

SchoolMessenger Message App




The SchoolMessenger app provides:

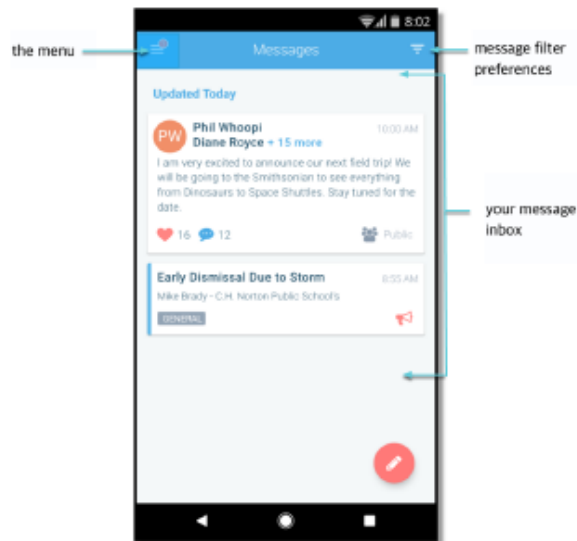
- control over the types of messages guardians receive from SCCS and
- teacher-initiated messaging to guardians.

The app is the way for guardians and staff to select the type of messages they receive--- texts, emails, or phone calls. Note: emergency messages will always be delivered via phone call. Without a phone, users can create a web-based account at www.go.schoolmessenger.com.

A Preview of the App's Look and Feel

The SchoolMessenger app interface is simple and uncluttered. When you first log in, the **Messages** inbox appears as the default screen. You can navigate SchoolMessenger's other features by tapping the **menu button**  in the **top left corner of the screen**.

The screenshot below is an example of what you will see after you first log in. The content of your work area depends on the selected menu item. For example, the **message filter** option in the **top right side** only appears in the Messages screen.



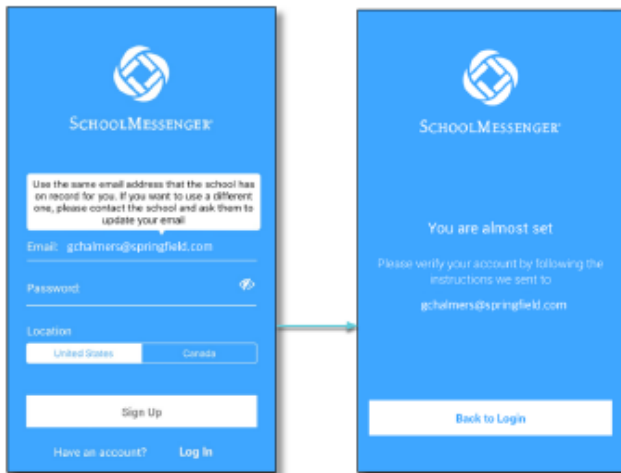
Set Up Your User Account

The SchoolMessenger app is available on the Android Google Play and Apple iOS app stores under the name "SchoolMessenger." From an app store, search for and download the blue "Schoolmessenger App".


You must set up the SchoolMessenger app and follow the prompts the first time you log into your account. You will be asked for an email address, password, and user Role (teacher, to student, to parent/guardian). Follow the prompts:

1. Tap **Sign Up** at the bottom of your phone screen. *Important: If you already have an email address that the school has on record, use this email address when you sign up. You must use the email address that SCCS has on record in OnCourse. Please notify SCCS to update or change your registered phone and/or email so the school information matches your new account.*
2. Enter your email address, location and a password.

3. You will be sent an email at the email address provided. Click the link in the email to verify your account. A new page will open on your browser. Note: the link in the email is only valid for 24 hours. If you don't click on it and log into the SchoolMessenger app within that time period, it will expire and be of no further use. You will have to restart the registration process and have a new email sent to you with a renewed link.
4. Return to the SchoolMessenger app.
5. Enter the same email address and password you used to create the account.
6. Tap Log In. A message appears that you've successfully logged in. You may now launch the app and log in using the same email address and password you used to create the account.

