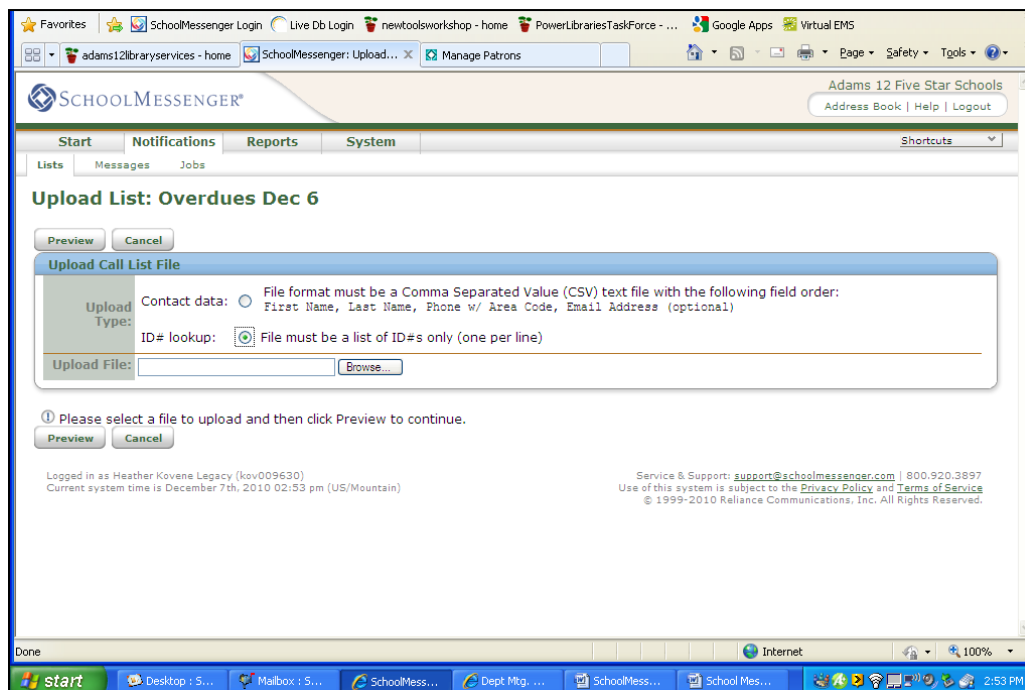


School Messenger – Upload your Overdue list and Fine list from Destiny

Click on the Notifications Tab, subtab Lists.



On the Upload List screen, click ID# lookup (second button). Browse for your .csv file on your computer and upload it. Use the Preview button at the bottom of the screen to preview the list.



If you don't see your student names in the Matched ID#'s box or you make a mistake, Click the button above for Select Different File and try again.

Start Notifications Reports System Shortcuts

Lists Messages Jobs

Upload List: Destiny overdue 12/2

Save Select Different File Cancel

Unmatched ID#s	
829696	### Not Found ###
835051	### Not Found ###
837538	### Not Found ###
839785	### Not Found ###
840009	### Not Found ###
847043	### Not Found ###
847070	### Not Found ###
847095	### Not Found ###
847466	### Not Found ###
850859	### Not Found ###

Matched ID#s			
ID#	First Name	Last Name	Phone Number
703600	Amanda	Pfister	(303) 252-9084
703672	Scott	Bryant	(303) 464-0800
709817	Stephanie	Silva	(720) 224-1331
714890	Richie	Connely	(303) 457-4293
715825	Lauren	Bullock	(303) 993-8449
716180	Noah	Bruns	(720) 436-3596
717102	Caroline	Bui	(303) 359-9904
751991	Matthew	Armijo	(720) 940-7931
751997	Daniel	Proud	(303) 466-5305

Please review your list then click Save.

Save Select Different File Cancel

Logged in as Heather Kovene Legacy (kov009630) Service & Support: support@schoolmessenger.com | 800.920.3897

That file is now stored in School Messenger . When you go to EasyStart to set up this job, you will click the button next to that file to send it out.

