



Student Voice Survey – Preparing Campus



- [Linking to Campus Portal](#)
- [Supported Platforms](#)
- [Configuring Campus Portal](#)
- [Messenger Tool Settings](#)
- [Posting User Announcements](#)

Linking to Campus Portal

It is recommended that the Campus Portal link be available on your school and district websites.

The Portal web address is the Infinite Campus web address with “/portal/” inserted before the district name. For example, if your Infinite Campus web address is:

https://infinitecampus.districtname.kyschools.us/campus/districtname.jsp, your portal address would be:

*https://infinitecampus.districtname.kyschools.us/campus/**portal**/ districtname.jsp*.

Supported Platforms

- Campus Portal is not supported on mobile devices.
- Mobile Portal (app) does not support the Student Voice Survey functionality.
- Information on [Infinite Campus supported platforms and browsers](#) is available on Campus Community’s Knowledge Base.

Configuring Campus Portal

Campus Portal Messenger Inbox is always available for every school and should not need to be changed or set for Student Voice Survey.

To view and update Campus Portal Options:

PATH: *System Administration > Portal > Preferences*

(Tool Rights are required to access Portal preferences.)

Messenger Tool Settings

Students receive survey invitations through Messenger Inbox and email. Districts and schools can determine by which method students will receive notification they have a survey.

To view and update Messenger Settings:

PATH: *Messenger > Messenger Preferences > Messenger Settings tab*

(Tool Rights are required to access Messenger Settings.)

Check the box or boxes for the preferred Survey Messenger notification method – Inbox, Email or both options.

Messenger Tool Settings		
Messenger Tool	Default Delivery Device	
	Inbox	Email
Survey Messenger	<input type="checkbox"/>	<input type="checkbox"/>



Student Voice Survey – Preparing Campus



Posting User Announcements

Some schools may choose to post an announcement to students before or during a survey. Posting an announcement about the survey is not required, but can be helpful. While the announcement is active, the Portal collapses the Messenger Inbox and expands the District or School Announcement section, which may reduce the likelihood of students completing surveys without prompting.

To view and update Announcements:

PATH: *User Communication > Announcements*

(Tool Rights are required to access Announcements.)

A suggested announcement could be:

You may see Inbox messages like SVS-999-nnnn for LAST NAME, FIRST NAME. Please only complete these surveys when instructed to do so at school.

*Replace nnn and nnnn with the school's number and the date (month and day) the survey will begin.

See Campus Community Knowledge Base for more details about Announcements.