

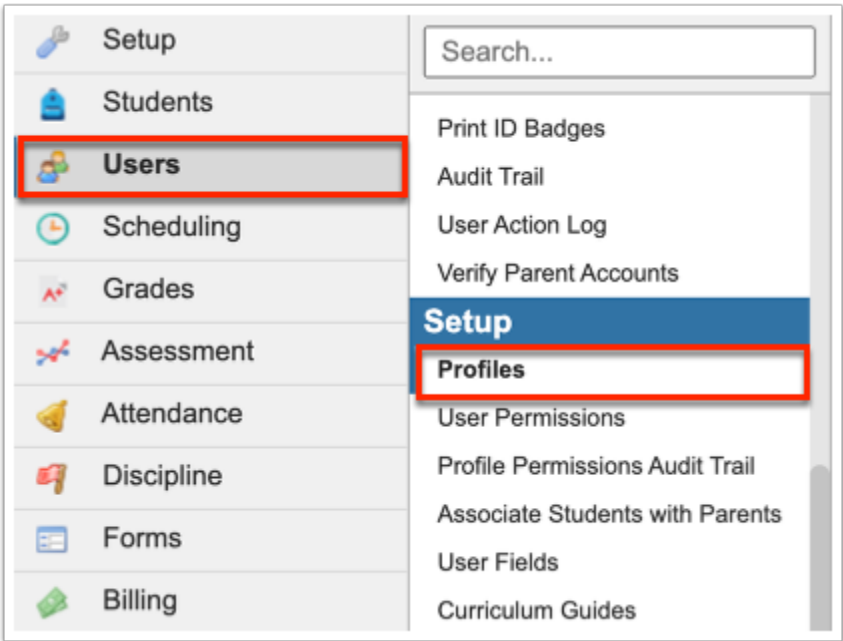
Communication Reports

The Communication Reports screen displays a log of all sent messages including the Date the message was sent, Type of message, Message preview, Source, From, To, Regarding Student, and more.

i The report includes information about SMS, Text-to-Speech, and Phone Call, if the district has purchased and enabled the Call Out System. For more information on purchasing the Call Out System add-on module, contact your district's representative to set up a demonstration.

Setting Profile Permissions for Administrative Users

1. In the **Users** menu, click [Profiles](#).



2. From the Permissions tab, select **Menu** from the **Permission Type** pull-down. Select **Admin** from the **Role** pull-down. Select the applicable **Profiles** from the corresponding pull-down.

3. Click **Submit**.

4. Click the **Students** tab.

Students	View	Edit	Require Approval
Student Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Login As Students	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unlock Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Enrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Previous Year Enrollment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Addresses & Contacts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Addresses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Primary Residence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Contacts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Inactive Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Student Photo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. In the Communication section, select the applicable check boxes for the Communication Reports permissions.

12.0.29
FOCUS
Writers02

Select Student/Staff ▾
Profiles

Unprocessed Applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unsubmitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unsubmitted Applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seating Charts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Magnet / Special Assignment	<input checked="" type="checkbox"/>	
Magnet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View All Users	<input checked="" type="checkbox"/>	
Flag Messages	<input checked="" type="checkbox"/>	
Title I Eligibility	<input checked="" type="checkbox"/>	

Communication Reports:

Select the **View** check box to grant the profile users permission to the Communication Reports screen.

View All Users:

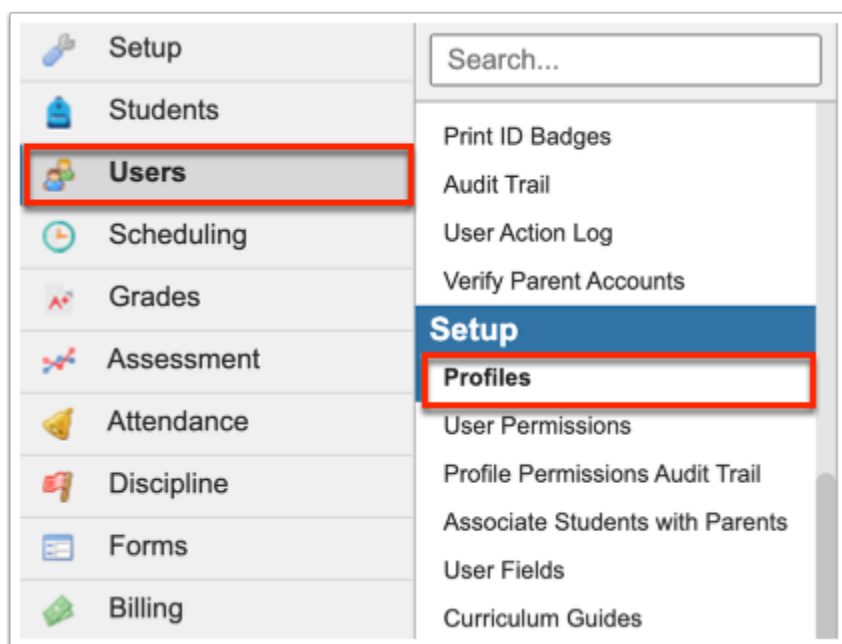
Select the **View** check box to allow profile users to view records of messages sent by other users. The messages viewable is limited to the school(s) in which the profile users have access.

Flag Messages:

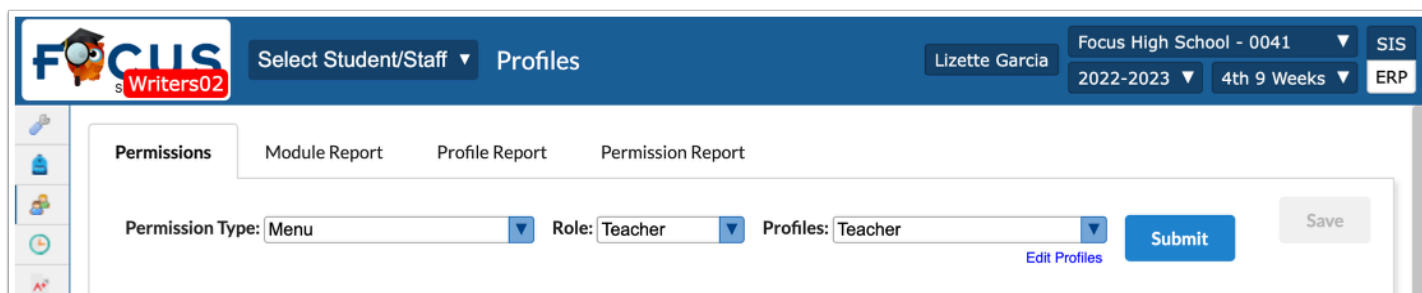
Select the **View** check box to allow profile users the ability to Flag messages from the report. Once flagged, users can create referrals, as needed.