SchoolMessenger: x adams12libraryservices - home

SCHOOLMESSENGER® Adams 12 Five Star Schools Address Book | Help | Logout

Start Notifications Reports System Shortcuts

Lists Messages Jobs

Review and Confirm

Job Info Confirm and click Next to send this notification to the 283 people you selected.

Confirm ☐

Previous Cancel Next

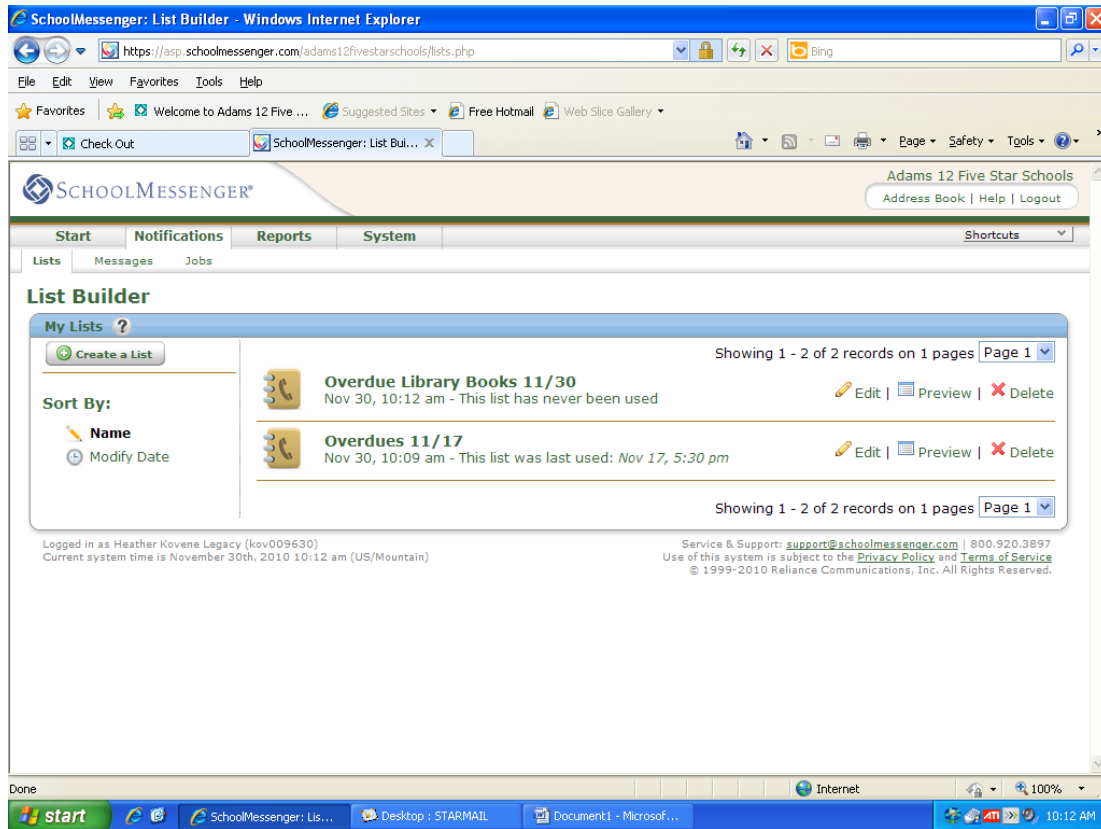
Progress

- Job Type ☒
- List ☒
- Message:
 - Phone: ☒
 - Email: ☒
- Schedule:
 - Schedule Options ☒
 - Schedule ☒
 - Date/Time ☒
 - Advanced Options ☒
- Confirm:
 - Review and Confirm ☒
 - Finish ☐

Logged in as Heather Kovene Legacy (kov009630) Current system time is December 6th, 2010 10:11 am (US/Mountain) Service & Support: support@schoolmessenger.com | 800.920.3897 Use of this system is subject to the [Privacy Policy](#) and [Terms of Service](#) © 1999-2010 Reliance Communications, Inc. All Rights Reserved.

Done Internet 100% 10:11 AM

You are going to Create a List. See button on left.

