Signal Kit

Teacher Walkthrough

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.

6

5

Show All

SCHOOL

Brookside Middle School

2

CLASSES

Composition Period 1

Composition Period 2

English Literature

3 GROUPS ➕

Book Club

Fundraising

Fun Fair

Math Club

4

Announcement Feed

JAMESTOWN SCHOOL DISTRICT

Good afternoon, Rachelle!

1

Mrs. Butler

To: Composition Period 1

Your chapter 3 workbook sections and essay are due tomorrow. Don't forget! -Mrs.B

👁 2 •••   May 11th, 2017 5:00pm

Mrs. Butler

To: English Literature

2

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.
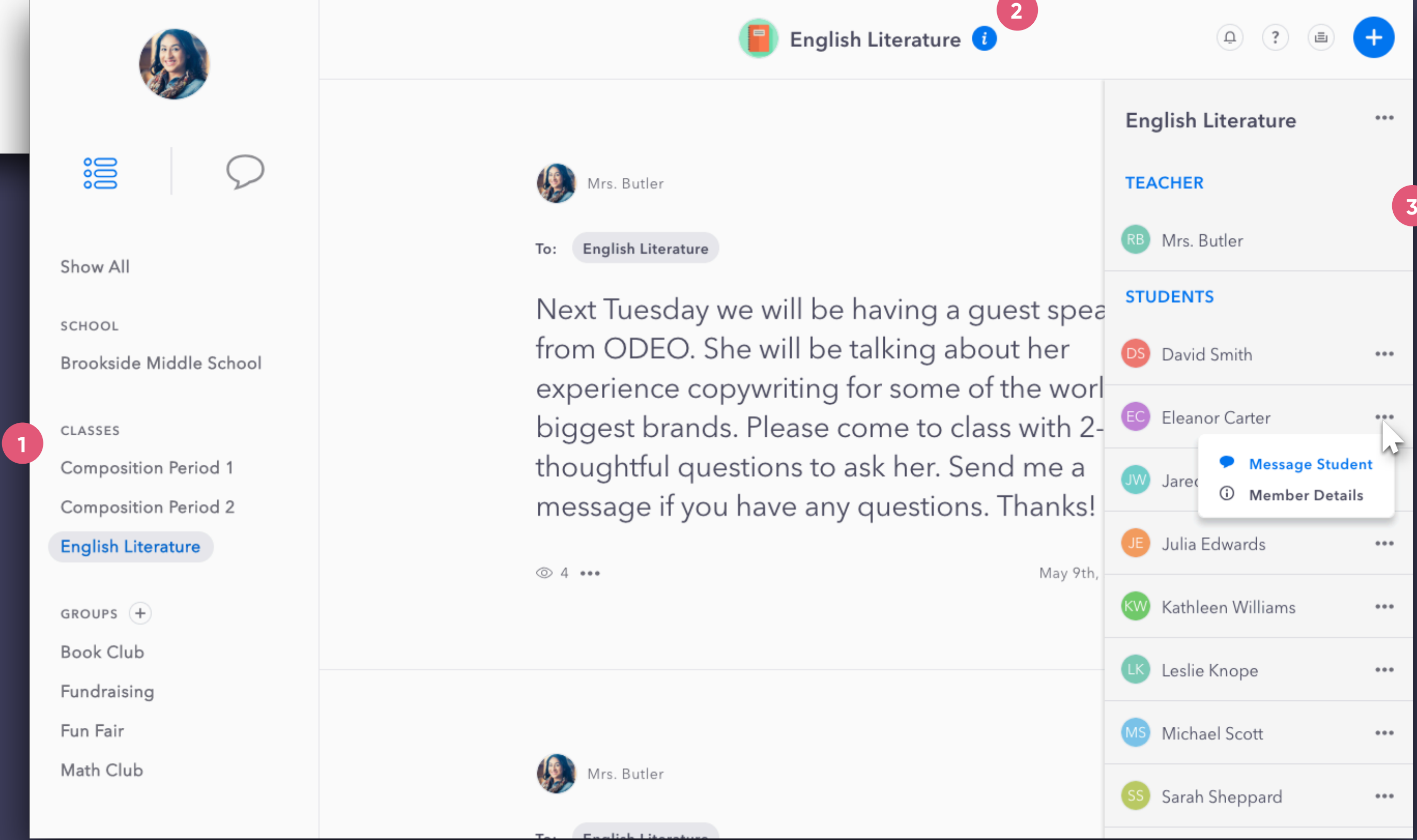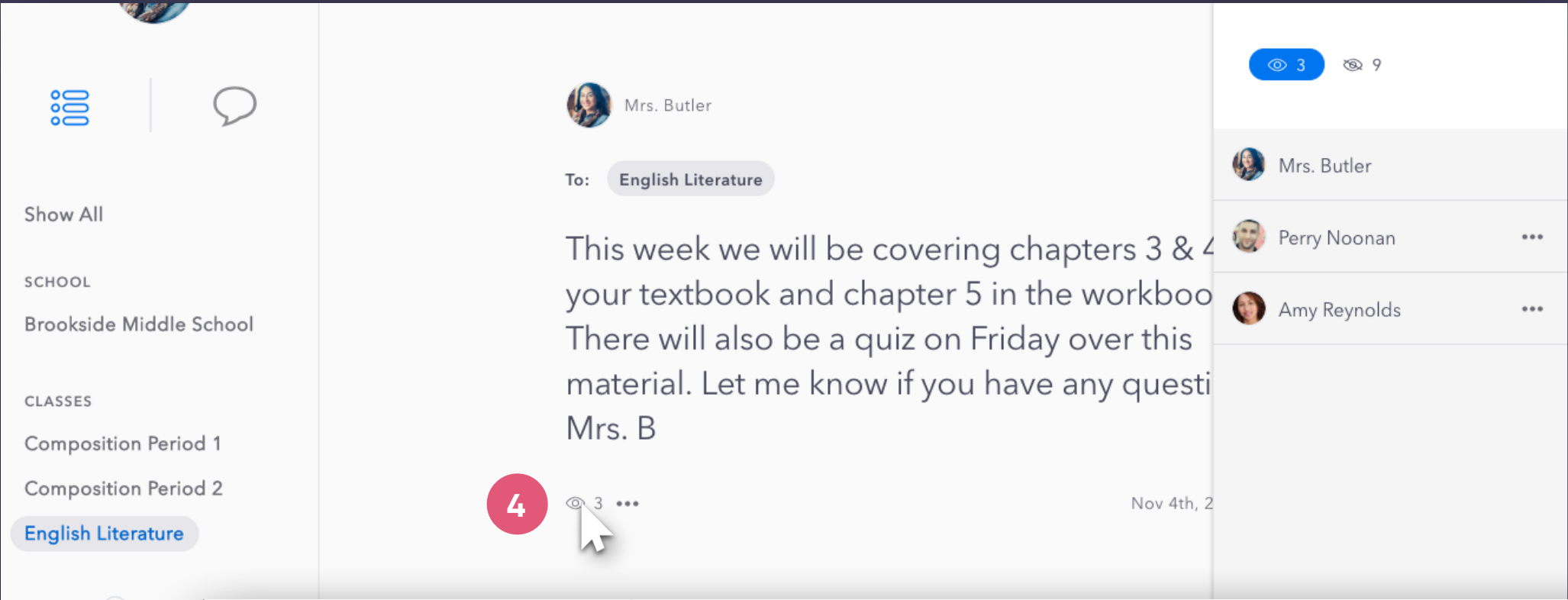
Announcements

