



Your Feed

- 1

Announcement Feed
The chronological feed of announcements from the district, schools, classes, and groups that you belong.
- 2

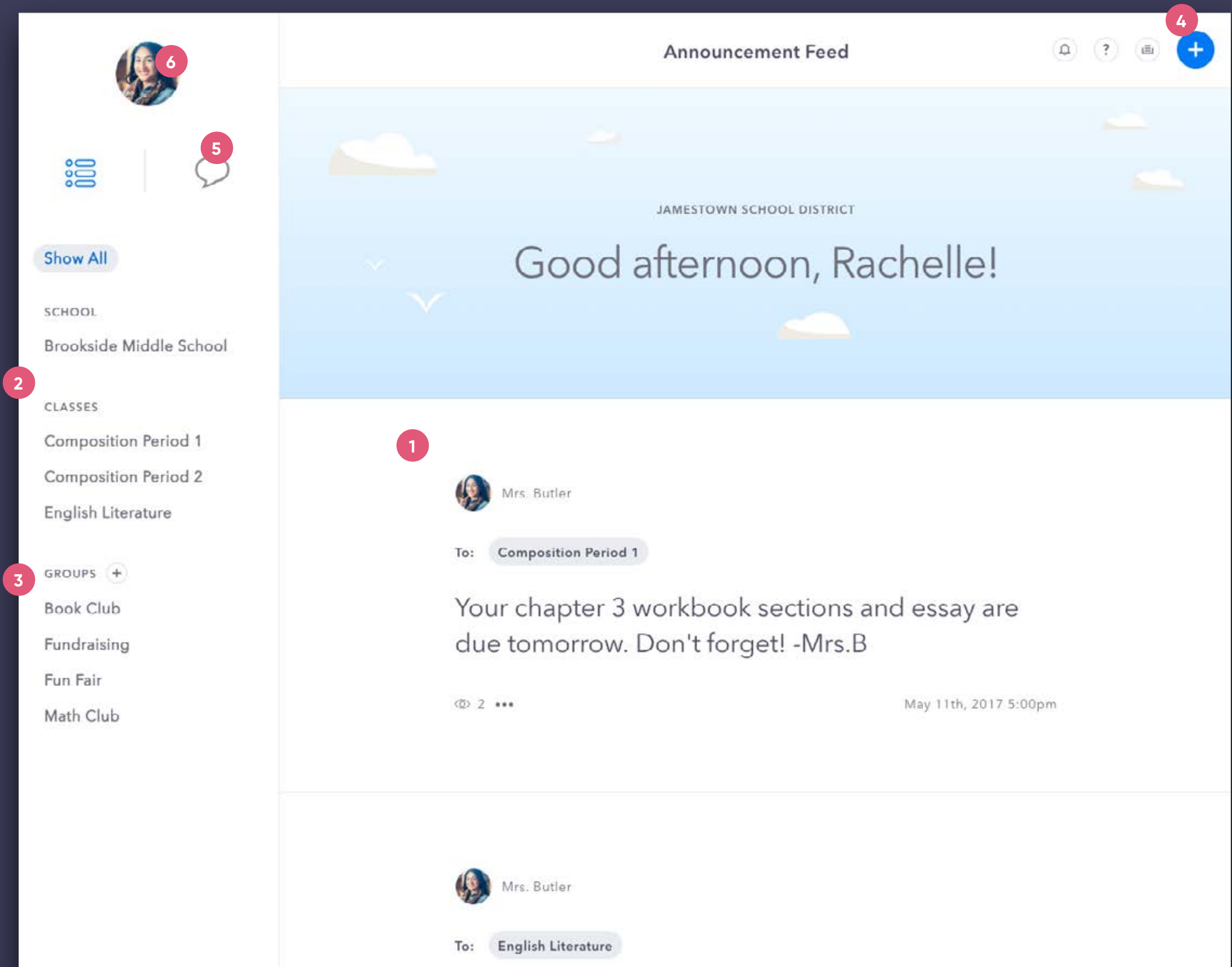
Districts, Schools, Classes, Groups
To filter your feed down to a specific school, class or group, just click on it within this side menu.
- 3

Follow Groups
Click on the plus button next to groups and check out the public groups to follow in your district.
- 4

Create Announcement
Click the Create button to compose an announcement for your class or group.
- 5

Direct Messages
Use Messages to start a conversation with an individual or a small group.
- 6

Settings
To update your personal settings just click on your avatar in the left-hand menu.



Classes

1 **Classes**

By clicking on a class your feed will filter down to just those announcements.