Setting Profile Permissions for Teachers

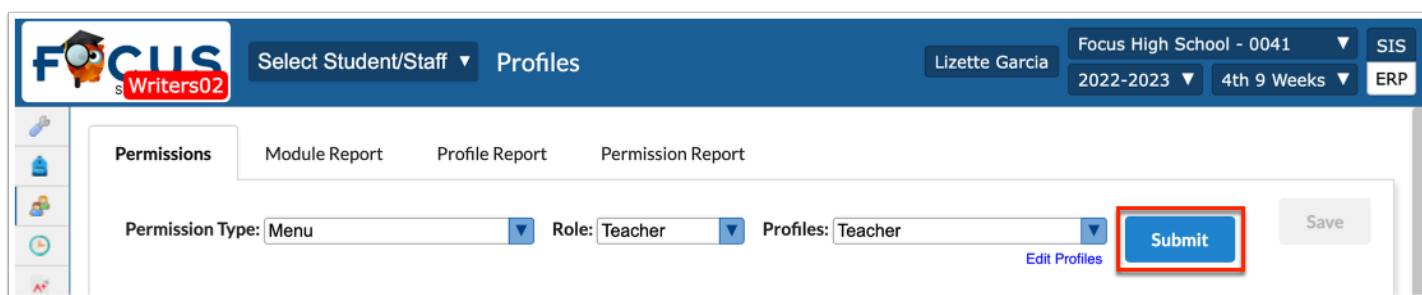
1. In the **Users** menu, click [Profiles](#).



2. From the Permissions tab, select **Menu** from the **Permission Type** pull-down. Select **Teacher** from the **Role** pull-down. Select the applicable **Profiles** from the corresponding pull-down.



3. Click **Submit**.



4. Click the **Students** tab.

FOCUS Writers02 Select Student/Staff ▾ Profiles Lizette Garcia Focus High School - 0041 ▾ SIS
2022-2023 ▾ 4th 9 Weeks ▾ ERP

Permissions Module Report Profile Report Permission Report

Permission Type: Menu ▾ Role: Teacher ▾ Profiles: Teacher ▾ Edit Profiles Submit Save

Find

Students

Scheduling

Grades

Lesson Planning

Attendance

Students	View	Edit	Require Approval
Student Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Enrollment	<input checked="" type="checkbox"/>		
View Addresses & Contacts	<input checked="" type="checkbox"/>		
Edit Addresses		<input type="checkbox"/>	<input type="checkbox"/>
Edit Primary Residence		<input type="checkbox"/>	
Edit Contacts		<input type="checkbox"/>	<input type="checkbox"/>
Edit Inactive Students		<input type="checkbox"/>	
Edit Previous Years Inactive			

5. In the Communication Reports section, select the applicable check boxes for permission.

FOCUS Writers02 Select Student/Staff ▾ Profiles

Student Reauthorization ☒

Allow Teacher to Make Reauthorizations ☐

Final Grades, GPA, & Class Rank ☒

View Grade Details ☒

View GPA ☒

View Weighted GPA ☒

View Gradebook Assignments & Grades ☒

Progression Plan ☒

Graduation Requirements Report ☒

Mass Add Log Records ☒

Student Breakdown ☒

Print Avery Labels ☒

Advanced Report ☒

Test History ☒

Test History Report ☒

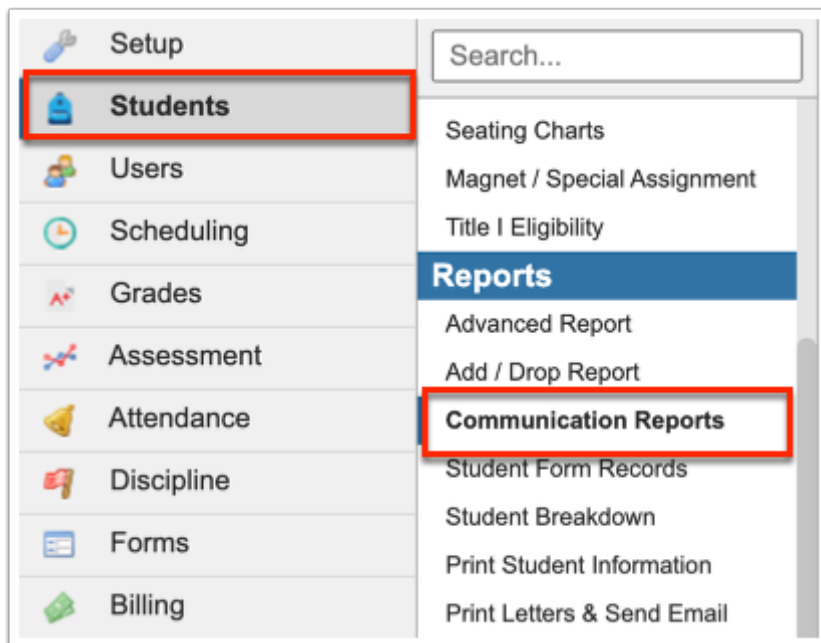
Communication Reports ☒

Communication Reports:

Select the **View** check box to grant the profile users permission to view the Communication Reports screen.

Communication Reports

1. In the **Students** menu, click **Communication Reports**.



2. To run the report based on specific criteria, enter and select the applicable filters including:
- a. Select a **Type** of message from the pull-down to filter the report to display the type of messages selected; options include All, Email, SMS, TTS (Text-to-Speech), Recorded (Phone Calls), Push Notifications. You can select one or multiple.
 - b. Select the **Schools** from the pull-down to determine which data should be pulled into the report; the pull-down defaults to All schools.
 - c. Enter a **Start Date** and an **End Date** to filter the report based on messages sent over the specific time frame. You can also enter just a Start Date or just an End Date to filter the report.
 - d. Select the **Secure** check box to display sent messages that have been marked as secure either by a teacher or by an administrative user.
 - e. Select the **Emergency** check box to display messages that were sent as an emergency call (Phone Call or Text-to-Speech) from the [Call](#) tab of the [Communication](#) screen.
 - f. Select the **Flagged** check box to display sent messages that have been flagged either by a teacher or by an administrative user. Selecting this check box displays all messages Flagged and Admin Flagged.
 - g. Select the **Include Attendance** check box to display attendance messages in the report.
 - h. Select the **View All Users** check box to view all messages sent by all users in the school or district depending on your accessibility.