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.
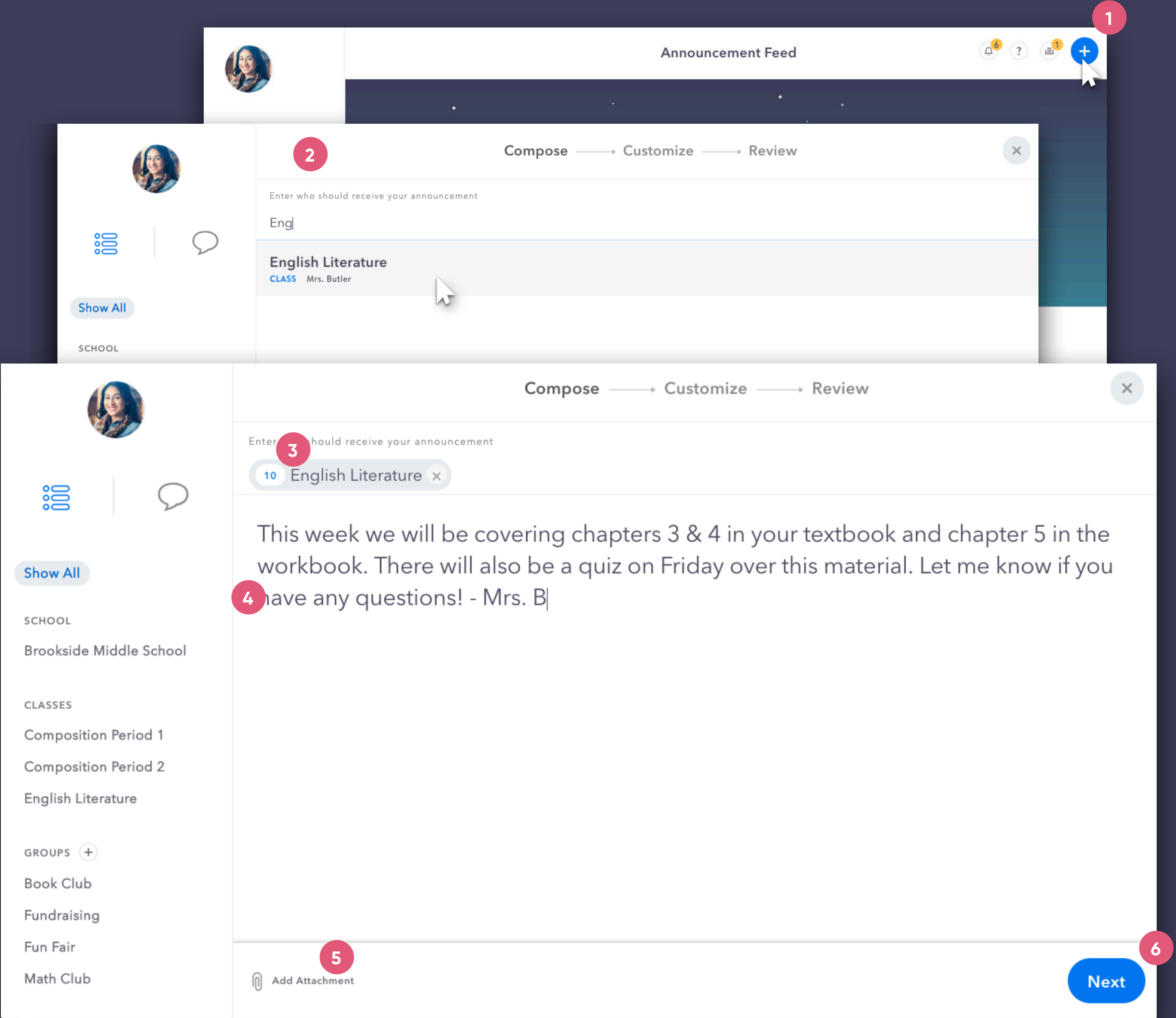
4 **Announcement Area**