2 **Class Info**

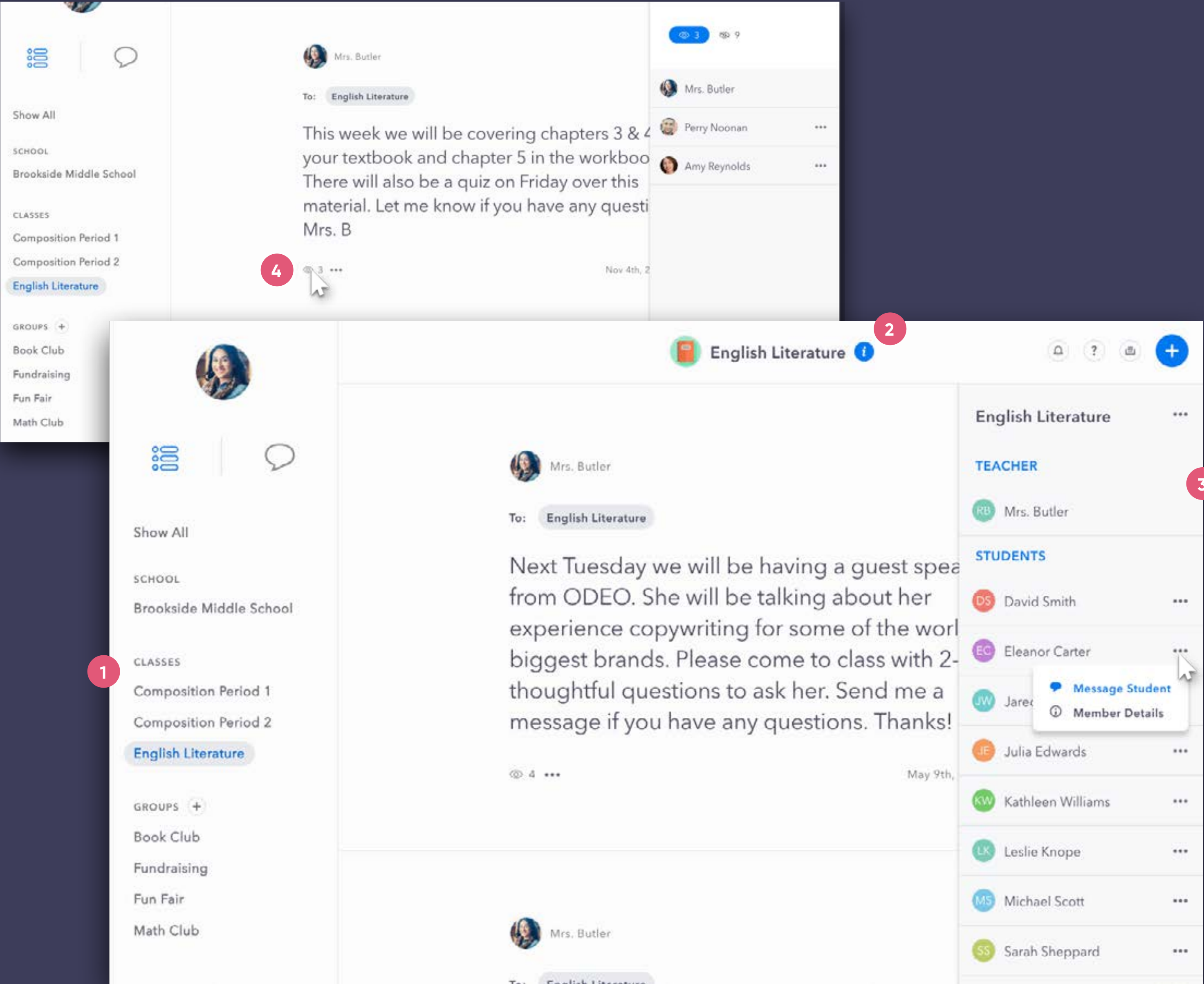
Next to your class title you'll see an info button. Click this to open the Info Panel containing your class roster.

3 **Info Panel**

Within the Info Panel, you can edit the class display name, add a class avatar and quickly jump into a conversation with any of your students or guardians.

4 **Views**

The total number of views is shown below each announcement. For a detailed list of who has and has not viewed, click on the icon and the list will slide out just like the Info Panel.



Announcements

1 Create

Click the “Create” button to start composing your announcement.

2 Recipients

Enter and select which class or group should receive your announcement.

3 Custom Subsets (optional)

Click on the recipient tag number to open up Custom Subsets. With this powerful tool you can tailor your recipient list even further.

4 Announcement Area

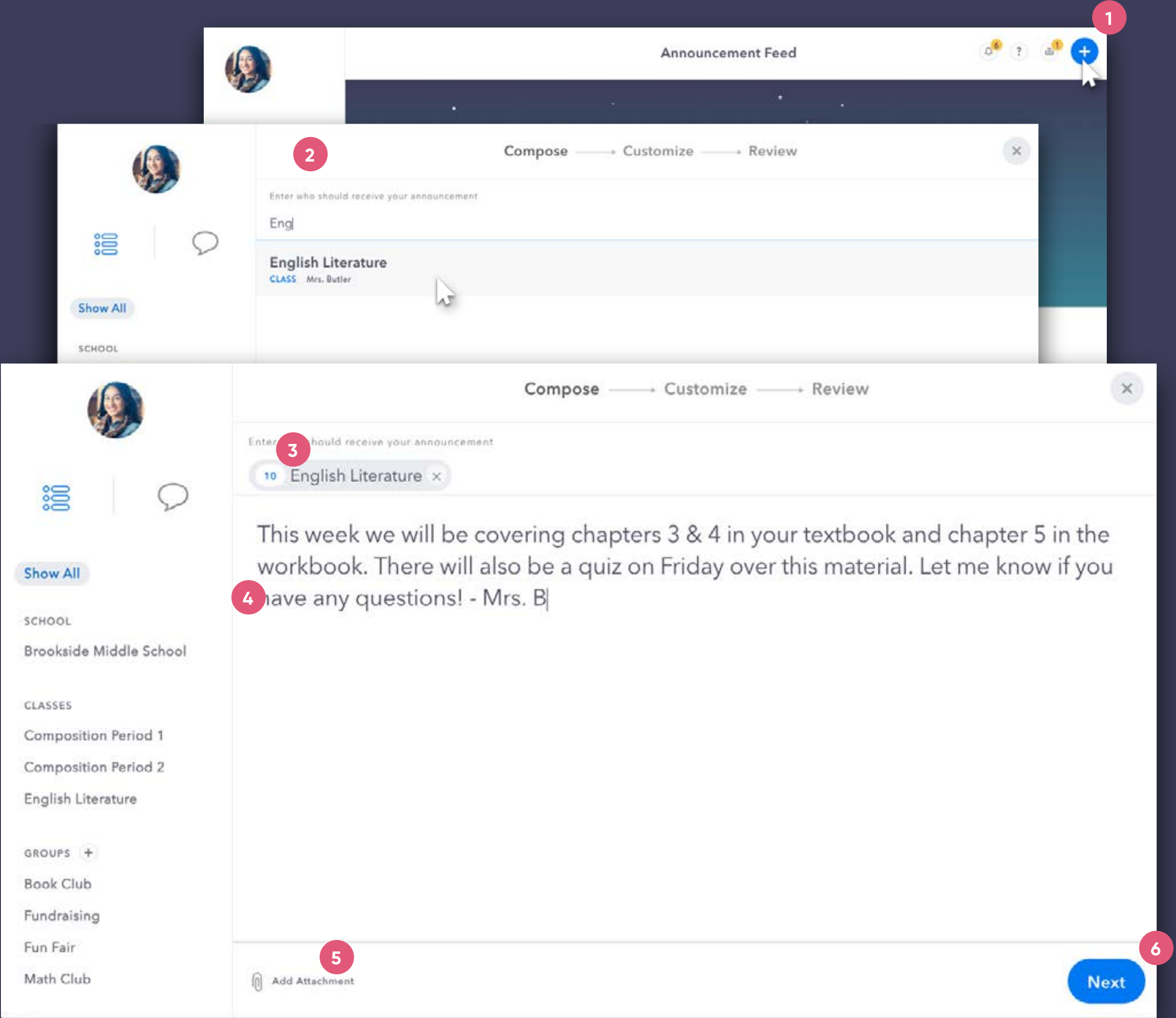
Simply enter your English announcement here.

