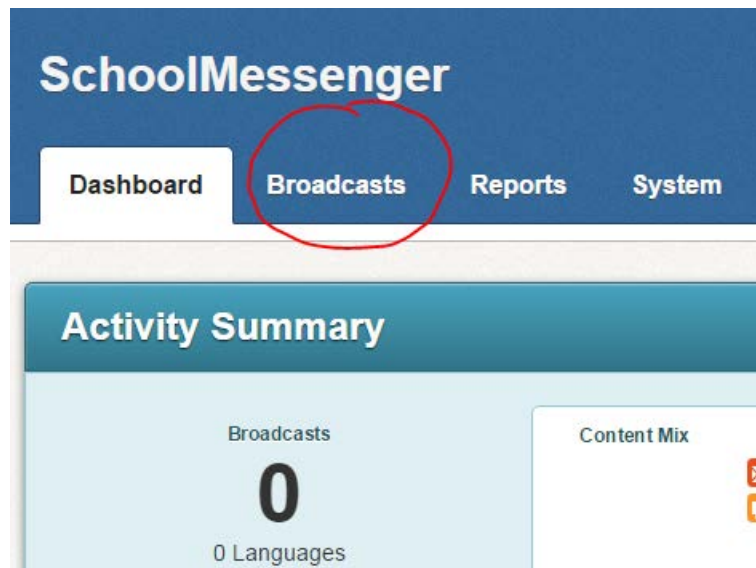


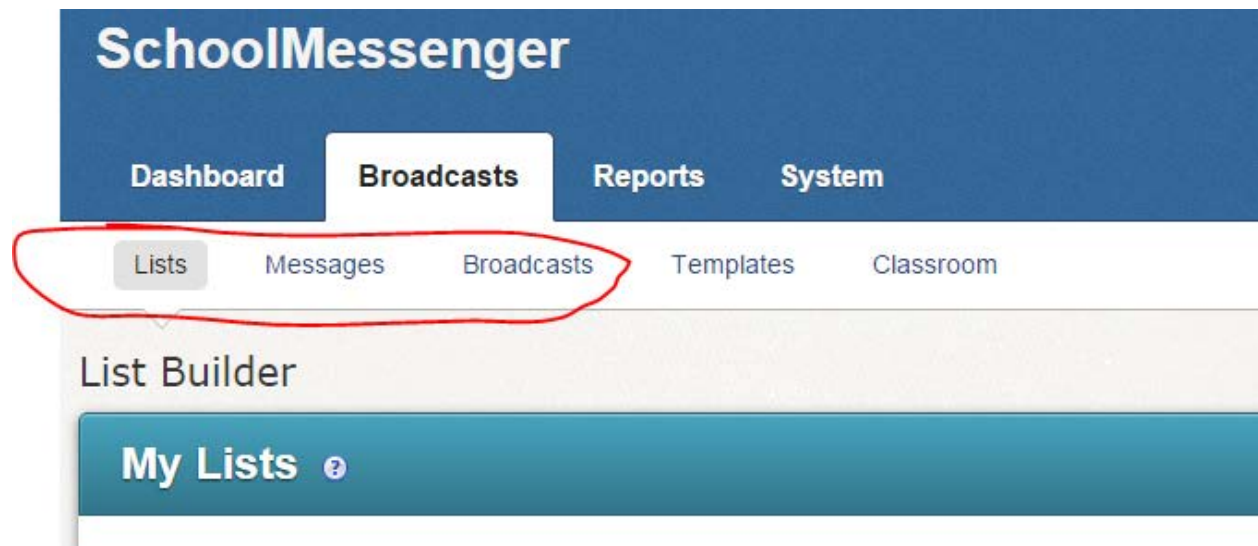
## SchoolMessenger – Creating Lists (Teachers)

Because SchoolMessenger pulls all its information from Infinite Campus, it will automatically load your classes for you. You just need to tell the program which class or classes you want to send to.

After logging in, select the Broadcasts tab at the top of the page:



On the Broadcasts tab, you'll see you now have all the options you need – lists, messages and broadcasts:



The program will default to Lists, so we'll start there.

If this is your first time in the program, you won't have any lists yet. Let's create one. Select "Add New List by Section" from the options on the right side of your screen:



SchoolMessenger is a big fan of naming things, so make sure you give your list a name. The list's name will only ever be seen by you, so use a naming convention that works for you. I'm going to make a list for my French class, so I'm calling my list "French":

A screenshot of the SchoolMessenger 'List Editor' interface. The top navigation bar includes 'Dashboard', 'Broadcasts', 'Reports', and 'System'. Below this, there are sub-navigation tabs for 'Lists', 'Messages', 'Broadcasts', 'Templates', and 'Classroom'. The main content area is titled 'List Editor: List Editor'. The 'List Name' field is filled with 'French' and has a green checkmark icon. The 'Description' field is empty. The 'Total' is 0. There is a 'Preview' button with a magnifying glass icon. Below the editor, there is a section titled 'LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS' with a 'Sections' dropdown menu that says '--- Choose a School ---'.

Next we'll want to find our class. Using the "List Content" section, find your school in the dropdown menu. Once you've selected your school, the sections that you teach should automatically come up.

**List Editor**

List Name French

Description

Total 0

**LIST CONTENT - USE RULES TO SELECT YOUR CONTACT RECORDS**

Sections West High

- FOR2032-2 Spanish 2
- FOR1022-3 French 2

**ADDITIONAL LIST TOOLS**

Tool	De
	M:

Choose which section or sections you would like for your list, then scroll all the way down and click "Done":

**List Editor**

List Name French

Description

Total 0

**LIST CONTENT - USE RULES TO SELECT YOUR CONTACT REI**

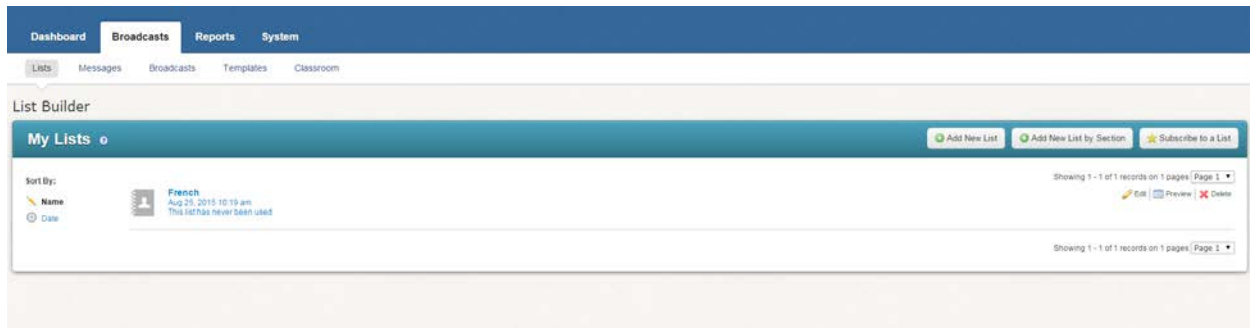
Sections West High

- FOR2032-2 Spanish 2
- FOR1022-3 French 2

**ADDITIONAL LIST TOOLS**

Tool

Congratulations! You've created your first list! Now when you are on your "Lists" tab, you will see your new list:



A note about lists: SchoolMessenger pulls all its information from Infinite Campus, by student ID number. So each contact in your list will have the student's information as well as the parent's contact information. You can use the same list to send messages to parents and to students. You'll tell the program which to send to when we get to Broadcasts.

[Continue on to create a message](#)