

# Sending an IVR

(interactive voice recording)

Sign into School Messenger (<https://asp.schoolmessenger.com/cleveland/start.php>)

Click the orange “New Broadcast” button on the right

**SchoolMessenger** Cleveland Metropolitan School District  
Address Book Account Help Feedback Logout

Dashboard **Broadcasts** Reports System Admin

Lists Messages **Broadcasts** Templates Posts Surveys Responses

### New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Specify a subject and select the desired message type for this message.

Subject  Test IVR

Type  General

Select your message recipients. You can also include yourself.

Recipients  Add Message Recipients Add Me

Actions	Recipient/List Name	Targets	Count
<input type="checkbox"/> <input type="checkbox"/>	Michael Goodill	Contacts & Guardians	
			Total 0

Continue >

Title your Broadcast.

Select a Type from the dropdown menu. Use General for most messages.

Click “Add Message Recipients” to pick the list you want to send the message to.

Click Continue.

Select the PHONE content type

**New Broadcast**

1 Subject & Recipients → 2 Message Content → 3 Review & Send

Add one or more of the following message types to your broadcast. [Load Saved Message](#)

**+ Phone** | + Email | + SMS | + Social

Voice Type   Call Me to Record  Text-to-Speech [Settings](#)

Enter the phone number to call to record your voice message.

Recording  (216) 838-0095 Optional: Extension [Call Now to Record](#)

Scratch Pad (optional): Use the area below to write notes about what you'd like to say. This information is not saved.

Put a phone number that the system will call when you click the green button to record your message.

Enter the phone number to call to record your voice message.

Recording  (216) 838-0095 Optional: Extension [Call Now to Record](#)

Follow the prompts to record your message, it will play it back for you. You will be able to rerecord the message if you would like.

Once your message is in the system it will look like this:

Enter the phone number to call to record your voice message.

Recording  English

**(Optional) Record this message in another language**

Select Language  (216) 838-0095 Optional: Extension [Call Now to Record](#)

Click the green Save Phone Message button at the bottom right.

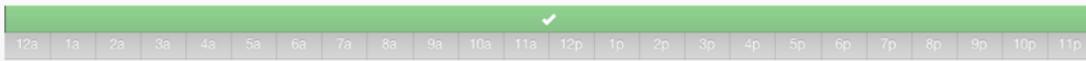
Click continue or set up the Email, SMS or Social message.

When ready select Send Now or Schedule to Send Later if your want:

Congratulations! This message is ready for submission.

### Schedule This Message to be Sent at a Later Time

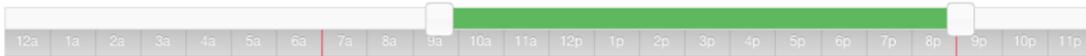
The following timeline shows the allowable time range to send messages (in green) as set by your organization.



1. Select the Start Date to send this message.

Start Date

2. Specify the Start and End Time by dragging the 2 handles on the slider below to set the corresponding time.



Start Time

End Time