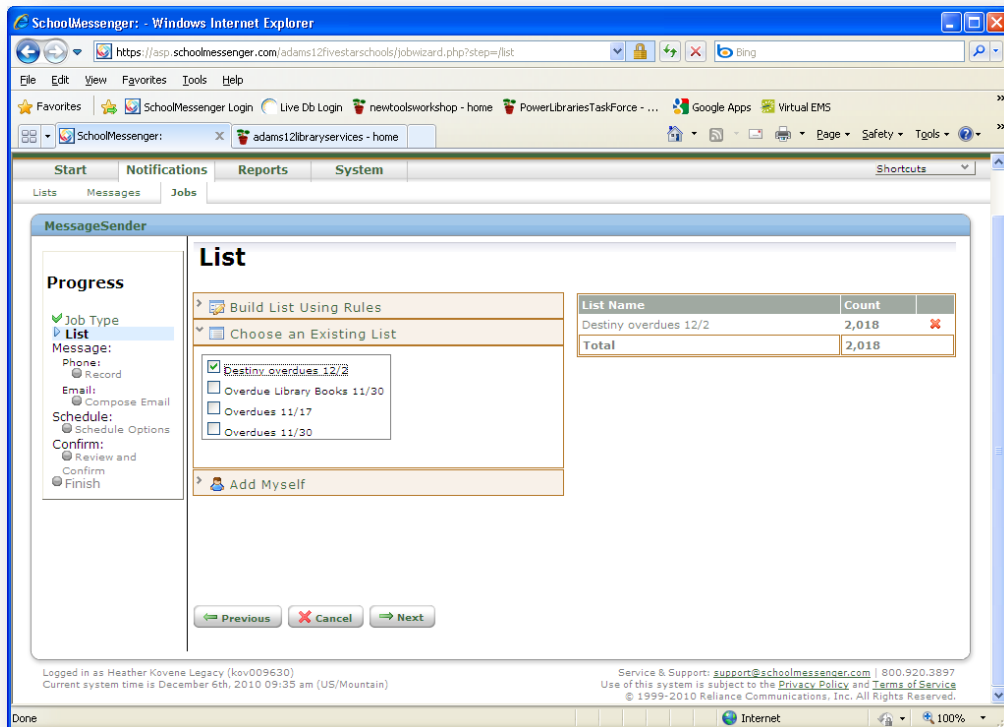


Name the list (this will be a Destiny list of the students who have Overdues for a given date)

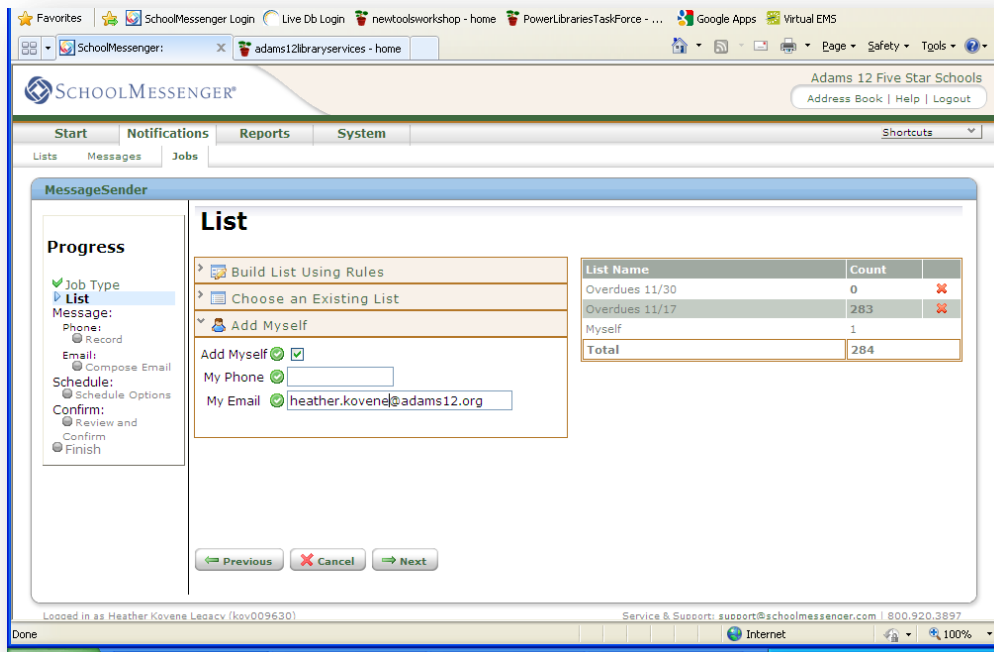
Under **Additional List Tools**, click the bottom button, Upload List.

