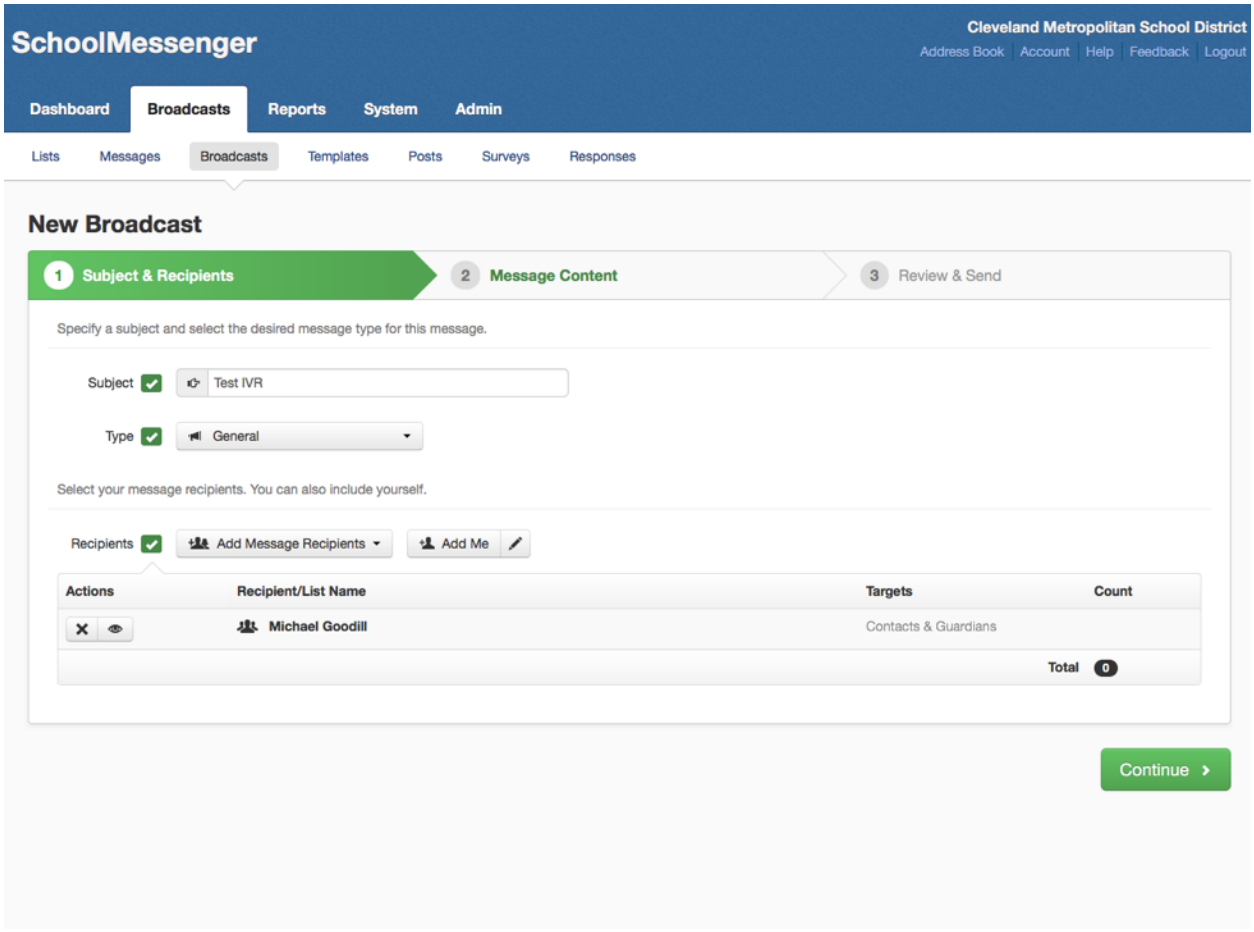
Sending an IVR

(interactive voice recording)

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

Click the orange “New Broadcast” button on the right



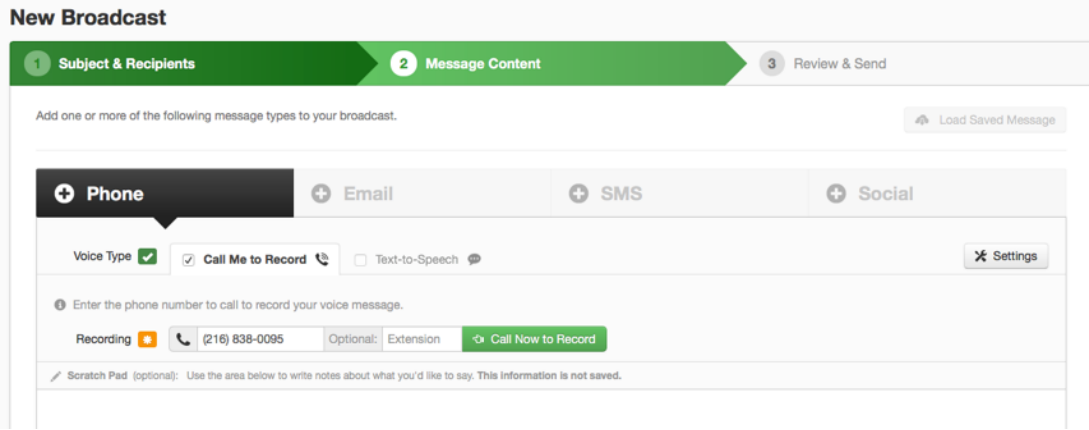
Title your Broadcast.