Select Student/Staff
Communication Reports

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

5 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	E
08/11/23 10:22 am	Email	Sure. No problem. You're really putting...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1						
07/31/23 04:12 pm	Email	Can you stop by and che...	User	Garcia, Lizette	Fridda Roxy		1	1						

3. Click Search.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

5 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged	Admin Flagged	Referral
u're really putting...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1						✓		+ Add
check on l	User	Garcia, Lizette	Fridda Roxy		1	1						✓		
help.	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1						✓		View
vacation from June...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							✓	+ Add
nd the homework in...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							✓	View
On Page:					5	5	0	0	0					
Total:					5	5	0	0	0					

The Communication History tab displays a log of all sent messages including the Date the message was sent, the Type of message, the Message, Source, From, To, Regarding Student, Total, Sent, Pending, Expired, Errors, Attendance, Secure, Emergency, Flagged, Admin Flagged, and Referral.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

13 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure
07/31/23 04:12 pm	Email	Can you stop by and check	User	Garcia, Lizette	Fridda Roxy		1	1					
08/11/23 10:22 am	Email	Sure. No problem. You're really putting...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1					
05/25/23 09:17 am	Email	Dirty WordsLet's vote for bad words.Real...	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1					
05/23/23 10:07 am	Email	May I ask what the matter is regarding?	User	Roxy, Fridda	1 Recipients		1	1					
05/23/23 11:23 am	Email	Will do! Thank you, Ms. Roxy.	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
06/08/23 08:26 am	Email	Hi Ms. Roxy. I attached the homework in...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
06/14/23 08:44 am	Email	Oh, great! Happy to help.	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
06/13/23 09:18 am	Email	Hi! Yes, I will be on vacation from June...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
05/31/23 03:34 pm	Email	Thank you! We had a great time yesterday...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
05/25/23 09:17 am	Email	Hi, Ms. Roxy. My poem contains some inap...	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1					
05/31/23 03:18 pm	Email	This is a reminder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8					
05/31/23 03:18 pm	SMS	This is a reminder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8					
05/31/23 03:18 pm	TTS	This is a reminder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8					
On Page:							34	34	0	0	0		
Total:							34	34	0	0	0		

If the message was created and sent as "Send as District," the message displays in the report where the **Source** displays **District**.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

All

All

08/02/2023

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Include Attendance

View All Users

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Search

9 Records

Export

Filter: OFF

Toggle Columns

Page Size: 25

	Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Expired	Errors
	09/25/23 09:50 am	Email	Odyssey of the Mind	District	Owl County Schools	7 Recipients		7	1		
	09/05/23 11:32 am	Email	New School Year: Volunteers Needed	User	Roxy, Frida	91 Recipients		91	8		8
	09/05/23 11:30 am	Recorded	▶ Play Audio	User	Garcia, Lizette	Charlie Abe	Abe Charlie	1		1	
	09/05/23 11:30 am	Email	Safety Patrol	User	Garcia, Lizette	Charlie Abe	Abe Charlie	1	1		
	08/18/23 02:13 pm	Email	Test	User	Roxy, Frida	91 Recipients		91		91	
	08/11/23 11:34 am	Email	Hello. Please remember to sign your stud...	User	Garcia, Lizette	2 Recipients	Abe Charlie	2	2		
	08/11/23 09:56 am	Email	This message is for parents and students...	User	Garcia, Lizette	3 Recipients	Abe Charlie	3	3		
	08/07/23 08:52 am	Recorded		User	Garcia, Lizette	3 Recipients		3		3	
	08/03/23 08:21 am	Email	Hi, Charlie and Kenna. Please be sure to...	User	Garcia, Lizette	2 Recipients		2			
On Page:								201	15	95	9
Total:								201	15	95	9



The **District** source displays as a **School** source if the school as been excluded from communication via Setup >[School Info](#)> Exclude from Communication. See [Did You Know?](#) for additional info on the impacts of the exclusion.

11 Records

Export

Filter: OFF

Toggle Columns

Page Size: 25

	Date	Type	Message	Source	From
	11/14/23 11:07 am	Email	New School Year: Volunteers Needed	User	Frida Roxy
	09/25/23 09:50 am	Email	Odyssey of the Mind	School	Focus High School - 0041
	09/05/23 11:32 am	Email	New School Year: Volunteers Needed	User	Frida Roxy
	09/05/23 11:30 am	Recorded	▶ Play Audio	User	Lizette Garcia
	09/05/23 11:30 am	Email	Safety Patrol	User	Lizette Garcia
	08/18/23 02:13 pm	Email	Test	User	Frida Roxy
	08/11/23 11:34 am	Email	Hello. Please remember to sign your stud...	User	Lizette Garcia
	08/11/23 09:56 am	Email	This message is for parents and students...	User	Lizette Garcia

If a message was sent with an attached Text-to-Speech message, SMS, or Phone Call, each sent message and attachment displays as a separate entry in the table. In the example displayed, an Email was sent out with an attached SMS and Text-to-Speech.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

All

All

04/04/2023

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13 Records

Export

Filter: OFF


Toggle Columns

Page Size: 20

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure
07/31/23 04:12 pm	Email	Can you stop by and chec	User	Garcia, Lizette	Fridda Roxy		1	1					
05/23/23 10:07 am	Email	May I ask what the matter is regarding?	User	Roxy, Fridda	1 Recipients		1	1					
05/31/23 03:18 pm	Email	This is a reminder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8					
05/31/23 03:18 pm	SMS	This is a reminder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8					
05/31/23 03:18 pm	TTS	This is a reminder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8					
08/11/23 10:22 am	Email	Sure. No problem. You're really putting...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1					
05/25/23 09:17 am	Email	Dirty WordsLet's vote for bad words.Real...	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1					
05/23/23 11:23 am	Email	Will do! Thank you, Ms. Roxy.	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
06/08/23 08:26 am	Email	Hi Ms. Roxy. I attached the homework in...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
06/14/23 08:44 am	Email	Oh, great! Happy to help.	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
06/13/23 09:18 am	Email	Hi! Yes, I will be on vacation from June...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
05/31/23 03:34 pm	Email	Thank you! We had a great time yesterday...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
05/25/23 09:17 am	Email	Hi, Ms. Roxy. My poem contains some inap...	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1					
On Page:							34	34	0	0	0		
Total:							34	34	0	0	0		

The Total, Sent, Pending, Expired, and Errors columns are driven by the Communication Queue scheduled job.