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.

1

Announcement Feed

2

Compose → Customize → Review

Enter who should receive your announcement

Eng

English Literature
CLASS Mrs. Butler

Show All

SCHOOL

3

Compose → Customize → Review

Enter who should receive your announcement

10 English Literature ✕

4

This week we will be covering chapters 3 & 4 in your textbook and chapter 5 in the workbook. There will also be a quiz on Friday over this material. Let me know if you have any questions! - Mrs. B

Show All

SCHOOL

Brookside Middle School

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5 Add Attachment

6 Next

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.
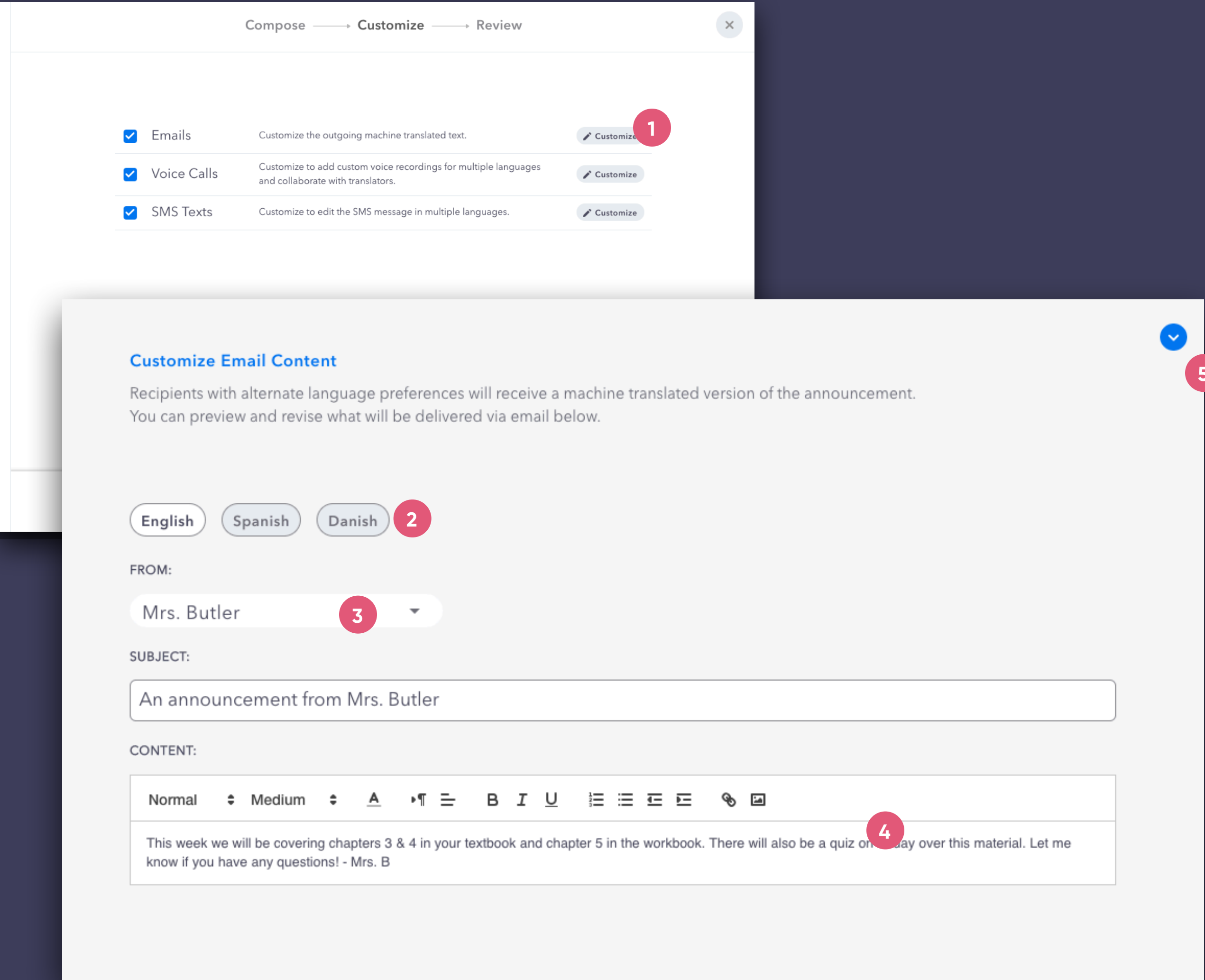
3 **From Field**