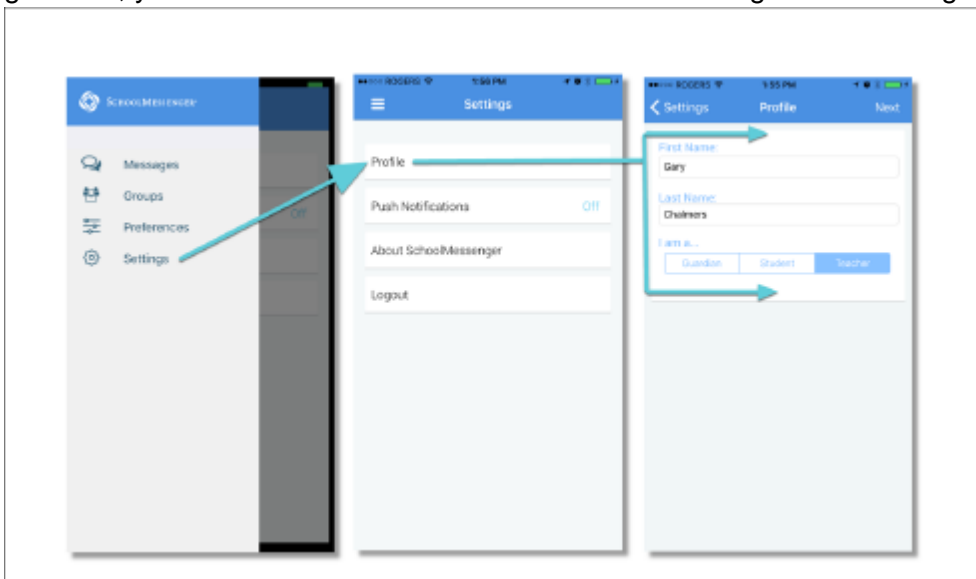


Settings may be modified using Preferences at any time after initial set up is completed. If no Preferences tab appears under Settings, please log out, then back in on a computer and the tab should appear on your phone.

1. Tap on the **menu button**  on the **upper left corner** of your screen.
2. Tap on the Settings option.
3. Tap on the Profile option.
4. Enter your first name, last name, and your Role type (Teacher, Student, or Guardian).


Your Settings must be set before an account can be used. Failure to do so will cause the system to log you out, and you will be prompted to enter this data the next time you log in.

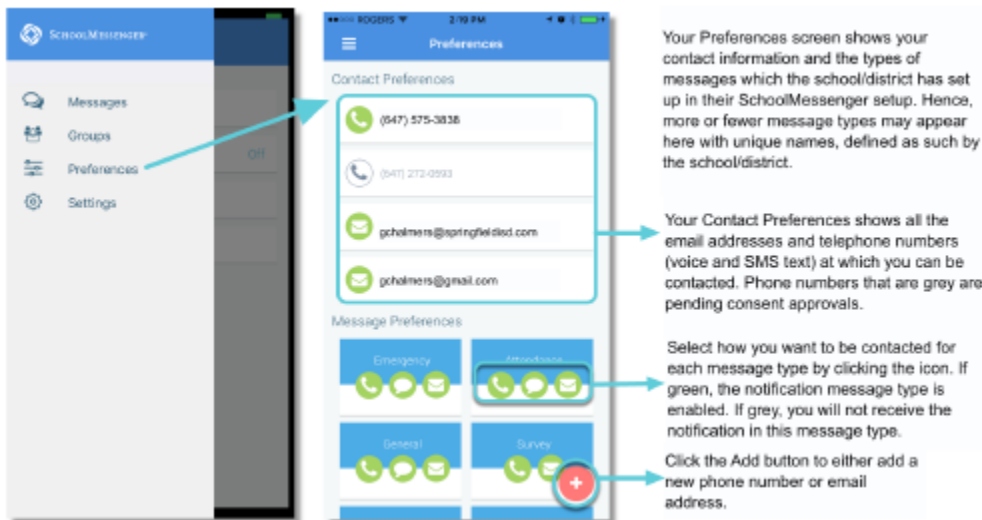
Important: You can change your Role type (from teacher, to student, to guardian) whenever you like, BUT in doing so, you lose your entire message history and essentially restart as a new user. If you are a teacher *and* a guardian, you can use two different email addresses to register and to login into the system.



Preferences

To configure your Contact and Message Preferences:


2. Tap on the Preferences option by tapping the **menu** option in the **top left corner of the screen** . The preferences on this page affect SchoolMessenger Broadcasts that may be sent to you from the school/district. They do not affect messages sent and received from within the SchoolMessenger app.
3. To receive text messages and acknowledge that you may be charged by your cell phone data plan, you must "opt in" by sending a text message containing the letter "Y" to 67587. If you have already opted in, you will see the offer to "opt out."