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

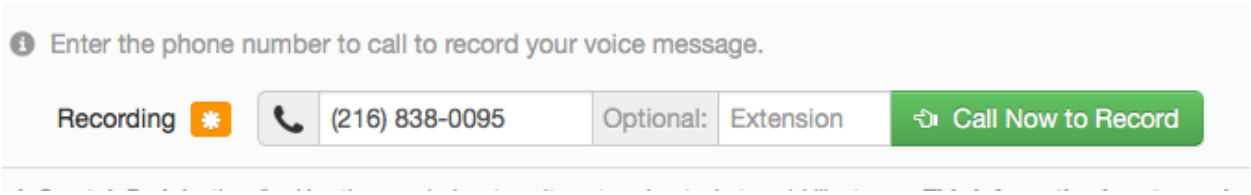
Click “Add Message Recipients” to pick the list you want to send the message to.

Click Continue.

Select the PHONE content type

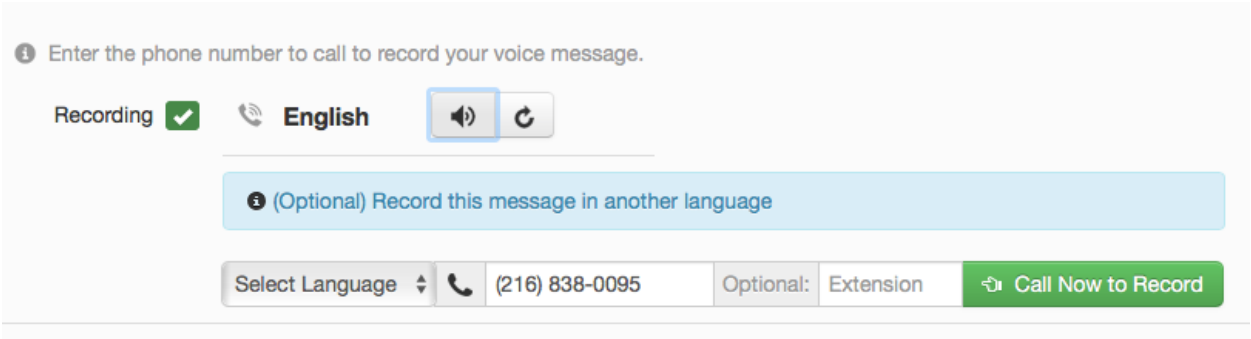


Put a phone number that the system will call when you click the green button to record your message.



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.

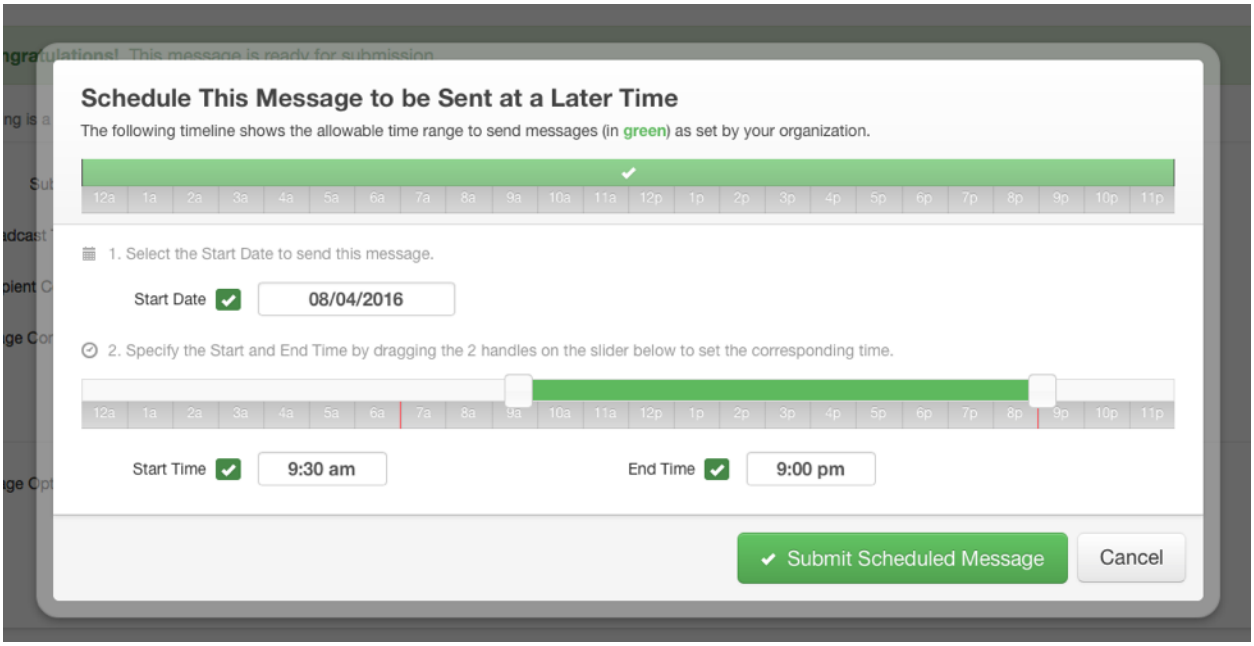
Once your message is in the system it will look like this:



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:


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.
12a 1a 2a 3a 4a 5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p 10p 11p
1. Select the Start Date to send this message.
Start Date
08/04/2016
2. Specify the Start and End Time by dragging the 2 handles on the slider below to set the corresponding time.
12a 1a 2a 3a 4a 5a 6a 7a 8a 9a 10a 11a 12p 1p 2p 3p 4p 5p 6p 7p 8p 9p 10p 11p
Start Time
9:30 am
End Time
9:00 pm
Submit Scheduled Message
Cancel