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.
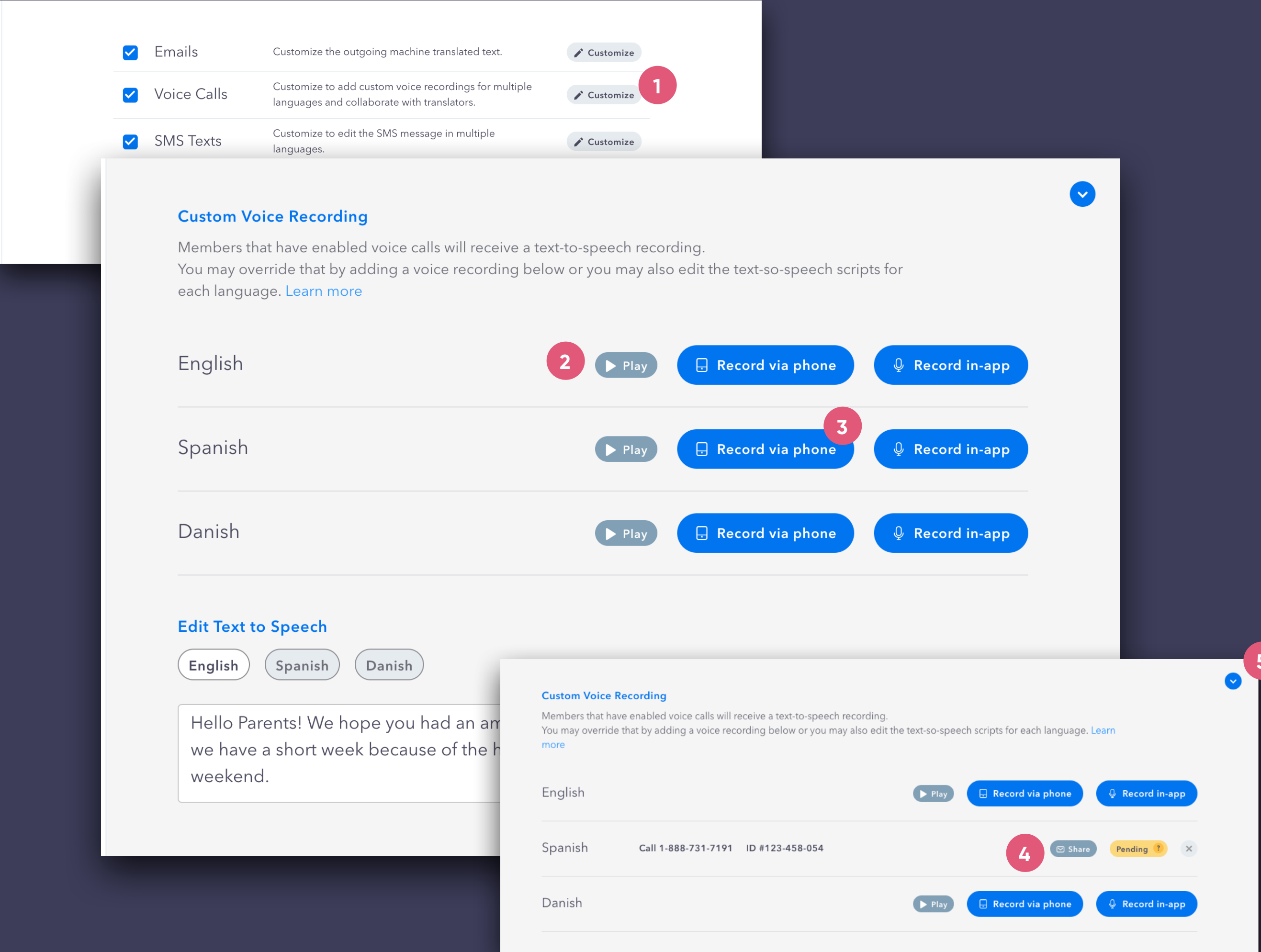
Announcements | Customize > SMS