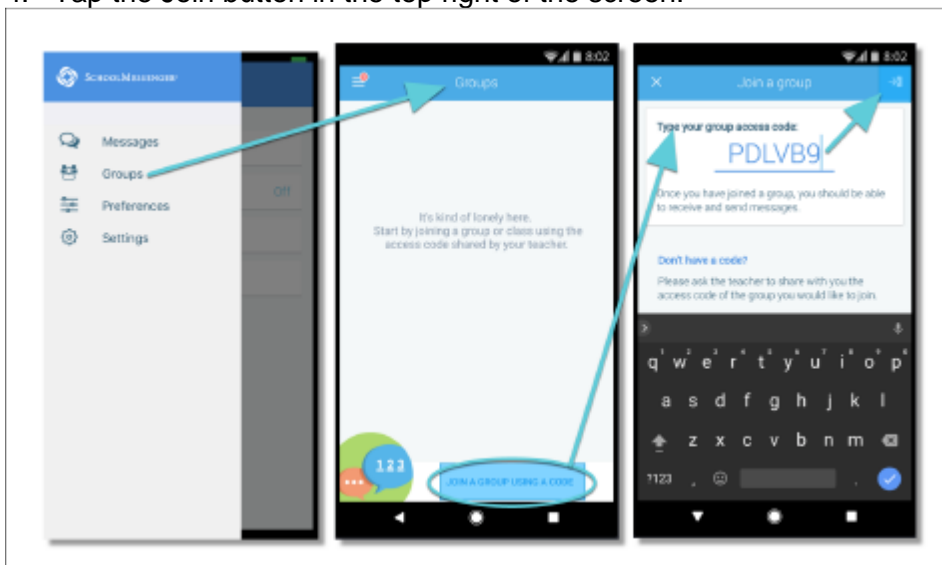


Joining a Group (Parents and Students Only)

Teachers can set up conversation or discussion groups in which students, guardians, and general users can participate. But before such participation can occur, participants must be invited and provided an access code to join the group.

Participants can join as many groups as they are invited to participate in. To join a group:

1. Tap on the Groups menu option by tapping the **menu** option in the **top left corner of the screen** .
2. Tap on JOIN A GROUP USING A CODE.
3. In the Join a group window, enter the access code that was provided to you by a teacher.
4. Tap the Join button in the top right of the screen.



MESSAGES, BROADCASTS, COMMENTS, ATTACHMENTS


About Messages

The SchoolMessenger app's Messages page displays all messages (voice, email, or text) sent to you from your school and/or district during the last 30 days, as well as the messages and conversations that have taken place in the SchoolMessenger app groups you have joined.

They are sorted by newest first, oldest last. There are two types of messages:

1. Sent by the school or district as SchoolMessenger Broadcasts to school-affiliated users (e.g. Emergency or Attendance messages).
2. Sent either publicly or privately by participants who are members of a SchoolMessenger app group.

Message Components



The SchoolMessenger App-only messages will include:

- the initial icon of the group sender
- the name of the sender
- the name of the contact the message has been sent to, followed by the number of other group members who have received the same message. Clicking on the + (number) more link will produce a list of the names and roles (student/guardian) of all the other recipients of the message
- the content of the message

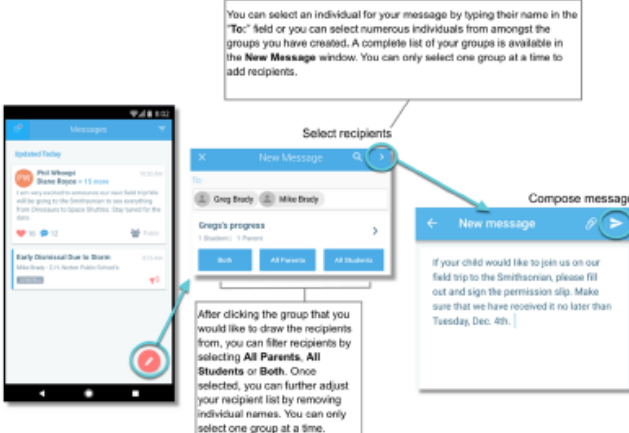
The school/district Broadcast messages will include:

- the title of the school/district message
- the name of the sender and the name of the school/district
- the message type (e.g. General, Emergency, Survey, etc.)
- the time on which the message was sent
- the initial icon indicating whom the message was sent to (when sent to a student) or the student concerning whom the message is about (when sent to a guardian). Multiple circles indicate that the same message has been sent for multiple students

Create a Message (teachers)

Creating a message is a very simple process. You select the recipients your message will be sent to, designate whether their comments will be readable to others in the group, solely by the teacher, or not at all (comment not permitted).