5 Add Attachments

Further customize your announcement by attaching files, like photos or pdfs.

6 Next

Once the main content is entered, click Next and move to the Customize step.



Announcements | Customize > Email

Within the Customize step you can tailor each delivery method for the outgoing announcement. Uncheck a channel to disable it completely.

1 **Email Customization**

To edit what the email version of your announcement will look like in any outgoing language, click the Customize button.

2 **Language Tabs**

The language options are populated by your recipients' preferred languages. Use the tabs to navigate through the available translations.

3 **From Field**

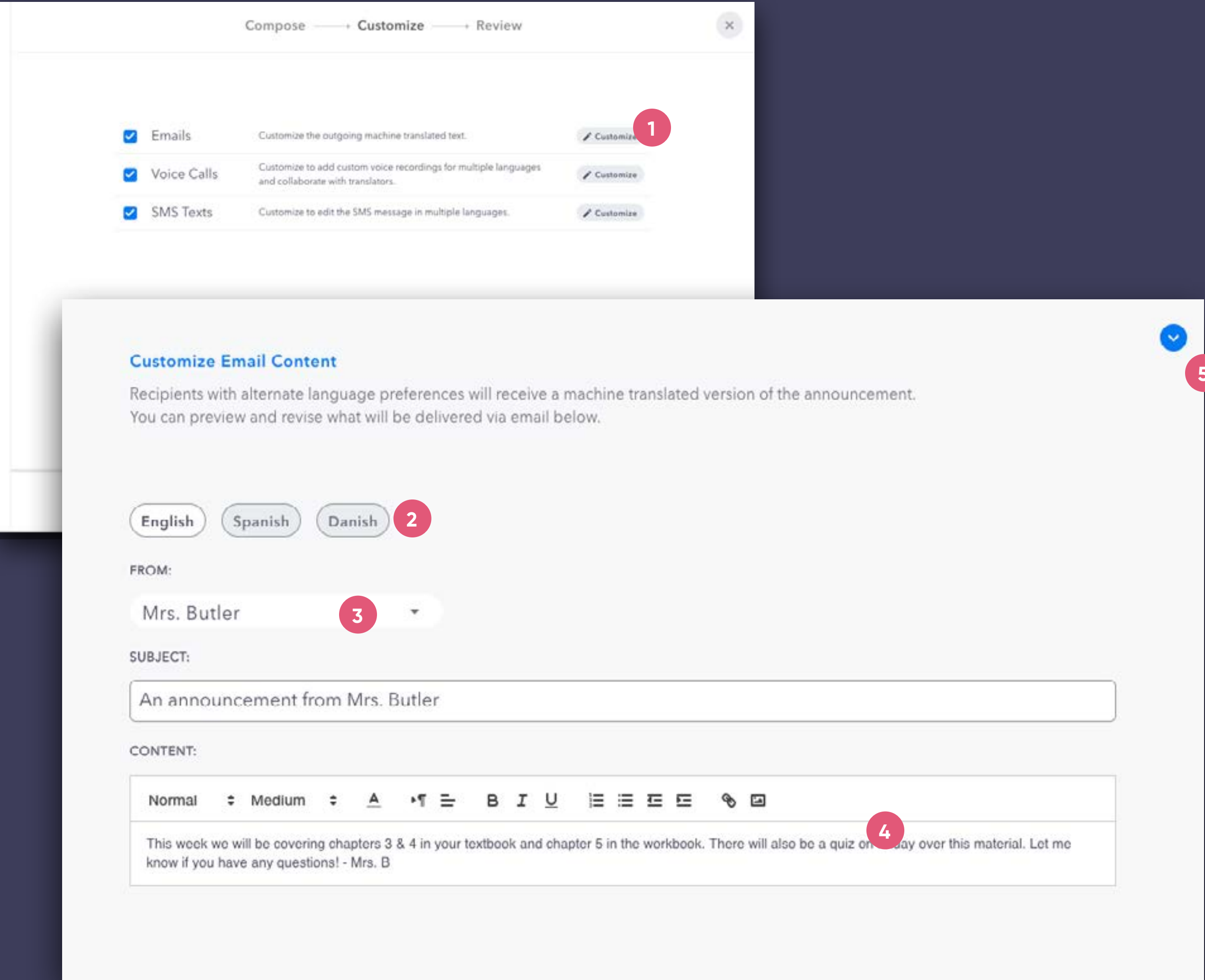
Customize "who" you want the announcement coming from e.g. yourself, your class, your group.