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.
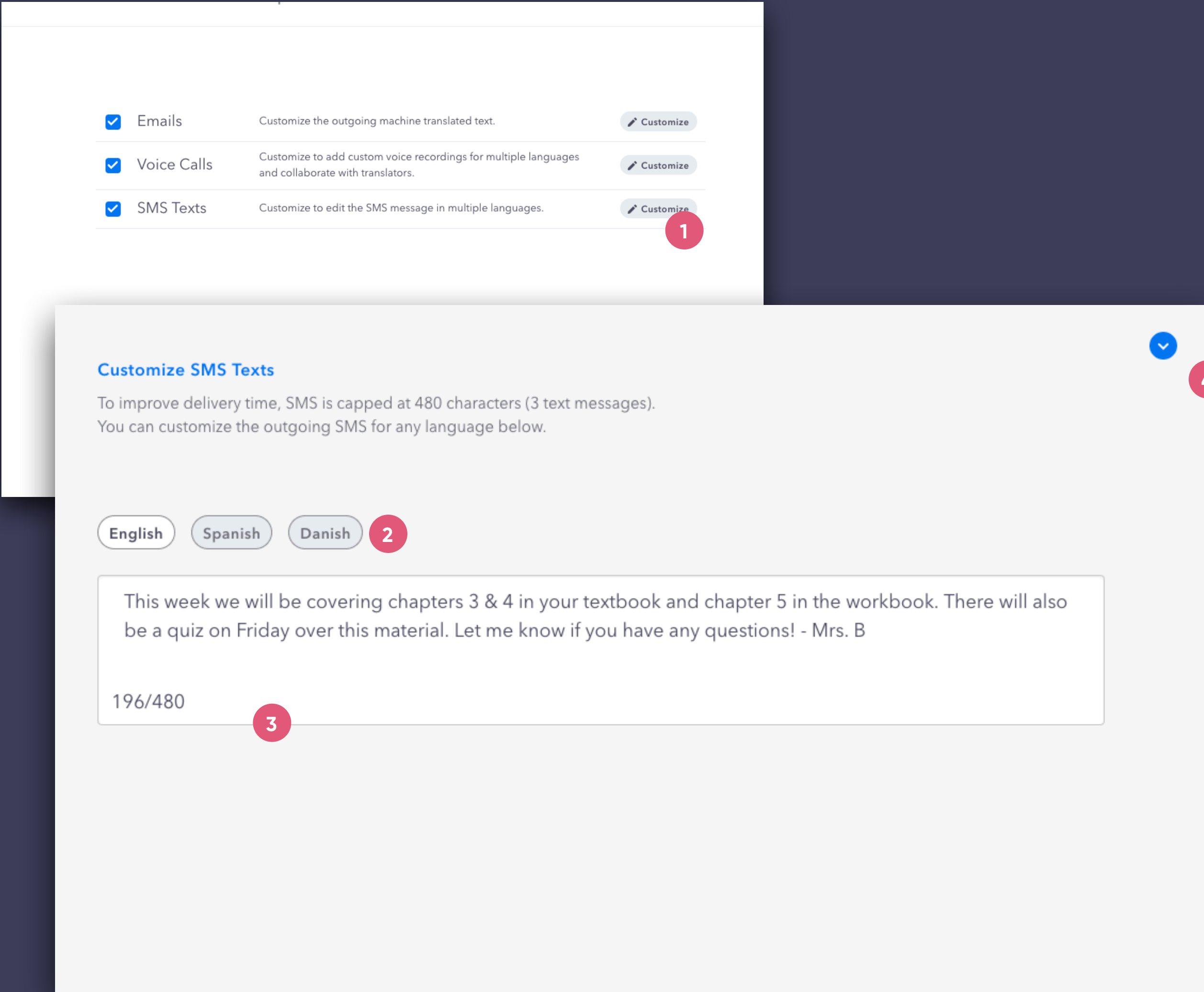
3 **Edit Field**