Repeat this procedure for your Fines list.

Go back to Messages screen, Click Choose an Existing List and pick the list you uploaded into School Messenger. Look at the box on the right to make sure you are going to send to only the correct list!

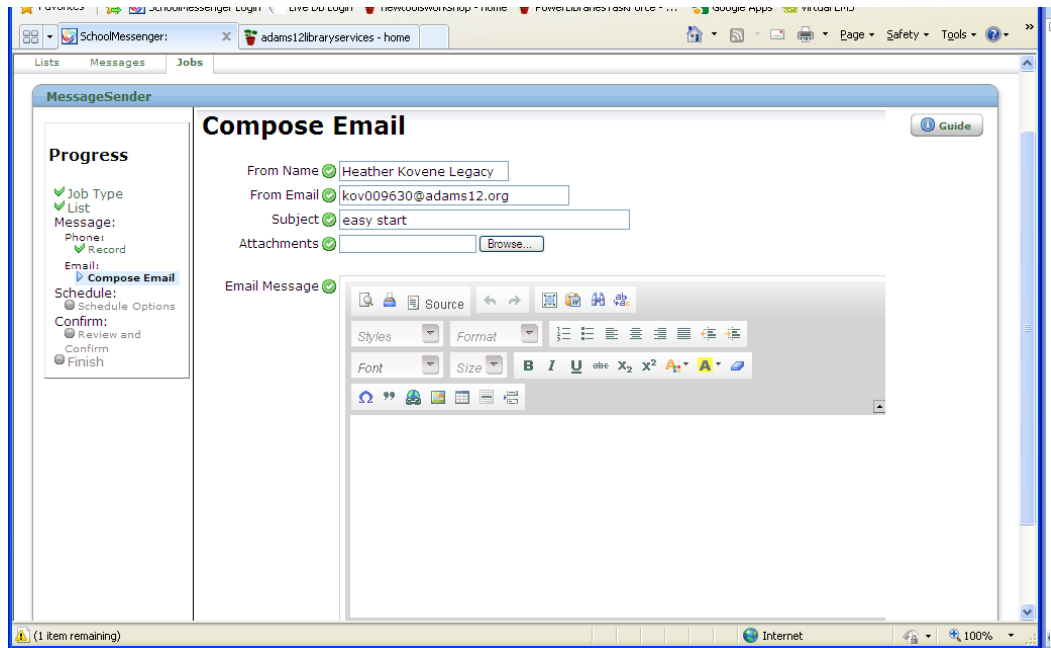


The Add Myself option lets you put in your email and your library phone number so you will get the message you send out to your parents.