4 **Custom Styling**

For further email customization we have incorporated an easy to use text editing toolkit.

5 **Minimize**

When you are finished editing tap the minimize button to return back to the main Customize screen.



Announcements | Customize > Voice

With Custom Voice Recording you can add a personalized phone recording with your announcement and edit the outgoing text-to-speech.

1 **Voice Customization**

To access the additional Voice options click the Customize button in the Voice Calls section.

2 **Text-to-Speech**

Preview the outgoing text-to-speech recording. To customize the TTS version just edit your message in the text box below for any language.

3 **Record in-app or by phone**

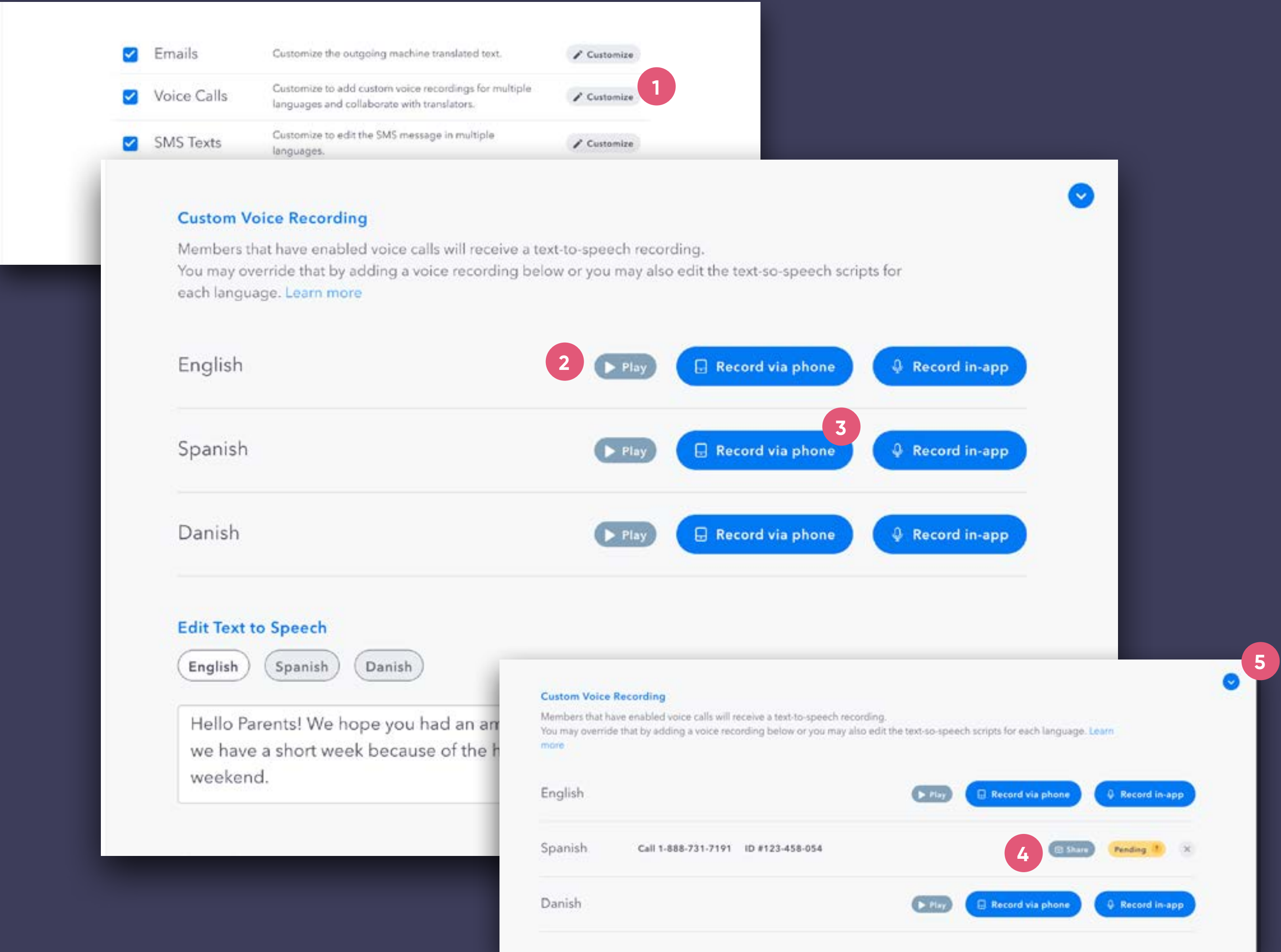
For superior sound quality, enable your microphone when prompted by the browser and record your voice announcement right in the app. Alternatively, you can choose to “Record via phone” and we’ll provide a dial-in number.

4 **Share**

Need to collaborate with a translator? Select “Record via phone” and then use the “Share” button to send the announcement script and recording instructions to your translation resource.

5 **Minimize**

Once again, when you are finished tap the minimize button to return back to the main Customize screen.



Announcements | Customize > SMS

1 SMS Text Customization

To edit what the SMS version of your announcement will look like in any outgoing language, click the Customize button.

