

Aeries Communications



Powered By
Signal Kit

Administrator 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 district, school or group.
- 5

Direct Messages

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


Dashboard

This is where you can view all member activity, member data and add/edit any information.
- 7


Settings

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


7



5



6



Show All

DISTRICT

Eagle Unified School Distri.

Jamestown School District

SCHOOL

Brookside Middle School

GROUPS

+

Book Club

Brookside Lunch Services

Brookside New Students

Brookside Parents Club

Food Services

Fundraising




Math Club


Science Club

Track Team

Transportation

Announcement Feed




4

EAGLE UNIFIED SCHOOL DISTRICT, JAMESTOWN SCHOOL DISTRICT



Good afternoon, Joan!

1

Joan Miller

To: Science Club

This year's science fair will be held at the JCCC Nerman Museum on October 14th. All booths must be set up the night before. Showing hours will be from 8am-4pm. Please contact the office with any questions.

 5 

Sep 25th, 2017 11:14am

Announcements

1 **Create**

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

2 **Recipients**

Enter and select which school, class or group should receive your announcement. Alternatively, you can upload a CSV file.

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**

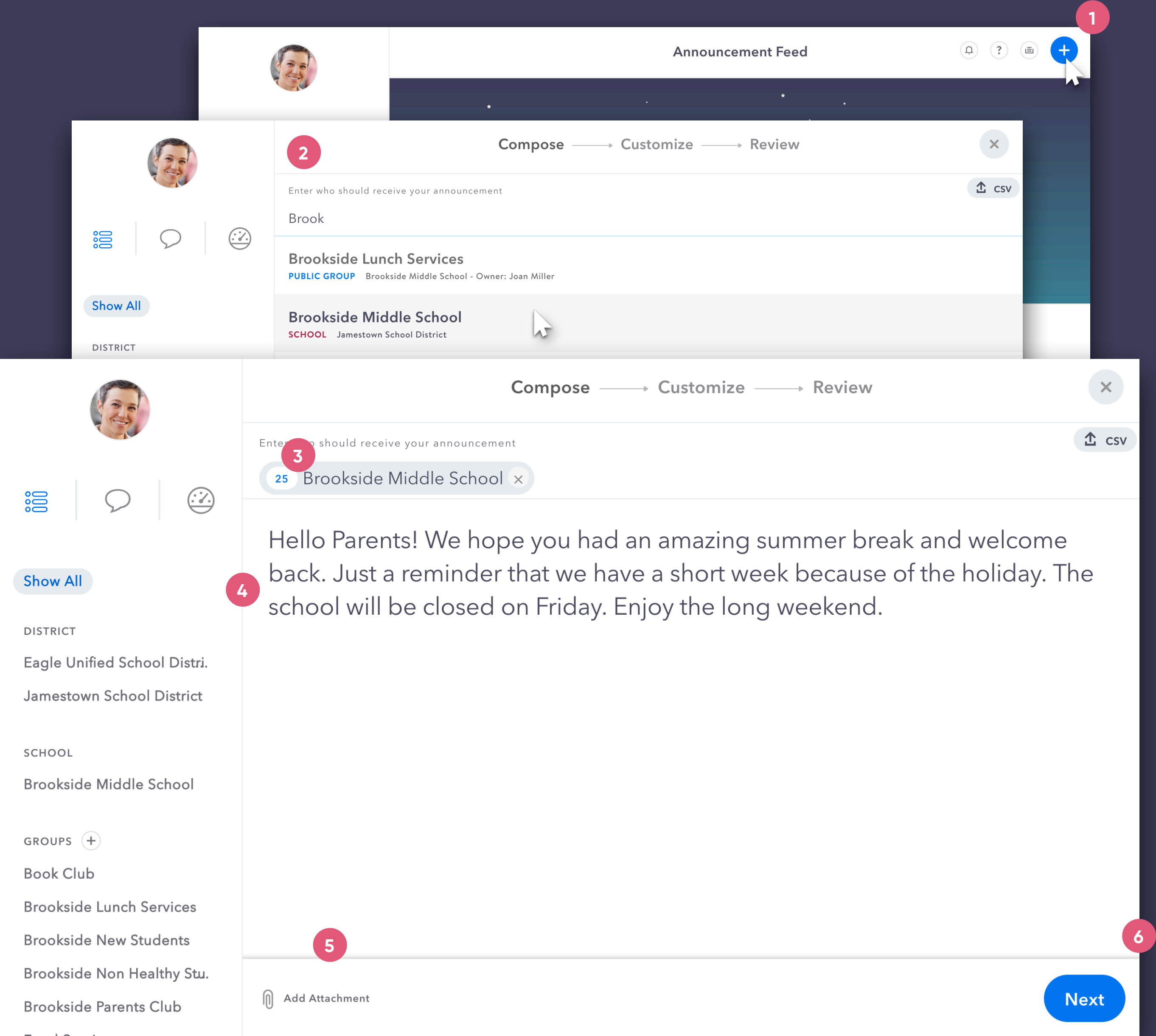
Simply enter your English announcement here.