- The **Total** represents the total sent from the Communication screen.
- The **Sent** represents the number of messages received by the recipients.
- The **Pending** represents the number of messages waiting to be sent in the communication queue.
- The **Expired** represents the number of messages that were waiting to be sent and were never completed, which are now marked as expired.
- The **Errors** represents the number of messages not received by recipients due to an invalid phone number or email address.

 See [Scheduled Jobs](#) and/or [Communication](#) for details on the Communication Queue scheduled job.

The **Attendance** check mark displays if the message was sent as an attendance-based message created in Communication > Settings > [Attendance](#) section.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

All

All

09/05/2023

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Search

< Prev

Page: 1 / 5

Next >

83 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		
cs was marked Absent...	School	Focus High School - 0101	Robert Jones	Methot Branson	1	1				<input checked="" type="checkbox"/>		

The **Emergency** check mark displays if the message was sent as an emergency call (Phone Call or Text-to-Speech) from the [Call](#) tab of the [Communication](#) screen. Note: In order for users to send emergency calls, they must have the applicable profile permission.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

1 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged
	Emergency Faculty Meeting at 2pm today!...	User	Garcia, Lizette	3 Recipients		3	3						<div>✓</div>	
On Page:						3	3	0	0	0				
Total:						3	3	0	0	0				

The **Flagged** message check mark displays if the message was flagged from the [Communication](#) screen by a teacher.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

All

All

06/01/2023

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5 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged	Admin Flagged	Referral
check on th	User	Garcia, Lizette	Fridda Roxy		1	1							<input checked="" type="checkbox"/>		
u're really putting...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1							<input checked="" type="checkbox"/>		+ Add
ed the homework in...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View
help.	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							<input checked="" type="checkbox"/>		View
acation from June...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+ Add
On Page:					5	5	0	0	0						
Total:					5	5	0	0	0						

The **Admin Flagged** message check mark displays if the message was flagged from the [Communication](#) screen by an administrative user and a referral was added. Once a referral is added, the admin flag is locked and cannot be changed. However, if a message was flagged from this report, the **Admin Flagged** check box displays as selected until a referral is added.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

All

All

05/02/2023

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13 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

		Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged	Admin Flagged	Referral
	kon th	User	Garcia, Lizette	Fridda Roxy		1	1							✓		
	r is regarding?	User	Roxy, Fridda	1 Recipients		1	1							✓		
	grades are d...	User	Garcia, Lizette	8 Recipients		8	8								✓	
	grades are d...	User	Garcia, Lizette	8 Recipients		8	8								✓	
	grades are d...	User	Garcia, Lizette	8 Recipients		8	8								✓	
	really putting...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1							✓		+ Add
	bad words.Real...	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1							✓		+ Add
	oxy.	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							✓		+ Add
	e homework in...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1								✓	View
		Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							✓		View
	on from June...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1									
	at time yesterday...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							✓	✓	View
	ntains some inap...	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1								✓	+ Add
On Page:						34	34	0	0	0						
Total:						34	34	0	0	0						

4. Click the **From** name to view [User Info](#) or [Student Info](#).

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

13 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged	Admin Flagged	Referral
07/31/23 04:12 pm	Email	Can you stop by and che...	User Garcia, Lizette Fridda Roxy		1	1									
05/23/23 10:07 am	Email	May I ask what the matter is regarding?	User Roxy, Fridda 1 Recipients		1	1									
05/31/23 03:18 pm	Email	This is a reminder that all grades are d...	User Garcia, Lizette 8 Recipients		8	8									
05/31/23 03:18 pm	SMS	This is a reminder that all grades are d...	User Garcia, Lizette 8 Recipients		8	8									

Roxy, Fridda Lizette

3014

User Info

Lizette Garcia Focus High School - 0041 SIS

Admin 2022-2023 4th 9 Weeks ERP

Audit Trail

User Files

Filter fields...

PI Primary Info

A Address

AS Attached Students

C Certifications

CEI Charter/Contracted Emp ...

E ELL

ED Employee Demographic

ES Employee Summary

F Fingerprints

G General

LL Letter Log

M Medical

OCL Off-Boarding Check List

PJI Payroll Job Info

P Permissions

Permissions

Export

Filter: OFF

Page Size: 20

Mass Update

SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
School Guidance Counselor	Activities	Focus ...	09/05/2023		
Teacher	Teacher	Focus ...	04/05/2023	06/16/2023	Temp. access f
ERP-MCSD Employee	ERP-Internal Account Sponsor	1111 - ...	07/01/2015		

5. Click **To** to view all recipients' information in a pop-up window; this is helpful when there are multiple recipients so you can view each recipients that received the message.

Communication Reports

Page 11

The Recipients pop-up window displays Last Update, Status, Type, Name, Destination, Regarding Student, Message, Expiration, and Error.

Communication History

Type: All Schools: All Start Date: 07/04/2023 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

10 Records Export Filter: OFF Toggle Columns Page Size: 20

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure
08/18/23 02:13 pm	Email	Test	User	Roxy, Frida	91 Recipients		91			91			
08/11/23 11:34 am	Email	Hello. Please remember to sign your stud...	User	Garcia, Lizette	2 Recipients		2	2					
08/11/23 10:22 am	Email	Sure. No problem. You're really putting...	Student	Abe, Charlie	Frida Roxy	Abe Charlie	1	1					
08/11/23 09:56 am	Email	This message is for parents and students...	User	Garcia, Lizette	3 Recipients		3	3					
08/07/23 10:28 am	Email	First Day of School	User	Roxy, Frida	2 Recipients		2	1			1		
08/07/23 10:28 am	Email	First Day of School	User	Roxy, Frida	2 Recipients		2	1			1		
08/03/23 10:28 am	Email	First Day of School	User	Roxy, Frida	2 Recipients		2	1			1		
07/31/23 10:28 am	Email	First Day of School	User	Roxy, Frida	2 Recipients		2	1			1		
07/31/23 10:28 am	Email	First Day of School	User	Roxy, Frida	2 Recipients		2	1			1		
07/05/23 10:28 am	Email	First Day of School	User	Roxy, Frida	2 Recipients		2	1			1		

Recipients

3 Records Export Filter: OFF Toggle Columns Page Size: 20

Last Update	Status	Type	Name	Destination	Regarding Student	Message	Expiration	Error
08/11 09:58 am	Sent	Student	Charlie Abe	lizetemartinez824@gmail.com	Charlie Abe	This message is for parents and students...		
08/11 09:58 am	Sent	User	Mel Brown	lizetteg@focusschoolsoftware.com	Charlie Abe	This message is for parents and students...		
08/11 09:58 am	Sent	Contact	Eugene Smith	lizetemartinez824@gmail.com	Charlie Abe	This message is for parents and students...		

i The **Status** displays as **Duplicate** if "Once Per Family" was selected from the recipient type pull-down to duplicate messages based on the recipient's contact details, such as email or phone number. Although queue records will still be generated for duplicate entries, they won't result in actual email/call transmissions.