2 Language Tabs

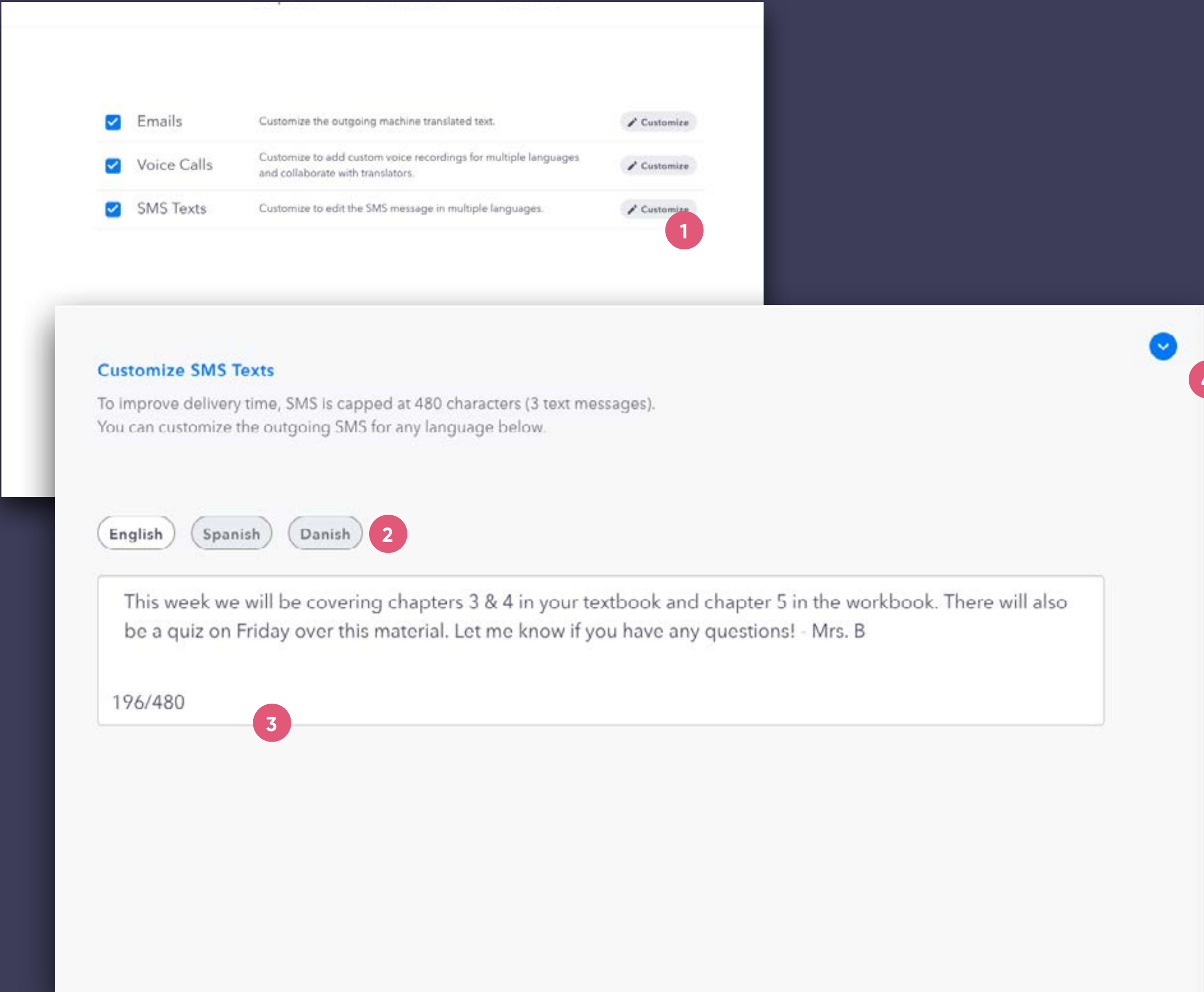
The language options are populated by your recipients' preferred languages. Use the tabs to navigate through the available translations.

3 Edit Field

To improve the experience for your recipients there is a cap to the number of characters delivered. Tailor a short and concise version for best delivery results.

4 Minimize

When you are finished editing tap the minimize button to return back to the main Customize screen.



Announcements | Review

When any and all customizations are complete, continue on to the Review step. Within this final step you can check the outgoing announcement for each channel and every language.

1 Channel Tabs

Use these tabs to toggle through the different channel previews.