To create a Message, tap on the Messages menu option:



You can select an individual for your message by typing their name in the "To:" field or you can select numerous individuals from amongst the groups you have created. A complete list of your groups is available in the **New Message window. You can only select one group at a time to add recipients.**

Select recipients

After clicking the group that you would like to draw the recipients from, you can filter recipients by selecting **All Parents, **All Students** or **Both**. Once selected, you can further adjust your recipient list by removing individual names. You can only select one group at a time.**

Compose message

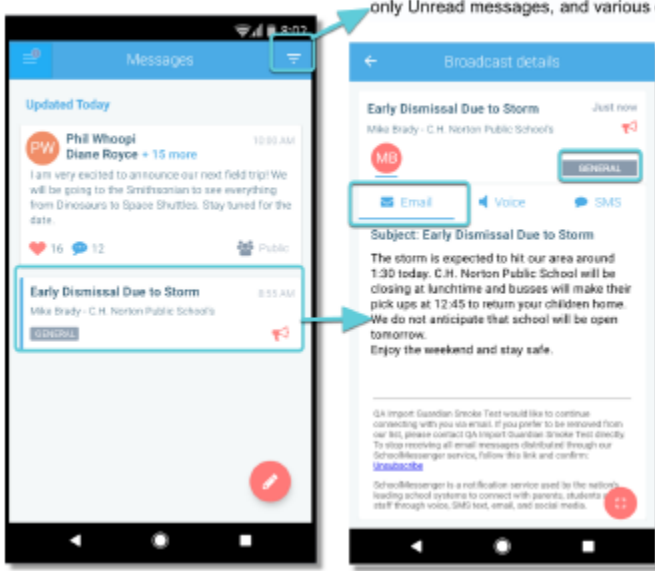
New message

If your child would like to join us on our field trip to the Smithsonian, please fill out and sign the permission slip. Make sure that we have received it no later than Tuesday, Dec. 4th.

Anatomy of a Broadcast Message

The following screen shot shows a SchoolMessenger Broadcast message sent from teacher Mike Brady to a student.

Messages can be filtered to display all messages, only Unread messages, and various other categories.



The screenshot shows the 'Messages' screen on the left and the 'Broadcast details' screen on the right. The 'Messages' screen has a filter icon in the top right corner. The 'Broadcast details' screen shows the message content and format options (Email, Voice, SMS). A blue line is visible under the 'Email' option.

- Clicking the Broadcast message in your message inbox opens the message in the Broadcast Details window.
- The message originated as a General-type Broadcast from SchoolMessenger (as opposed to a posting within the SchoolMessenger App itself, in which case nothing would appear here).
- The blue line beneath Email indicates that the currently selected message format is Email.

Voice messages appear with audio controls and a timer, Play/Pause button, Stop button, and a seek bar

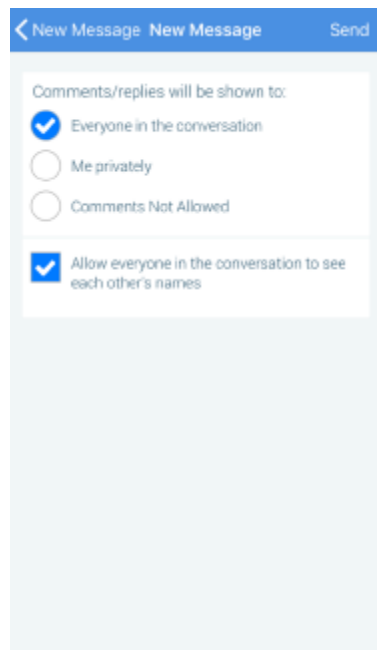
Broadcasts can also be sent in SMS text form.

The storm is expected to hit our area around 1:30 today. C.H. Norton Public School will be closing at lunchtime and busses will make their pick ups at 12:45 to return your children home. We do not anticipate that school will be open tomorrow. Enjoy the weekend and stay safe.

Select your Comment Settings:

If you're ready to send your message, tap Send. You'll then be prompted to select your Comment Settings:

- Everyone in the conversation: comments to your message will be seen by the entire group
- Me Privately: only the teacher will see comments sent by individuals
- Comments not allowed: no one will be able to send a response
- Commenters' names: check the box to allow everyone to see everyone's names



Add an Attachment

Note that the max file size is 20MB and you can only send 1 attachment per message. To attach a file, tap the Paperclip icon in the Compose Message window.

Use attachments to send the following file types to parents, guardians and students:

- images (PNG, JPG)
- documents (PDF, DOC, DOCX, PPT, PPTX)
- video (MP4)
- audio (MP3, WAV, M4A)