Recipients

4 Records Export Filter: OFF Toggle Columns Page Size: 20

Last Update	Status	Type	Name	Destination	Regarding Student	Message	Expiration	Error
09/11 12:19 pm	Error	Contact	Parent Parent		Anna Layfield	Focus	09/12 12:05 pm	No email address
09/11 12:19 pm	Sent	User	Focus Methot	monicam@focusschoolsoftware.com	Anna Layfield	Focus	09/12 12:05 pm	
09/11 12:19 pm	Duplicate	Contact	Parent Parent		Zoe Layfield	Focus	09/12 12:05 pm	
09/11 12:19 pm	Duplicate	User	Focus Parent	monicam@focusschoolsoftware.com	Zoe Layfield	Focus	09/12 12:05 pm	

a. Click the **Name** to view [User Info](#) or [Student Info](#).

Recipients									
3 Records		Export		Filter: OFF	Toggle Columns	Page Size: 20			
	Last Update	Status	Type	Name	Destination	Regarding Student	Message	Expiration	Error
	08/11 09:58 am	Sent	Student	Charlie Abe	lizettemartinez824@gmail.com	Charlie Abe	This message is for parents and students...		
	08/11 09:58 am	Sent	User	Mel Brown	lizetteg@focusschoolsoftware.com	Charlie Abe	This message is for parents and students...		
	08/11 09:58 am	Sent	Contact	Eugene Smith	lizettemartinez824@gmail.com	Charlie Abe	This message is for parents and students...		

b. Click the **Message** to view the entire message in a message content pop-up window.

Recipients									
3 Records		Export		Filter: OFF	Toggle Columns	Page Size: 20			
	Last Update	Status	Type	Name	Destination	Regarding Student	Message	Expiration	Error
	08/11 09:58 am	Sent	Student	Charlie Abe	lizettemartinez824@gmail.com	Charlie Abe	This message is for parents and students...		
	08/11 09:58 am	Sent	User	Mel Brown	lizetteg@focusschoolsoftware.com	Charlie Abe	This message is for parents and students...		
	08/11 09:58 am	Sent	Contact	Eugene Smith	lizettemartinez824@gmail.com	Charlie Abe	This message is for parents and students...		

i. Click the white **X** to close the message content pop-up window.

X

This message is for parents and students...

This message is for parents and students. We made it through our first day of school and have some suggestions for next week: our first full week back.

1. Please arrive between 7:55am-8:10 for Car Loop Lane 1: Grades 9-10
2. Please arrive between 8:05am-8:15 for Car Loop Lane 2: Grades 11-12
3. Ensure your students have their lunch ID numbers

c. Click the **modal** icon to view the row of data in a pop-up.

Recipients

3 Records Export Filter: OFF Toggle Columns Page Size: 20

Last Update	Status	Type	Name	Destination	Regarding Student	Message	Expiration	Error
08/11 09:58 am	Sent	Student	Charlie Abe	lizettemartinez824@gmail.com	Charlie Abe	This message is for parents and students...		
08/11 09:58 am	Sent	User	Mel Brown	lizetteg@focusschoolsoftware.com	Charlie Abe	This message is for parents and students...		
08/11 09:58 am	Sent	Contact	Eugene Smith	lizettemartinez824@gmail.com	Charlie Abe	This message is for parents and students...		

Details for Charlie Abe:

Last Update	08/11 09:58 am	Status	Sent
Type	Student	Name	Charlie Abe
Destination	lizettemartinez824@gmail.com	Regarding Student	Charlie Abe
Message	This message is for parents and students...		

Navigation: Previous, Next, Close

- i. Click the arrows to navigate to the previous and next entries in the table.
- ii. Click **Close** to close the pop-up window.

Recipients

3 Records Export Filter: OFF Toggle Columns Page Size: 20

Last Update	Status	Type	Name	Destination	Regarding Student	Message	Expiration	Error
08/11 09:58 am	Sent	User	Mel Brown	lizetteg@focusschoolsoftware.com	Charlie Abe	This message is for parents and students...		

Details for Mel Brown:

Last Update	08/11 09:58 am	Status	Sent
Type	User	Name	Mel Brown
Destination	lizetteg@focusschoolsoftware.com	Regarding Student	Charlie Abe
Message	This message is for parents and students...		

Navigation: Previous, Next, Close

- d. Click the white **X** to close the pop-up window.

Recipients

3 Records Export Filter: OFF Toggle Columns Page Size: 20

Last Update	Status	Type	Name	Destination
08/11 09:58 am	Sent	Student	Charlie Abe	lizettemartinez824@gmail.com
08/11 09:58 am	Sent	User	Mel Brown	lizetteg@focusschoolsoftware.com
08/11 09:58 am	Sent	Contact	Eugene Smith	lizettemartinez824@gmail.com

- 6a. Click the **Message** to view the entire message in a message content pop-up window.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

