

Record a phone message for School Messenger

Step 1



Aurora Public Schools

Login:
ssstevens

Password:

Passwords are case-sensitive.

Sign In

[Forgot your password? Click Here](#)

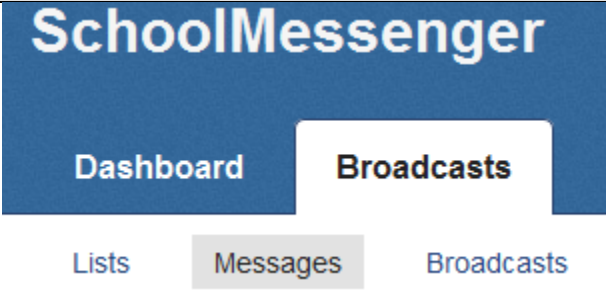
Login at

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

Enter your username and password.

Click the Sign In button.

Step 2



SchoolMessenger

Dashboard Broadcasts

Lists Messages Broadcasts

Click the Broadcasts tab, and then click the Messages button.

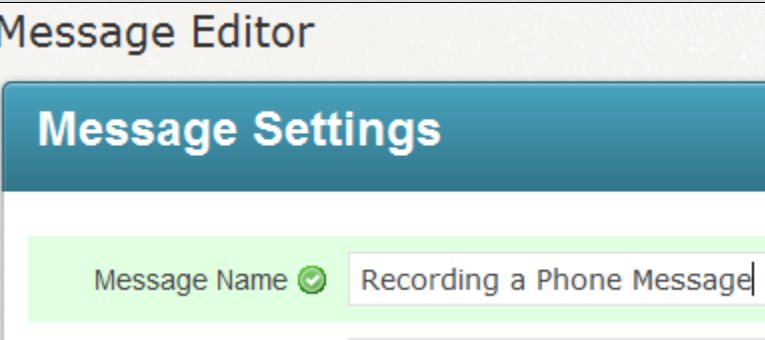
Step 3



+ Add New Message

In the Message Editor window, click the Add New Message button on the right side of your screen.

Step 4



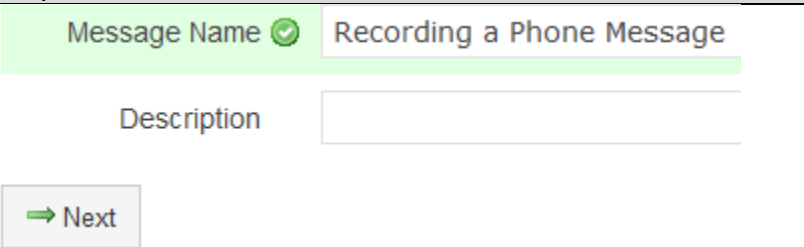
Message Editor

Message Settings

Message Name ✓ Recording a Phone Message

Give your message an appropriate name by typing in the Message Name text box.

Step 5



Message Name ✓ Recording a Phone Message

Description

Next

Click the Next button.

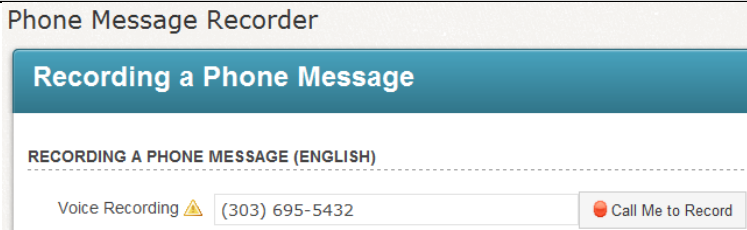
Step 6



The Message Content area appears below the Message Settings area. To record a phone message, click the drop down arrow next to the language you want to record.