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.

☑ Emails — Customize the outgoing machine translated text. — ✏ Customize

☑ Voice Calls — Customize to add custom voice recordings for multiple languages and collaborate with translators. — ✏ Customize

☑ SMS Texts — Customize to edit the SMS message in multiple languages. — ✏ Customize

Customize SMS Texts

To improve delivery time, SMS is capped at 480 characters (3 text messages). You can customize the outgoing SMS for any language below.

English   Spanish   Danish

This week we will be covering chapters 3 & 4 in your textbook and chapter 5 in the workbook. There will also be a quiz on Friday over this material. Let me know if you have any questions! - Mrs. B

196/480

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).

Compose → Customize → **Review**

1 Feed Email Voice SMS

2 English ▾

Show All

SCHOOL

Brookside Middle School

CLASSES

Composition Period 1

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English Literature

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Math Clu

To: English Literature

This week we will be covering chapters 3 & 4 in your textbook and chapter 5 in the workbook. There will also be a quiz on Friday over this material. Let me know if you have any questions! - Mrs. B

3

✎ Prev   🕓 Schedule   ➤ Send

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 annoucements. 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.
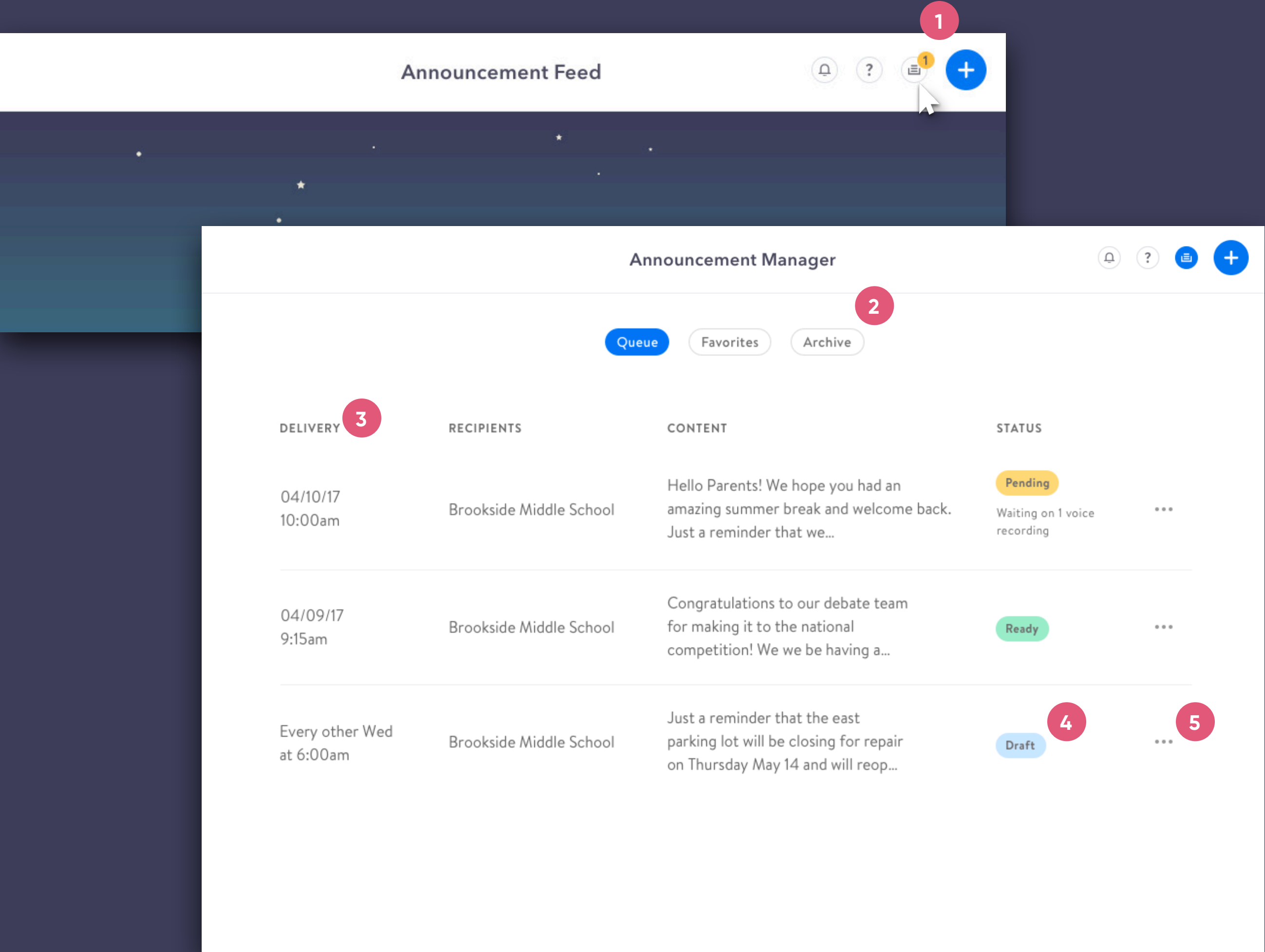
3 Delivery Schedule

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.

Announcement Feed

Announcement Manager

Queue | Favorites | Archive

DELIVERY	RECIPIENTS	CONTENT	STATUS	
04/10/17 10:00am	Brookside Middle School	Hello Parents! We hope you had an amazing summer break and welcome back. Just a reminder that we...	Pending Waiting on 1 voice recording	...
04/09/17 9:15am	Brookside Middle School	Congratulations to our debate team for making it to the national competition! We we be having a...	Ready	...
Every other Wed at 6:00am	Brookside Middle School	Just a reminder that the east parking lot will be closing for repair on Thursday May 14 and will reop...	Draft	...