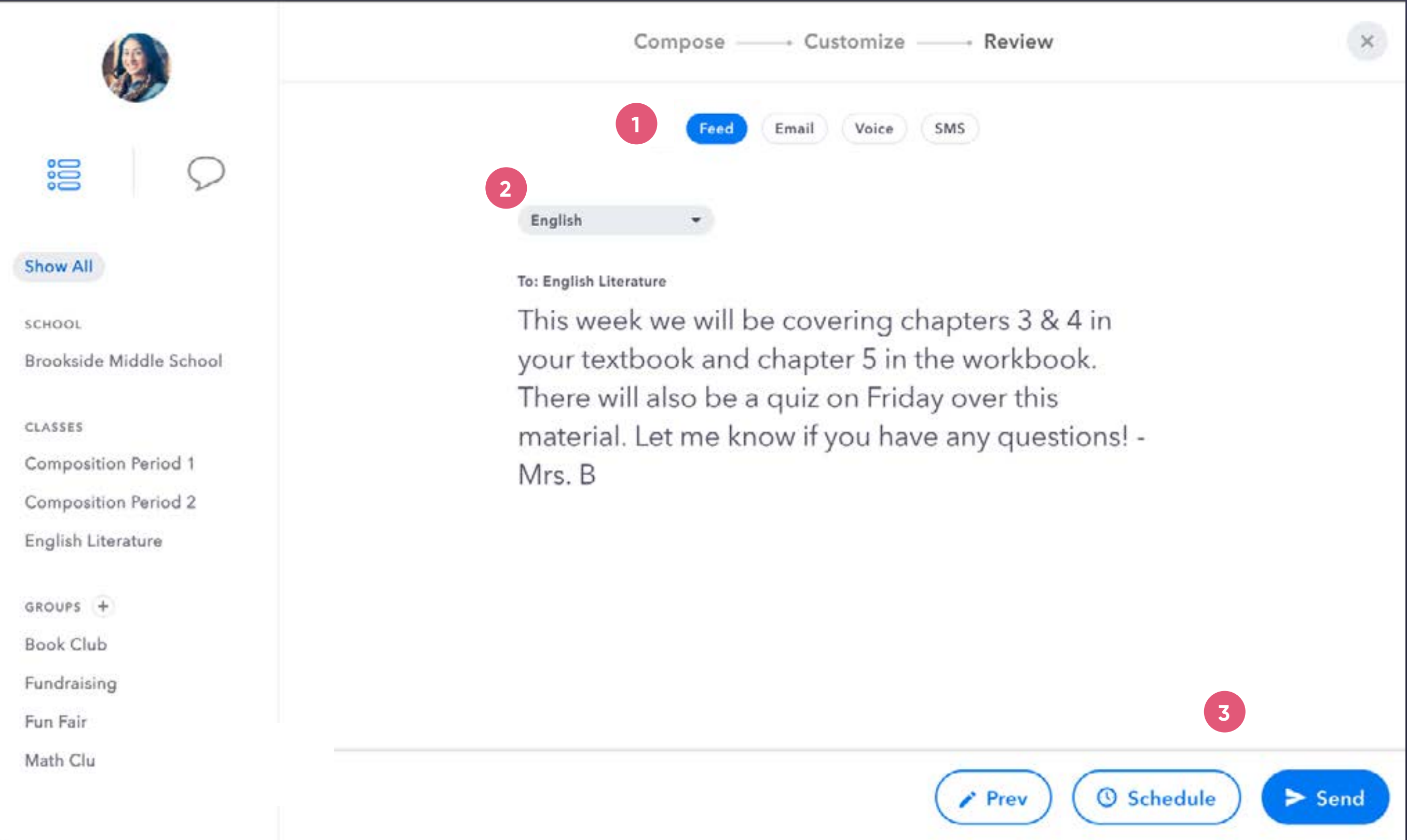
2 Language Dropdown

See any outgoing alternate language versions by making a selection in the dropdown.

3 Schedule or Send

If everything looks and sounds good you can send now or schedule for later (even schedule for numerous deliveries).

Delivery modality is based on each member's preference and preferred language. Emergency announcements will immediately be sent to all available channels (email, text, phone call, app).



Announcements | Announcement Manager

1 Announcement Manager

To manage any past, current or future announcement you can find it in the Announcement Manager.

2 Queue, Favorites & Archive

The Queue is where you access draft, scheduled and pending announcements. Once delivered, sent announcements can be found in the archive, with the option to re-use or “Favorite” the announcement. The Favorites tab is a handy way to keep track of certain announcements for future use.

3 Delivery Schedule

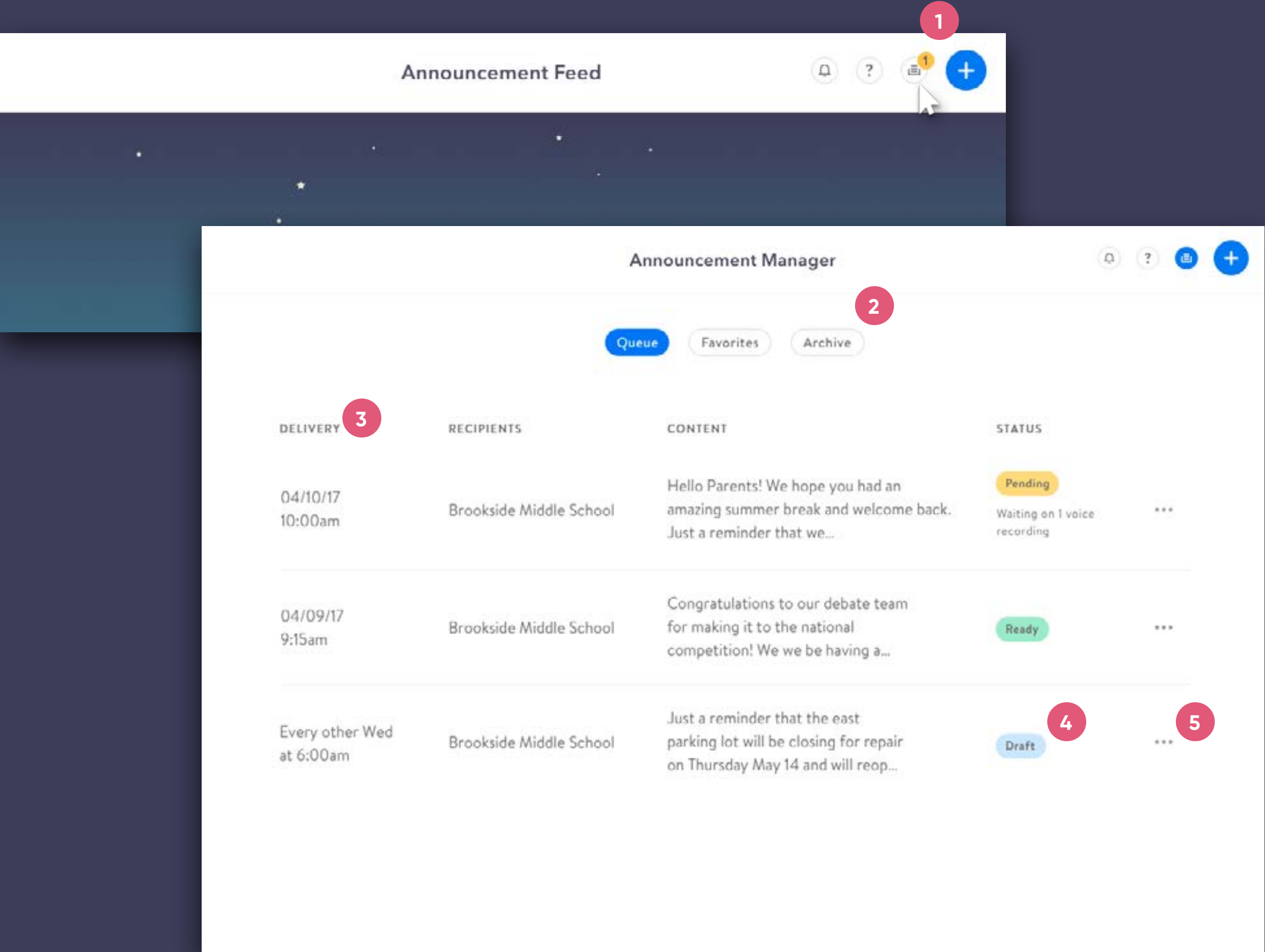
This column will show when the announcement is scheduled for distribution. If the scheduled time has passed because of a pending voice recording, the time will change to ASAP.