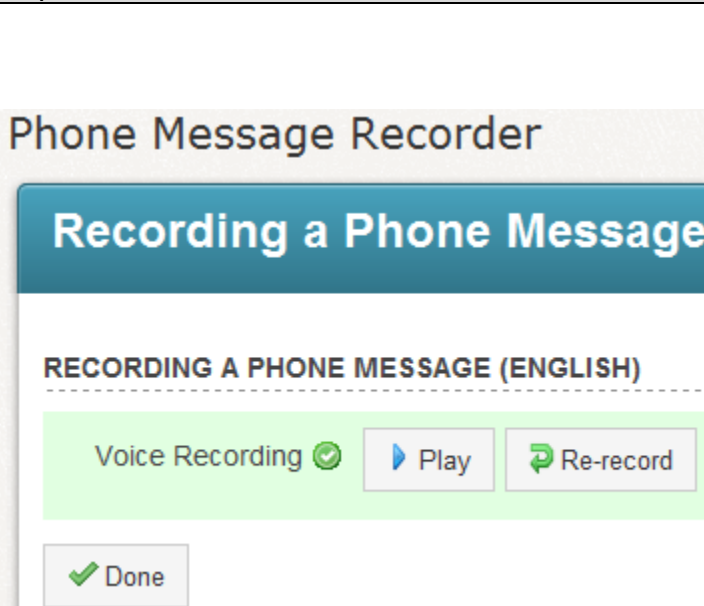
Click the red Record button.

Step 7



Verify the phone number in the Voice Recording text box, and click the Call Me to Record button.

Step 8



Follow the prompts to record your message.

Note: Please inform your recipients that they can press the star key to replay the message.

Press 1 to begin recording your message.

Press any button to stop recording. The system will play your recording back to you.

After listening to your recording, press 1 to save it.

You can also press 2 to replay your message, or press 3 if you need to re-record your message.

You can hang up after you have saved your message.

After you have hung up your phone, click the Done button.

Step 9

The screenshot shows the 'Message Content' interface. At the top, there are three columns: 'Phone', 'SMS', and 'HTML Email', each with a green plus icon. Below these are two rows for language selection: 'English' and 'Spanish'. For 'English', the 'Phone' dropdown has a green checkmark, 'SMS' has a grey circle, and 'HTML Email' has a grey circle. For 'Spanish', 'Phone' has a grey circle, 'SMS' has a dash, and 'HTML Email' has a grey circle.

Below this is another 'Message Content' section. The 'Phone' dropdown is highlighted with a red box. A tooltip menu is open, showing 'Spanish Phone Message' at the top. Below it are two options: 'Record' with a red circle icon and 'Write' with a pencil icon. A 'Record' button is also visible at the bottom of the tooltip.

In the Message Content area, you will now see a green circle with a check mark next to the language you chose to record.

If you need to record an additional message in another language (Spanish, for example), click the drop down arrow next to the language you want to record.

Click the red Record button.

Step 9A

The screenshot shows the 'Phone Message Recorder' interface. At the top, there is a blue header 'Recording a Phone Message'. Below it, the text 'RECORDING A PHONE MESSAGE (ENGLISH)' is displayed. Underneath, there is a 'Voice Recording' section with a warning icon, a text box containing the phone number '(303) 695-5432', and a 'Call Me to Record' button with a red circle icon.

Verify the phone number in the Voice Recording text box, and click the Call Me to Record button.

Note: you can choose a different number for School Messenger to call if someone else will be recording the translation.

Repeat Step 8, and then return here to Step 9A.

Step 9B

The screenshot shows the 'Message Content' interface. At the top, there are two columns: 'Phone' and 'SMS', each with a green plus icon. Below these are two rows for language selection: 'English' and 'Spanish'. For 'English', the 'Phone' dropdown has a green checkmark and 'SMS' has a grey circle. For 'Spanish', the 'Phone' dropdown has a green checkmark and 'SMS' has a dash.

In the Message Content area, you will now see green circles with check marks next to all of the languages you chose to record.


If you need to record additional languages, repeat step 9, then Step 8, and then return here to Step 9B.

Step 9c

Message Editor

 Done

Message Settings

Message Name  Recording a Phone Message

Description

 Save

Click the Done button (scroll up if necessary) to return to the Message Builder window.

Step 10

Message Builder

My Messages

Views:



All



Messages



Stationery

Sort By:



Name



Call in to record

Jun 25, 2013 2:16 pm - 



Recording a Phone Message

Jun 26, 2013 3:31 pm - 

Your message now appears in your list of Messages and is available to be used in a Broadcast.