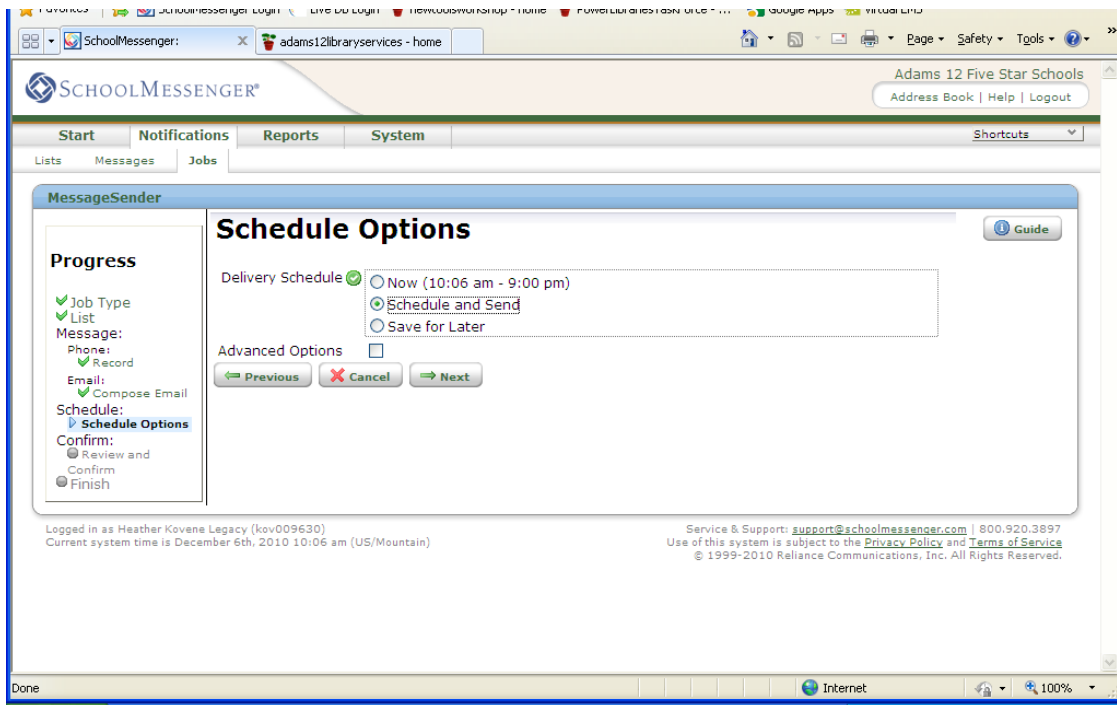


Next, record your phone message in English. If someone at your school can read the message into the phone recorder in Spanish, that would be best.

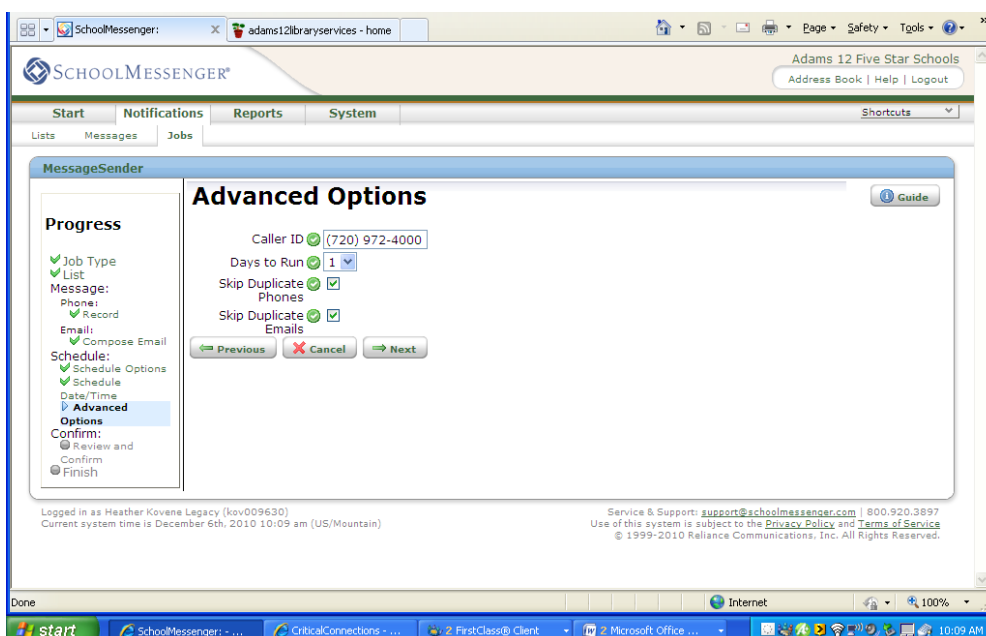
Then, either type in the email message or upload it from a file on your computer.



Next, Click Schedule and Send, then click Next.



Enter the DATE you want it to run and the TIMES you want it to run. Be very careful about the times you choose. 5:00 PM – 8:00 PM is suggested. Click Next.