9

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.
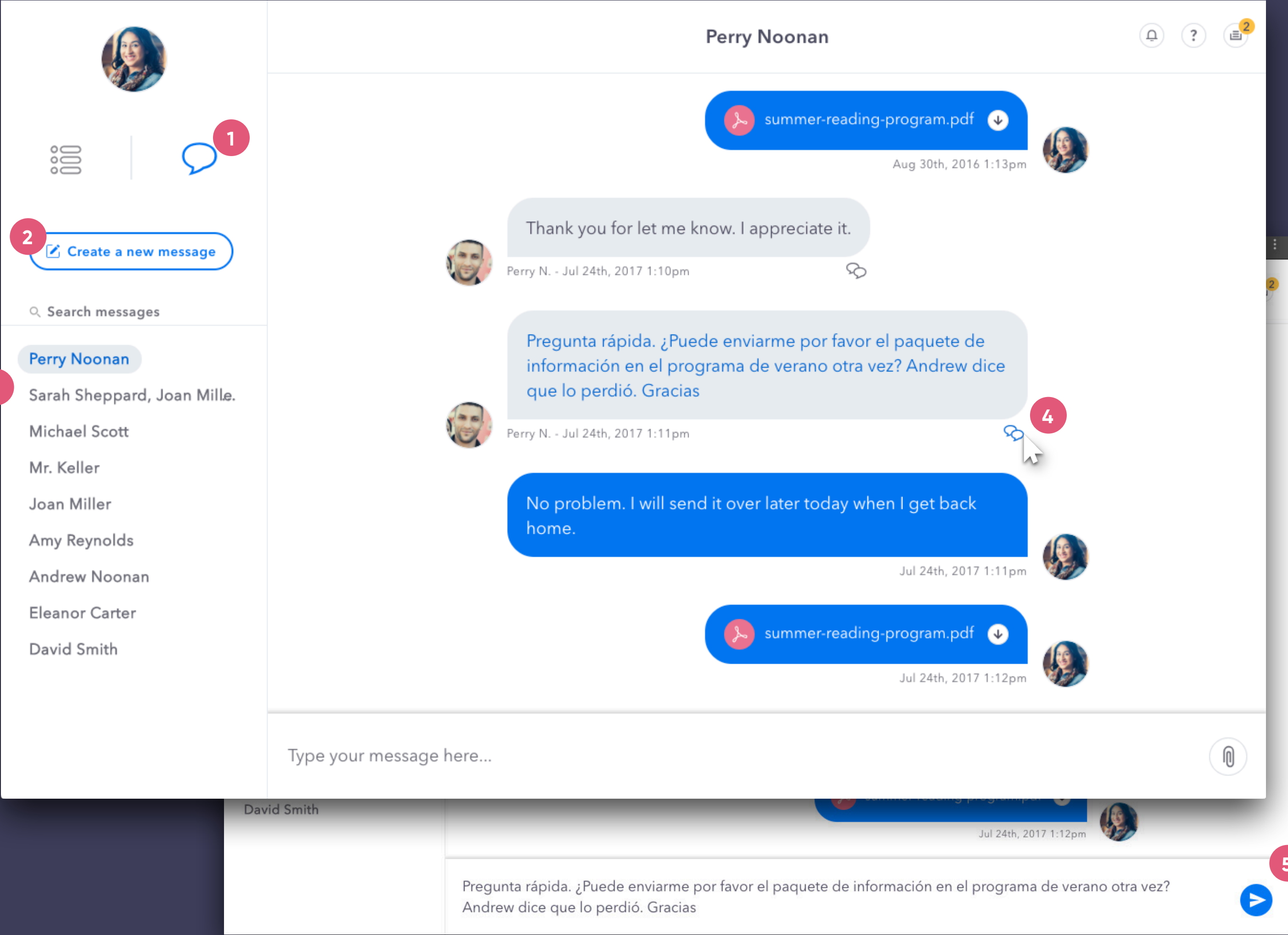
4 **DM Auto-Translation**

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.

Perry Noonan

1
2 Create a new message

🔍 Search messages

3 Perry Noonan
Sarah Sheppard, Joan Mille.
Michael Scott
Mr. Keller
Joan Miller
Amy Reynolds
Andrew Noonan
Eleanor Carter
David Smith

summer-reading-program.pdf
Aug 30th, 2016 1:13pm

Thank you for let me know. I appreciate it.
Perry N. - Jul 24th, 2017 1:10pm

Pregunta rápida. ¿Puede enviarme por favor el paquete de información en el programa de verano otra vez? Andrew dice que lo perdió. Gracias
Perry N. - Jul 24th, 2017 1:11pm **4**

No problem. I will send it over later today when I get back home.
Jul 24th, 2017 1:11pm

summer-reading-program.pdf
Jul 24th, 2017 1:12pm

Type your message here...

David Smith

Jul 24th, 2017 1:12pm

Pregunta rápida. ¿Puede enviarme por favor el paquete de información en el programa de verano otra vez? Andrew dice que lo perdió. Gracias
5

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 **Add / Edit**

To add an email or phone number, click on the plus next to its section. To edit a field, just click on it and make any changes.

5 **Language Preference**

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

6 **Reset Password**

To change your password just click here and follow the simple instructions.

7 **Sign Out**

Personal Info

1

Personal Info

Feed Manager

Notifications

Sign Out **7**

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

2 Display Name ? **3**
Mrs. Butler ✎

Full Name
Rachelle Butler ✎

EMAIL ＋

r.butler@jsd.edu

4 MOBILE PHONE ＋

913-867-5309

HOME PHONE ＋

913-555-6565

SCHOOL

Brookside Middle School

5 PREFERRED LANGUAGE ?

English ▾

6 Reset Password

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.

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.