4 Draft

If you start creating an announcement and need to come back later to finish it, the app will automatically save it as a “Draft” in your Queue.

5 Edit & Delete

Use the Edit button to revise or reschedule your announcement. To completely remove an announcement, select Delete from the Edit menu.



Direct Messages

1 **Direct Message Toggle**

Click on the  icon to jump over to Direct Messages.

2 **Create a new message**

After clicking on the “Create a new message” button just type in your recipient, enter your message and send it.

3 **Message Archive**

Here you can quickly jump back into your recent conversations or search your recipient history.

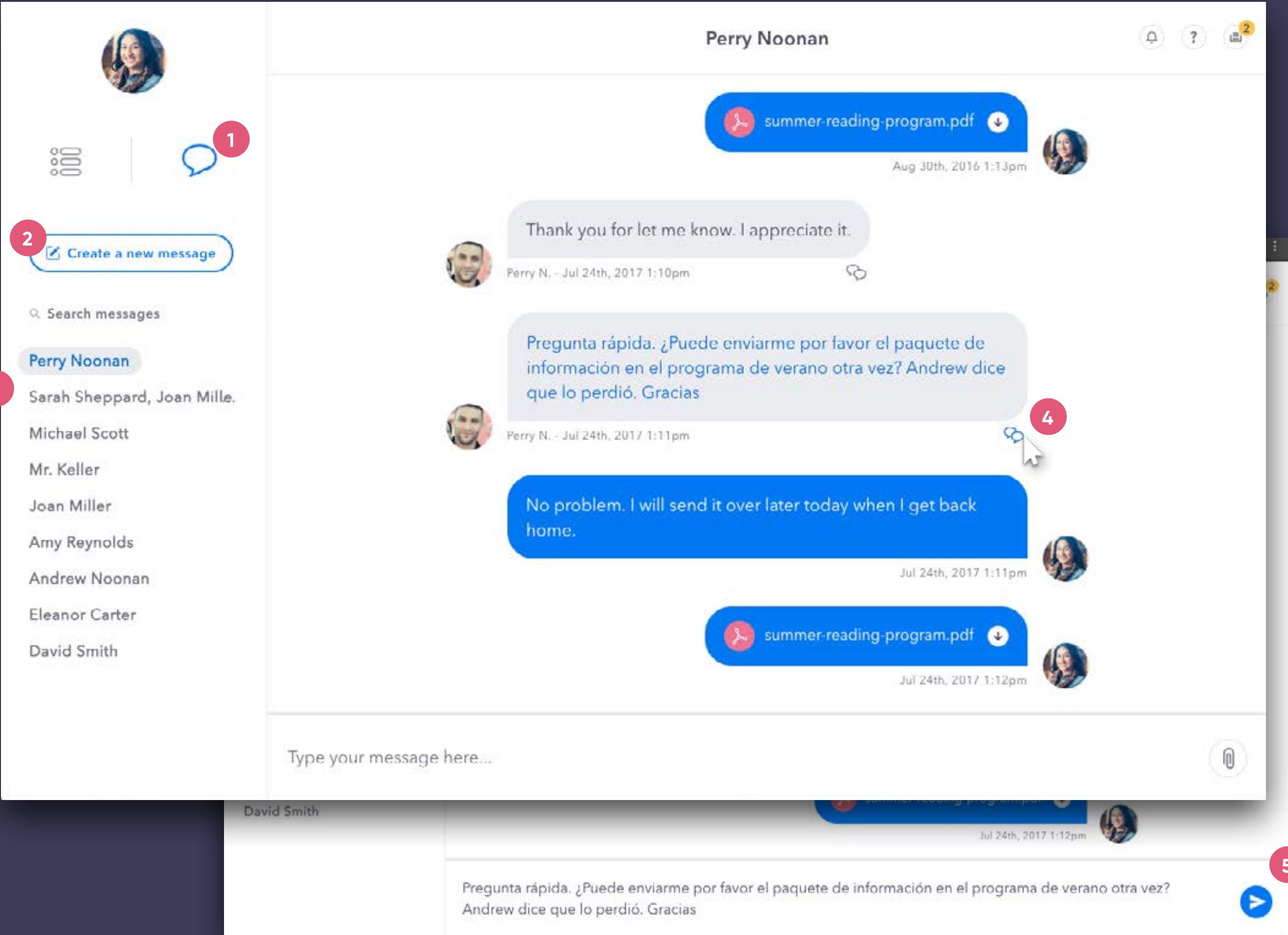
4 **DM Auto-Translation**

When sending a message, the app instantly translates it for both parties based on their preferred language (editable within Personal Settings). If you want to view the original message just tap this translation toggle.