Change the phone number to your Library phone number, so you get the calls.

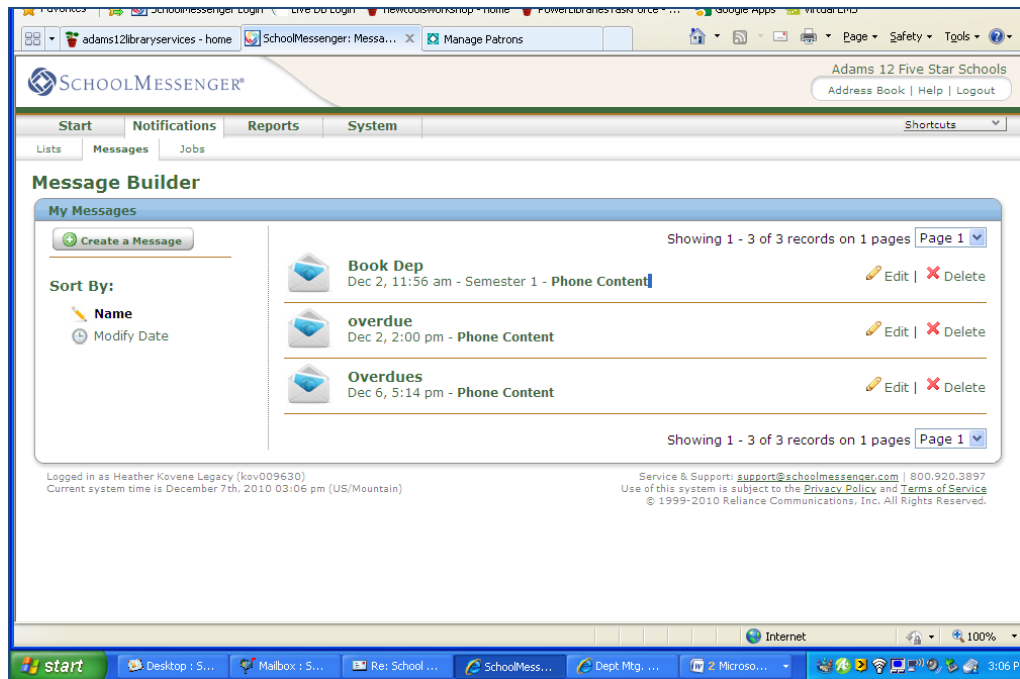
Leave the duplicates options checked.

Review and Confirm your job. If it is correct, click Confirm and then Next.

MORE OPTIONS:

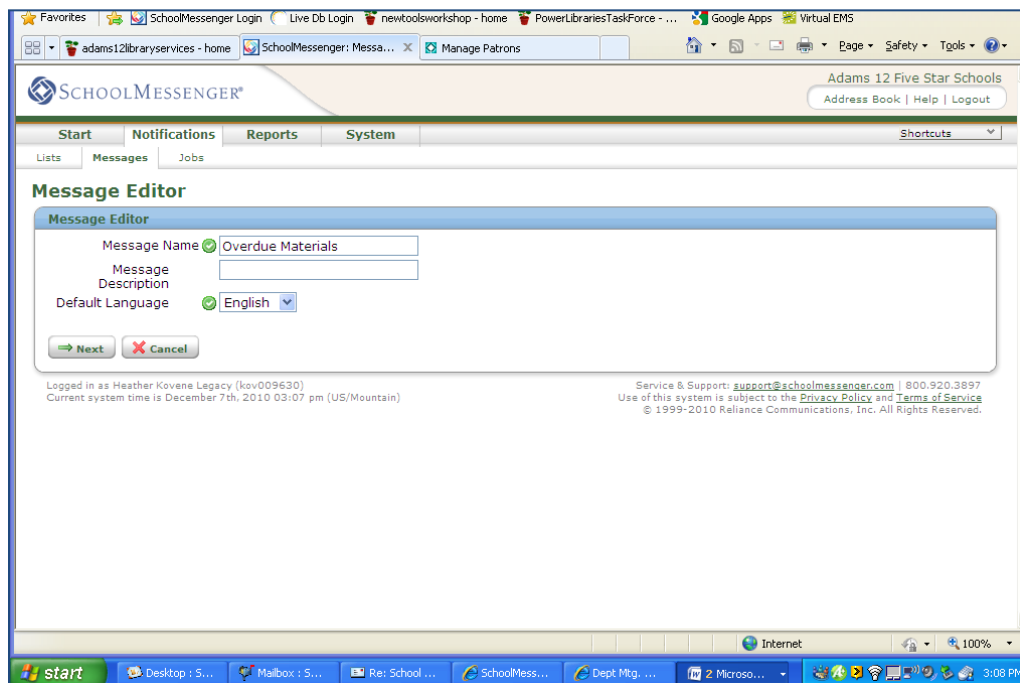
School Messenger – Add your phone messages and email