10 Records

Export

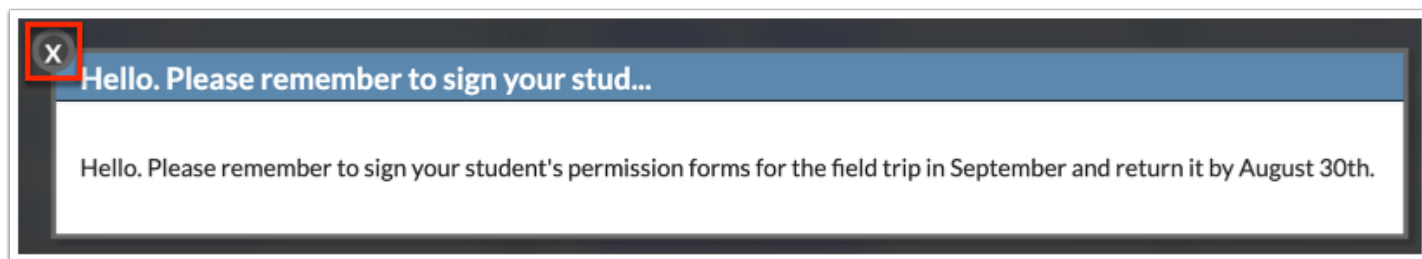
Filter: OFF

Toggle Columns

Page Size: 20

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure
08/18/23 02:13 pm	Email	Test	User	Roxy, Fridda	91 Recipients		91			91			
08/11/23 11:34 am	Email	Hello. Please remember to sign your stud...	User	Garcia, Lizette	2 Recipients		2	2					
08/11/23 10:22 am	Email	Sure. No problem. You're really putting...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1					
08/11/23 09:56 am	Email	This message is for parents and students...	User	Garcia, Lizette	3 Recipients		3	3					
08/07/23 10:28 am	Email	First Day of School	User	Roxy, Fridda	2 Recipients		2	1			1		
08/07/23 08:52 am	Recorded		User	Garcia, Lizette	3 Recipients		3			3	3		
08/03/23 08:21 am	Email	Hi, Charlie and Kenna. Please be sure to...	User	Garcia, Lizette	2 Recipients		2				2		
07/31/23 04:14 pm	Email	Hi, Ms. Roxy. I grabbed the sign out of...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1					
07/31/23 04:12 pm	Email	Can you stop by and check on t...	User	Garcia, Lizette	Fridda Roxy		1	1					
07/05/23 10:04 am	TTS	Emergency Faculty Meeting at 2pm today!...	User	Garcia, Lizette	3 Recipients		3	3					
On Page:							109	12	0	94	6		
Total:							109	12	0	94	6		

a. Click the white X to close the message content pop-up window.



6b. Click **Play Audio** to listen to the Phone Call sent out.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

All

All

08/29/2023

☐

☐

☐

☐

☐

3 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

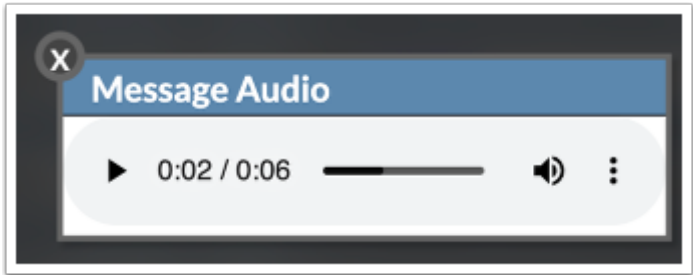
Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Eme
09/05/23 11:32 am	Email	New School Year: Volunteers Needed	User	Roxy, Fridda	91 Recipients		91	8			83			
09/05/23 11:30 am	Recorded	▶ Play Audio	User	Garcia, Lizette	Charlie Abe	Abe Charlie	1				1			
09/05/23 11:30 am	Email	Safety Patrol	User	Garcia, Lizette	Charlie Abe	Abe Charlie	1	1						
On Page:							93	9	0	0	84			
Total:							93	9	0	0	84			

The message starts playing automatically.

a. Click **Pause** and **Play** to start and stop the message.

b. Click the **Volume** button to change the level of the volume.

- c. Click the three dots for additional options, including **Download** to download the message to your computer and **Playback speed**, which allows you to alter to speed at which the message is played.
- d. Click the white **X** to close the Message Audio pop-up window.



7. Select the **Admin Flagged** check box to flag the message upon reviewing the message from this report. All other messages already flagged from this report by you or other administrative users display as selected. If the message was already flagged and a referral was already added, a check mark displays that cannot be removed.

If a message is flagged by a teacher, administrative users cannot flag the message; i.e. the Admin Flagged check box doesn't display.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

All

All

08/29/2023

☐

☐

☐

☐

☐

3 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged	Admin Flagged	Referral
	Volunteers Needed	User	Roxy, Frida	91 Recipients	91	8			83					<input type="checkbox"/>	
		User	Garcia, Lizette	Charlie Abe	Abe Charlie	1			1					<input type="checkbox"/>	
		User	Garcia, Lizette	Charlie Abe	Abe Charlie	1	1							<input type="checkbox"/>	
On Page:					93	9	0	0	84						
Total:					93	9	0	0	84						

If you select the **Admin Flagged** check box, the check box is automatically selected for all entries of the same message. For example, if you select the Admin Flagged check box for the Email, the attached SMS, Text-to-Speech, and Phone Call check boxes are automatically selected, as well since they are all a part of the same message.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

All

All

03/01/2023

☐

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6 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged	Admin Flagged
 op by and chec	User	Garcia, Lizette	Fridda Roxy		1	1							<input checked="" type="checkbox"/>	
 ! We had a great time yesterday...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 minder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8								<input checked="" type="checkbox"/>
 minder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8								<input checked="" type="checkbox"/>
 minder that all grades are d...	User	Garcia, Lizette	8 Recipients		8	8								<input checked="" type="checkbox"/>
 what the matter is regarding?	User	Roxy, Fridda	1 Recipients		1	1							<input checked="" type="checkbox"/>	
On Page:					27	27	0	0	0					
Total:					27	27	0	0	0					

8. If a message was flagged by a teacher, but a referral was not added, you can click **+ Add** to add a referral. If you or another administrative user selected the Admin Flagged check box, you can also click **+ Add** to add a referral.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

All

All

02/01/2023

☐

☐

☒

☐

☒

12 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

		Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged	Admin Flagged	Referral
	really putting...	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1							<input checked="" type="checkbox"/>		+ Add
	k on t!	User	Garcia, Lizette	Fridda Roxy		1	1							<input checked="" type="checkbox"/>		
		Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							<input checked="" type="checkbox"/>		View
	e homework in...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1								<input checked="" type="checkbox"/>	View
	at time yesterday...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View
	grades are d...	User	Garcia, Lizette	8 Recipients		8	8								<input checked="" type="checkbox"/>	
	grades are d...	User	Garcia, Lizette	8 Recipients		8	8								<input checked="" type="checkbox"/>	

i The **+ Add** button only displays when a message from a student is flagged. All messages from different types of users can be flagged as well, but the **+ Add** button doesn't display because a referral is not applicable.

a. In the pop-up window, select the applicable options and follow the steps for adding a referral to complete the process. Then, click **Save**. See [Add Referral](#) for details.

