

Build a List using Rules

Step 1



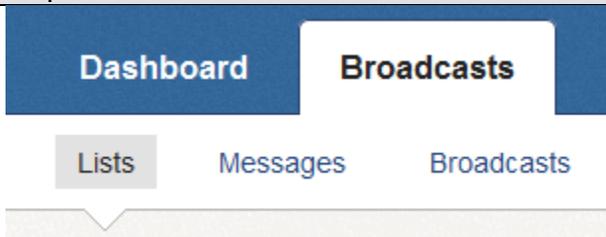
Login at <https://asp.schoolmessenger.com/aurorak12/>

Make sure this page is either bookmarked or saved as a shortcut on your desktop.

Enter your username and password.

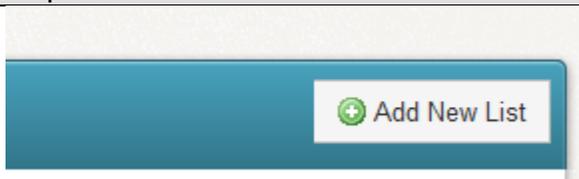
Click the Sign In button.

Step 2



Click the Broadcasts tab. The Lists button is already highlighted.

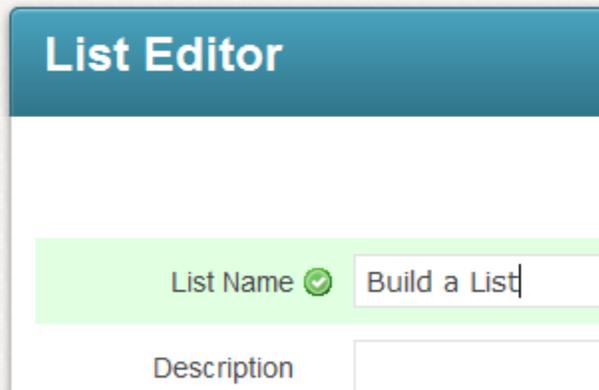
Step 3



On the right side of the screen, click the Add New List button.

Step 4

List Editor:



In the List Editor, type a name for your list in the List Name text box.

Step 5

LIST CONTENT

List Rules

Select a field to filter on

Field

Select a Field

- Select a Field
- First Name
- Last Name
- Language
- Grade
- Gender
- Contact Type
- School
- Staff Group

In the List Content area, click the Field dropdown arrow to choose a field to filter by.

Step 6

List Rules

Enter a value

Field Grade

Criteria is is NOT

Value

Check All

01 02

Clear Add

After choosing a Field, click one of the Criteria buttons and click the check boxes next to the values you want to filter by.

Note: Filtering for Language, Grade, Gender, Contact Type, School or Staff Group will give you a list of check boxes in the Value column to choose from.
See Step 7A if you are building a list by name.

Click the Add button.

Step 7

LIST CONTENT

List Rules

Remove All Rules

Rule #1	Field	Criteria	Value	Action
1	Grade	is	01	Remove

Enter a value

Field Gender

Criteria is is NOT

Value

F M

Add

Repeat Steps 5 and 6 to add additional Fields if desired.

Note: this screen shot shows Rule 1 filtering 1st Graders, and the next rule filtering for Boys.

Step 7A

Field	Criteria	Value	
Last Name	<input type="radio"/> equals <input type="radio"/> does not equal <input type="radio"/> starts with <input type="radio"/> ends with <input checked="" type="radio"/> contains	stevens	<input type="button" value="Add"/>

If you are building a list by choosing names, click the dropdown arrow and choose either First or Last Name.

Note: Filtering for First or Last name will give you a text box to type a value into. If you choose 'equals,' you must type the name exactly as it appears in School Messenger.

Choose one of the criteria listed for the name you are searching for, such as 'equals' or 'contains' and type the name in the Value text box.

Click the Add button.

Step 8

List Name Build a List

Description

Total 1684

LIST CONTENT

List Rules

Remove All Rules

Rule #1	Grade	is	01	<input type="button" value="Remove"/>
Rule #2	Gender	is	M	<input type="button" value="Remove"/>

Click the Preview button if you want to see your list.

Pay close attention to the number of recipients next to the word Total. If this number does not seem correct, click the Remove buttons to remove your rules and start over at Step 5.

Step 9

If you are satisfied with your list, scroll down and click the Done button.

Step 10

List Builder

My Lists

Sort By:

- Name
- Date

All Students
Jun 20, 2013 9:57 am - Created in Messag
This list has never been used

Build a List
Jun 26, 2013 4:19 pm
This list has never been used

The list you just created will appear in the My Lists section of the List Builder.