Click on the Messages tab under Notifications Tab. Click the Create a Message button.

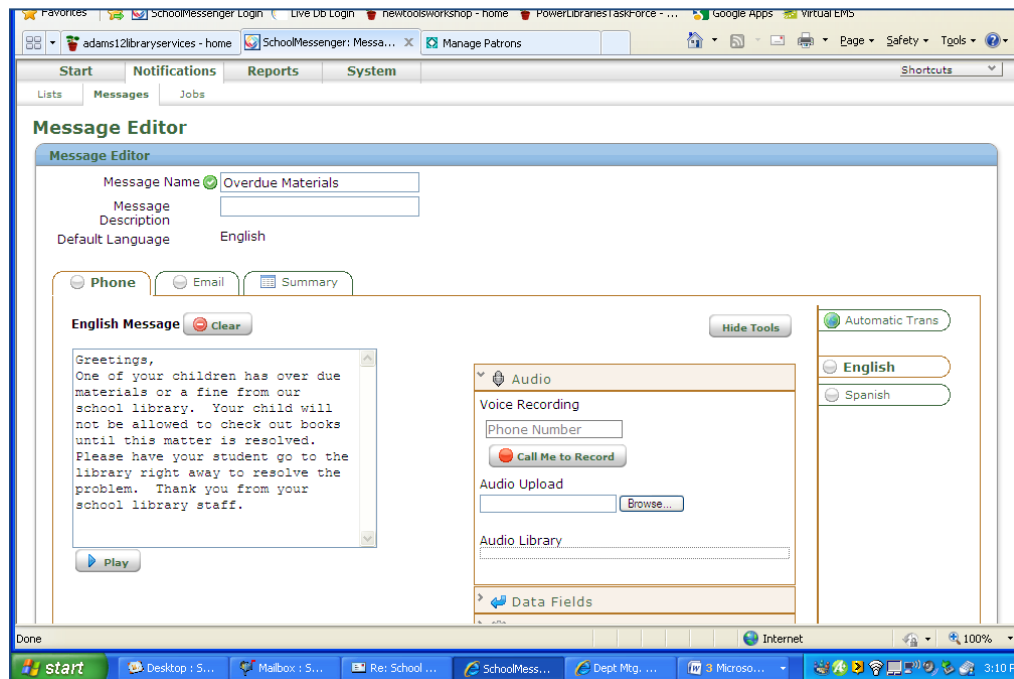


Type a name for your message.

Click the Next button at the bottom.



On the Message Editor screen, type a name for the message. Enter the text of your email in English. Record your voice **in English**. If you do not record your voice, the message you typed will be read by a computer voice when the phone is answered. *Be sure to **PLAY** the message to hear that the computer person reads it correctly. You must type overdue as two words: over due, or she can't say it.



Choose the Translate option at the bottom of your screen.

Once you have your message, you can always Edit it later.

Above message in English:

Hello,

Your child has overdue materials or a fine from our school library. Your child will not be allowed to check out books until this matter is resolved. Please have your student go to the library right away to resolve the problem. Thank you from your school library staff.

FYI – School Messenger has a field that defines the language preference of each family. If the preference is English, they will receive your message in English. If it is Spanish, they will receive the message in Spanish. Just load both messages and let it send the right one.