X

Add Referral

Save

Student	Abe, Charlie Noel	* Reporter	Garcia, Lizette
* Incident Date	06/29/2023	Bus Number	
Submission Date	06/29/2023	Reviewed By Admin	<input type="checkbox"/>
Closed	<input checked="" type="checkbox"/>	Minor Infraction - No administrative...	<input type="checkbox"/>
Teacher Code			

* Time of Day Incident Occurred

Action Record(s)

Export

Filter: OFF

	Days Completed	Resultant Action	Date Decided	Date Begins	Date Ends	Length of Action	Attendance Code	Administered

Zero-Tolerance:Expulsion

The student was not expelled.[Z]

School-Related Arrests

No, the student was not arrested [N]

* Primary Discipline Code

Other Discipline Code(s)

Involved in Bullying

☐ N/A ☒ No ☐ Yes

Primary Discipline code must not be blank.

Others Involved

Parent Contact

Primary Discipline Code

Time of Day Incident Occurred

Location

Incident Description

Teacher Action/Intervention

9. If a referral was created as a result of being flagged, click **View** to review the referral from the [Referrals](#) screen.

Communication History

Type

Schools

Start Date

End Date

Secure

Emergency

Flagged

Include Attendance

View All Users

Search

12 Records

Export

Filter: OFF

Toggle Columns

Page Size: 20

	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure	Emergency	Flagged	Admin Flagged	Referral
	Student	Abe, Charlie	Fridda Roxy	Abe Charlie	1	1							✓		+ Add
	User	Garcia, Lizette	Fridda Roxy		1	1							✓		
	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							✓		View
	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							✓	✓	View
	User	Garcia, Lizette	8 Recipients		8	8								✓	
	User	Garcia, Lizette	8 Recipients		8	8								✓	
	User	Garcia, Lizette	8 Recipients		8	8								✓	
	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1							✓		+ Add
	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1								✓	+ Add
	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1							✓		+ Add
	User	Roxy, Fridda	1 Recipients		1	1							✓		
On Page:					33	33	0	0	0						
Total:					33	33	0	0	0						

Additional Features

If multiple pages of records are displayed in the report, click the **Prev** and **Next** buttons to navigate between pages. You can also type the page number in the **Page** text area to jump to a specific page.

Communication History

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

55 Records Export Filter: OFF Toggle Columns Page Size: 10

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure
05/23/23 10:07 am	Email	May I ask what the matter is regarding?	User	Roxy, Fridda	1 Recipients		1	1					
05/23/23 11:23 am	Email	Will do! Thank you, Ms. Roxy.	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
05/25/23 09:17 am	Email	Hi, Ms. Roxy, My poem contains some inap...	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1					
05/25/23 09:17 am	Email	Dirty WordsLet's vote for bad words.Real...	Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1					
05/31/23 03:09 pm	Email	Thanks for the suggestion about the book...	User	Roxy, Fridda	1 Recipients		1	1					
05/31/23 03:11 pm	Email	Hi, Lizette. I've been getting a lot of...	User	Abernathy, Nora	1 Recipients		1	1					
05/31/23 03:26 pm	Email	Please be sure we have a good phone numb...	User	Garcia, Lizette	1 Recipients		1	1					
05/31/23 03:34 pm	Email	Thank you! We had a great time yesterday...	Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
05/31/23 04:05 pm	Email	Testing	User	Garcia, Lizette	1 Recipients		1	1					
06/07/23 10:22 am	Email	We look forward to the changes you'll br...	User	Garcia, Lizette	1 Recipients	Abe Charlie	1	1					
On Page:							10	10	0	0	0		
Total:							1795	1613	0	94	91		

55 Records Export Filter: OFF Toggle Columns Page Size: 10

Click the **Excel** icon in the Export section to export the table of data to an Excel spreadsheet, which can then be saved to your computer.

Click the **Printer** icon to print the table of data.

Communication History

Type: All Schools: All Start Date: 12/01/2022 End Date:

55 Records Export Filter: OFF Toggle

Date	Type	Message	Source	From
09/05/23 11:32 am	Email	New School Year: Volunteers Needed	User	Roxy, Fridda
08/07/23 08:52 am	Recorded		User	Garcia, Lizette
08/03/23 08:21 am	Email	Hi, Charlie and Kenna. Please be sure to...	User	Garcia, Lizette
09/05/23 11:32 am	Email	Testing	User	Roxy, Fridda
09/05/23 11:30 am	Recorded	► Play Audio	User	Garcia, Lizette
08/07/23 10:28 am	Email	First Day of School	User	Roxy, Fridda

Click **Filters** to filter data and apply filter rules.

Communication History

Type: All Schools: All Start Date: 02/01/2023 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

2 Records Export Filter: ON Toggle Columns Page Size: 20

Date	Type	Message	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Atte
05/31/23 03:18 pm	TTS	This is a reminder that all grades are d...	8 Recipients		8	8				
05/31/23 03:18 pm	SMS	This is a reminder that all grades are d...	8 Recipients		8	8				
On Page:					16	16	0	0	0	
Total:					16	16	0	0	0	

a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Click the **gray arrow** for additional filtering rules.

Click **Toggle Columns** to customize the columns displayed in the report.

a. Clear the selected check boxes to hide the columns from the report. Once the check box is cleared, to add the column back to the report, the check box must be selected again.

Communication History

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

Filter: OFF Toggle Columns Page Size: 10

Toggle Columns

- ☒ Date
- ☒ Type
- ☒ Message
- ☒ Source
- ☒ From
- ☒ To
- ☒ Regarding Student
- ☒ Total
- ☒ Sent
- ☐ Pending
- ☒ Expired
- ☒ Errors
- ☒ Attendance
- ☐ Secure
- ☐ Emergency
- ☒ Flagged
- ☒ Admin Flagged
- ☒ Referral

Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure
User	Roxy, Frida	1 Recipients		1	1					
Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1					
Student	Acevedo, Diem	1 Recipients	Acevedo Diem	1	1					
User	Roxy, Frida	1 Recipients		1	1					
User	Abernathy, Nora	1 Recipients		1	1					
User	Garcia, Lizette	1 Recipients		1	1					
Student	Abe, Charlie	1 Recipients	Abe Charlie	1	1					
User	Garcia, Lizette	1 Recipients		1	1					
User	Garcia, Lizette	1 Recipients	Abe Charlie	1	1					
On Page:				10	10	0	0	0		
Total:				1795	1613	0	94	91		



If a column is hidden from the report, the column will remain hidden until the check box is re-selected from the **Toggle Columns** pop-up window.