5 **Message Entry / Send Attachment**

Here you can either type your message or send an attachment (paper clip icon). When you begin typing, the Send button will replace the Attachment button.

Messages are delivered instantly inside the app. Depending on how the recipient has notifications set up, he/she will be notified via email or SMS text if a message is received while offline.



Profile Settings | Personal Info

1 Settings Menu

Click on your avatar to open your settings.

2 Photo

To upload or change your profile photo just click on the large avatar and follow the upload instructions.

3 Display Name

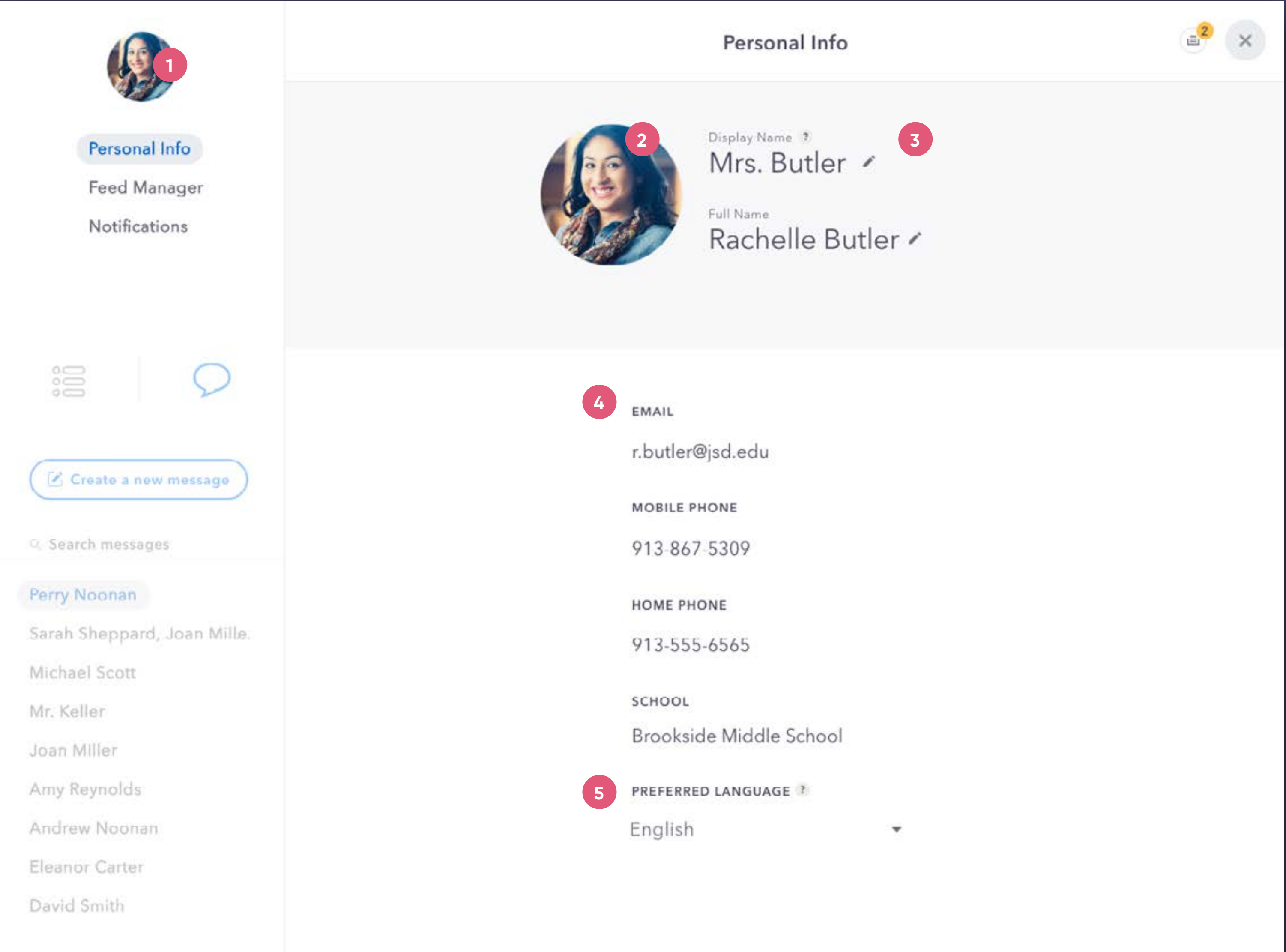
Click on your name to edit how your name will be displayed within the app.

4 Contact Info

Member contact and demographic data is pulled from your SIS, users cannot update contact information within the communications application.

5 Language Preference


Adjust your preferred language to receive translated announcements and direct messages.



Profile Settings | Notifications

1 Notification Settings

Only want certain kinds of announcements sent to your phone or email? Here you can click/unclick the check-boxes to update these granular settings. Depending on your district's integration certain Auto-Alerts may not currently be available.



Personal Info

Feed Manager

1

Notifications

Sign Out

Create a new message

Search messages

Perry Noonan

Sarah Sheppard, Joan Mille.

Michael Scott

Mr. Keller

Joan Miller

Amy Reynolds

Andrew Noonan

Eleanor Carter

David Smith

Notifications

REMOTE NOTIFICATIONS

Fully customize how you wish to be notified

	Call	SMS	Email
Direct Message Received	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General District Announcements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General School Announcements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Group Announcements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Announcements (Emergency announcement notifications cannot be disabled)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Activity

1 Activity Alert

You can easily open the Activity Panel by clicking on the activity “bell” icon.

2 Activity Panel

Similar to other social apps, the Activity Panel shows you a quick overview of the activity related to your account. Click on anything within the Activity list to be taken to that specific Announcement or DM conversation.

