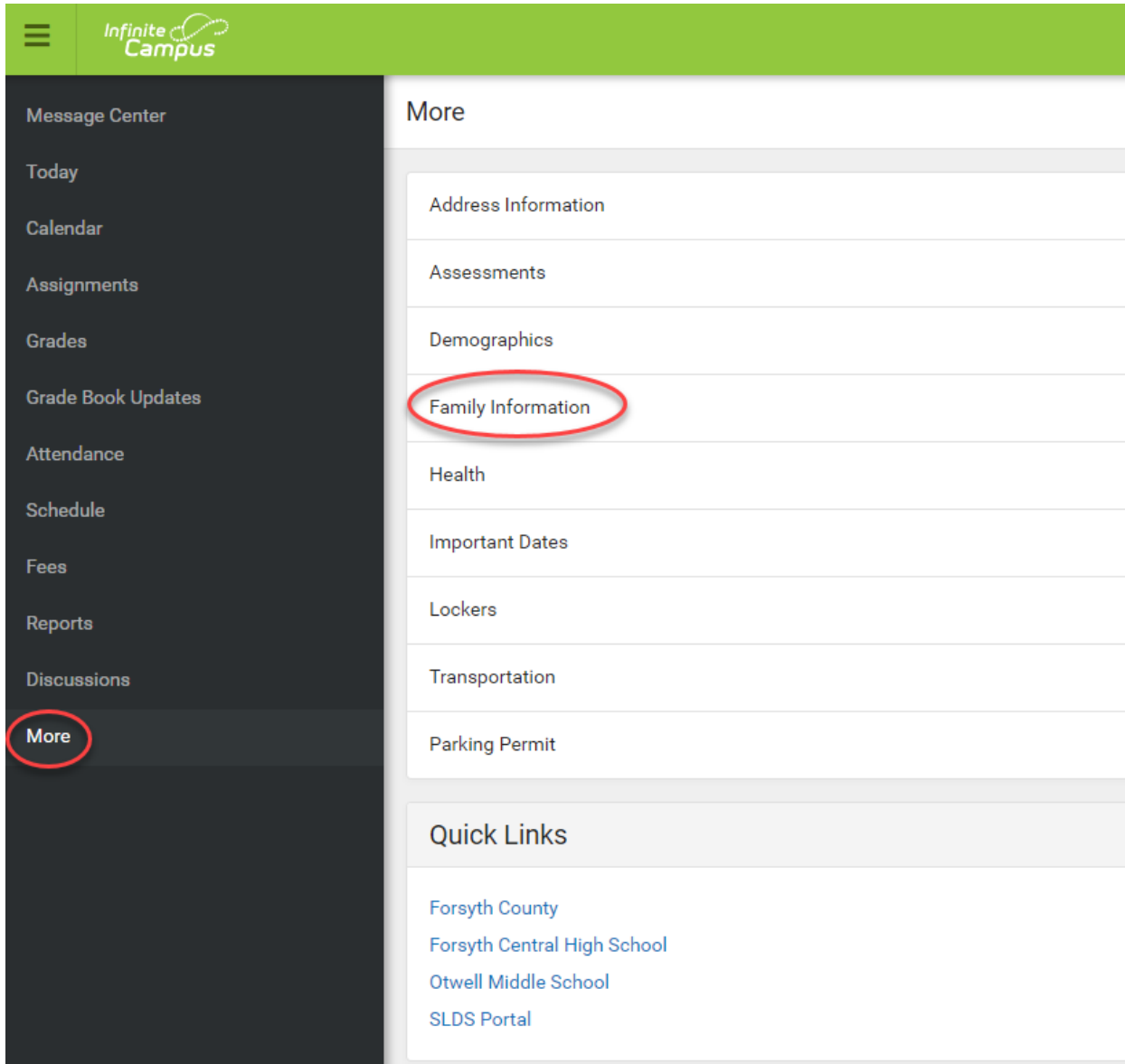


## 向学生发送消息设置

家长门户网站（又称“校园家长”或“校园学生”）的一项新功能是，老师可以直接向学生发送短信及 / 或电子邮件。家长需要按照以下步骤激活学生的账户，以使学生可以直接接收老师的信息。**Infinite Campus**（无限校园）会将发送给学生的任何消息自动抄送给家长，以策安全。请按照以下指导，将学生的手机号码和电子邮箱地址添加到门户网站账户。

1. 登录后，家长将看到以下页面，需要在左侧索引单击 **More**（更多）。在 **More**（更多）页面中，单击 **Family Information**（家庭信息）。



The screenshot displays the Infinite Campus parent portal interface. The top navigation bar is green with the Infinite Campus logo. The left sidebar is dark grey and contains a menu with the following items: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Reports, Discussions, and More. The 'More' item is circled in red. The main content area is white and features a 'More' section with a list of options: Address Information, Assessments, Demographics, Family Information (circled in red), Health, Important Dates, Lockers, Transportation, and Parking Permit. Below this is a 'Quick Links' section with the following links: Forsyth County, Forsyth Central High School, Otwell Middle School, and SLDS Portal.

2. 在此页面，向下滚动以找到家长 / 监护人想要添加手机号码及 / 或电子邮箱地址的学生。点击 **Update** (更新) 按钮。

The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with a menu: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, and Schedule. The main content area has a green header with the Infinite Campus logo and a '< Back' button. Below the header, the name 'Megan' is displayed and circled in red. Underneath is a 'Contact Information' section with a table:

Phone	Email
Other: (404) [redacted]	No data

Below the table is an 'Update' button, also circled in red. At the bottom of the contact information section is a 'Relationships' section.

3. 将会弹出以下页面，家长 / 监护人需要输入学生的手机号码及 / 或电子邮箱地址。

The screenshot shows the 'Update Contact: Megan' page in the Infinite Campus interface. The sidebar is the same as in the previous screenshot. The main content area has a green header with the Infinite Campus logo and a '< Back' button. Below the header, the title 'Update Contact: Megan' is displayed. The form contains several input fields:

- Cell Phone:** A text input field with a red arrow pointing to it.
- Work Phone:** A text input field with a red arrow pointing to it.
- Other Phone:** A text input field containing '(404) [redacted]'.
- Email Address:** A text input field containing 'user@example.com' with a red arrow pointing to it.
- Secondary Email Address:** A text input field containing 'user@example.com'.
- Comments:** A large text area for additional notes.

4. 输入所需的联系信息后，点击页面下方的蓝色 **Update** (更新) 按钮。



Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Fees

Reports

Discussions

More

< Back

Update Contact: Megan

Cell Phone

(770) \_\_\_\_\_

Work Phone

( ) - - x

Other Phone

(404) \_\_\_\_\_

Email Address

m \_\_\_\_\_@outlook.com

Secondary Email Address

user@example.com

Comments

Empty text area for comments.

Update

Cancel

5. 将会弹出一条消息，提示“成功。您的请求已……”。学生信息系统部门的工作人员将验证更新学生信息的家长 / 监护人。在上学日的 **24** 小时内，可以在家长门户网站和 **Campus Student**（校园学生）内查看学生信息。