The Page Size determines the number of records displayed per page. The default is 20 records. To display more or less records per page, enter the desired number in the **Page Size** text area.

Communication History

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

Page: 1 / 6 55 Records Filter: OFF Toggle Columns Page Size: 10

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure
09/05/23 11:32 am	Email	New School Year: Volunteers Needed	User	Roxy, Frida	91 Recipients		91	8			83		
08/07/23 08:52 am	Recorded		User	Garcia, Lizette	3 Recipients		3			3	3		
08/03/23 08:21 am	Email	Hi, Charlie and Kenna. Please be sure to...	User	Garcia, Lizette	2 Recipients		2				2		
09/05/23 11:32 am	Email	Testing	User	Roxy, Frida	Debbie Barron	Barron Debbie	1				1		
09/05/23 11:30 am	Recorded	► Play Audio	User	Garcia, Lizette	Charlie Abe	Abe Charlie	1				1		
08/07/23 10:28 am	Email	First Day of School	User	Roxy, Frida	2 Recipients		2	1			1		
08/18/23 02:13 pm	Email	Test	User	Roxy, Frida	91 Recipients		91			91			
04/25/23 01:38 pm	Email	Hi, Frida. Can we schedule a time to me...	User	Garcia, Lizette	1 Recipients		1	1					
04/25/23 01:44 pm	Email	Absolutely! I'm free next week after 2pm.	User	Roxy, Frida	1 Recipients		1	1					
05/23/23 09:52 am	Email	There is an urgent matter I need to disc...	User	Garcia, Lizette	1 Recipients		1	1					
On Page:							194	12	0	94	91		
Total:							1795	1613	0	94	91		

Page: 1 / 6

i The number of records displayed (default is set to 20) determines the number of pages in the report.

Click any of the headers to sort data. Click once for ascending results; click twice for descending results.

Communication History

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

Page: 1 / 3 55 Records Filter: OFF Toggle Columns Page Size: 20

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Secure
09/05/23 11:32 am	Email	New School Year: Volunteers Needed	User	Roxy, Frida	91 Recipients		91	8			83		
08/07/23 08:52 am	Recorded		User	Garcia, Lizette	3 Recipients		3			3	3		
08/03/23 08:21 am	Email	Hi, Charlie and Kenna. Please be sure to...	User	Garcia, Lizette	2 Recipients		2				2		
09/05/23 11:32 am	Email	Testing	User	Roxy, Frida	Debbie Barron	Barron Debbie	1				1		
09/05/23 11:30 am	Recorded	► Play Audio	User	Garcia, Lizette	Charlie Abe	Abe Charlie	1				1		
08/07/23 10:28 am	Email	First Day of School	User	Roxy, Frida	2 Recipients		2	1			1		
08/18/23 02:13 pm	Email	Test	User	Roxy, Frida	91 Recipients		91			91			
04/25/23 01:38 pm	Email	Hi, Frida. Can we schedule a time to me...	User	Garcia, Lizette	1 Recipients		1	1					
04/25/23 01:44 pm	Email	Absolutely! I'm free next week after 2pm.	User	Roxy, Frida	1 Recipients		1	1					
05/23/23 09:52 am	Email	There is an urgent matter I need to disc...	User	Garcia, Lizette	1 Recipients		1	1					
05/23/23 10:07 am	Email	May I ask what the matter is regarding?	User	Roxy, Frida	1 Recipients		1	1					

Click the **modal** icon to view individual records from a data table in a pop-up modal to alleviate having to scroll horizontally on large tables.

Communication History

Type: All Schools: All Start Date: 12/01/2022 End Date: Secure: Emergency: Flagged: Include Attendance: View All Users: Search

Page: 1 / 3 55 Records Export Filter: OFF Toggle Columns Page Size: 20

Date	Type	Message	Source	From	To	Regarding Student	Total	Sent	Pending	Expired	Errors	Attendance	Sec
09/05/23 11:32 am	Email	New School Year: Volunteers Needed	User	Roxy, Frida	91 Recipients	Acevedo Diem	91	8					
08/07/23 08:52 am	Recorded		User	Garcia, Lizette	3 Recipients		3						

Close

Click the white arrows to navigate through the list of records.

Date	08/07/23 08:52 am	Type	Recorded
Source	User	From	Garcia, Lizette
To	3 Recipients	Total	3
Expired	3	Errors	3
Attendance	<input type="checkbox"/>	Secure	<input type="checkbox"/>
Emergency	<input type="checkbox"/>	Flagged	<input type="checkbox"/>
Admin Flagged	<input type="checkbox"/>		

Close

Click **Close** to close the pop-up window.

Did You Know?

The system field titled, **Exclude from Communication**, can be enabled via Setup > [School Fields](#) and added to School Information. By default, this field is disabled, with no permissions enabled upon installation. To enable from Setup > [School Info](#), you can select the **Exclude from Communication** check box.

Activating this feature has several implications. Primarily, it removes the excluded school from district-wide communication. This means users and students of the excluded school will no longer appear in the recipient pull-down in [Communication](#). Additionally, users associated

with these schools lose access to Callout, SMS, or Attendance Communication Platform expansion features.

For schools marked as excluded, communication is restricted to within the school. Features like SMS and phone calls are disabled, and the **Send as District** option is modified to **Send as School**. This change ensures that any communication sent displays the school's title and logo, rather than the district's.

Furthermore, announcement emails sent from these schools will list the school's title as the **From Name**.

In the Communication Report, these emails will show **School** as the source and the school title under the **From** field.

12.0.33

FOCUS

Writers02

Select Student/Staff ▼ School Info

Lizette Garcia

Focus High School - 0041 ▼

SIS

Admin ▼

2022-2023 ▼

4th 9 Weeks ▼

ERP

Focus High School - 0041

School Number: 0041

Save

Filter fields...

PI

Primary Info

GI

General Info

L

Locations

SCI

School Contact Info

General Info

Exclude from Communication

☐

Available on the Online App

☒

School Logo

No Files

Education Organization ID

Gradelevel Range

9-12

Grade Range Abbreviation

High

Abbreviated Name

FHS

Address

555 Focus Drive

AIC

☐ N/A ☒ No ☐ Yes