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

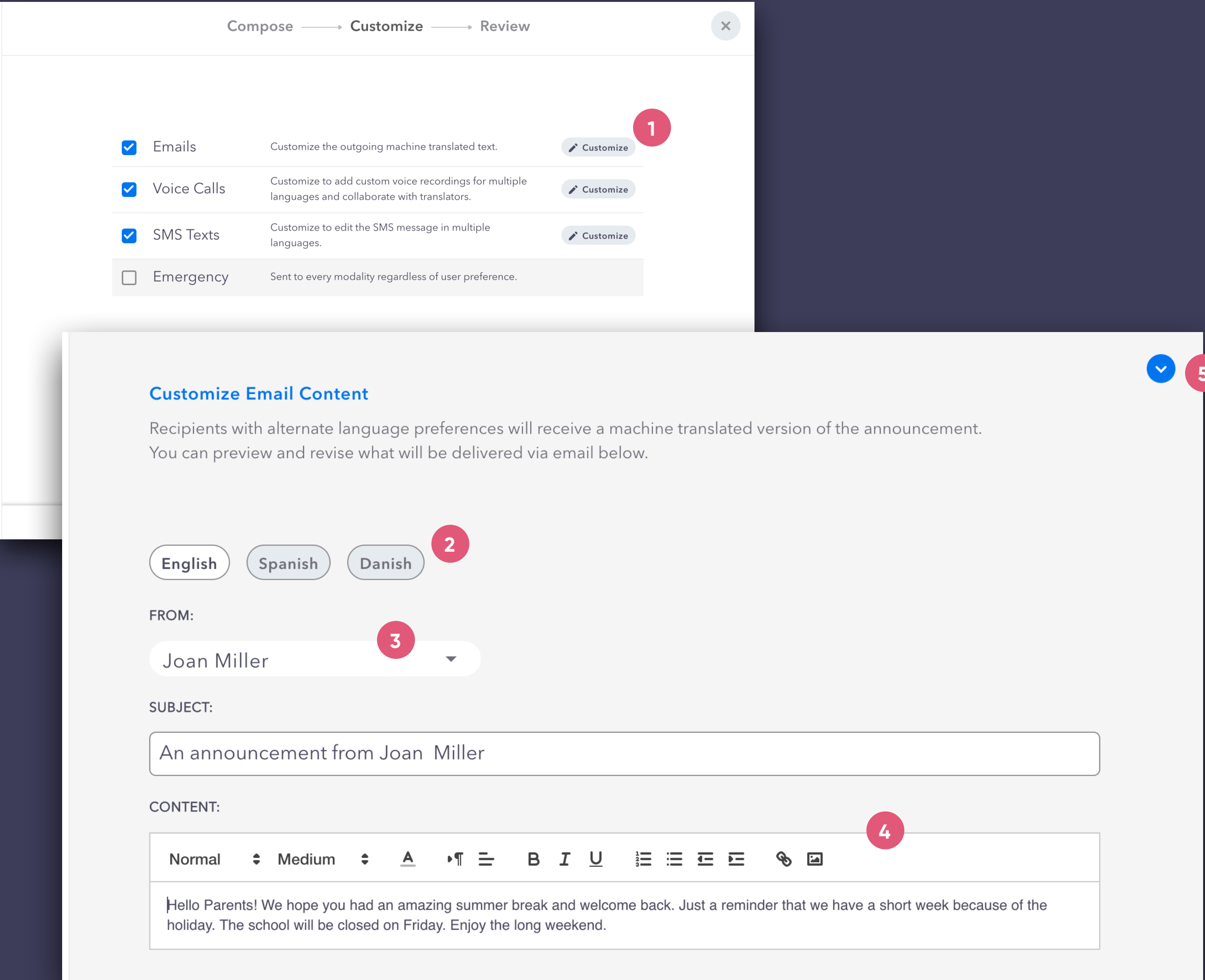
Customize "who" you want the announcement coming from e.g. yourself, your school, your district.

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

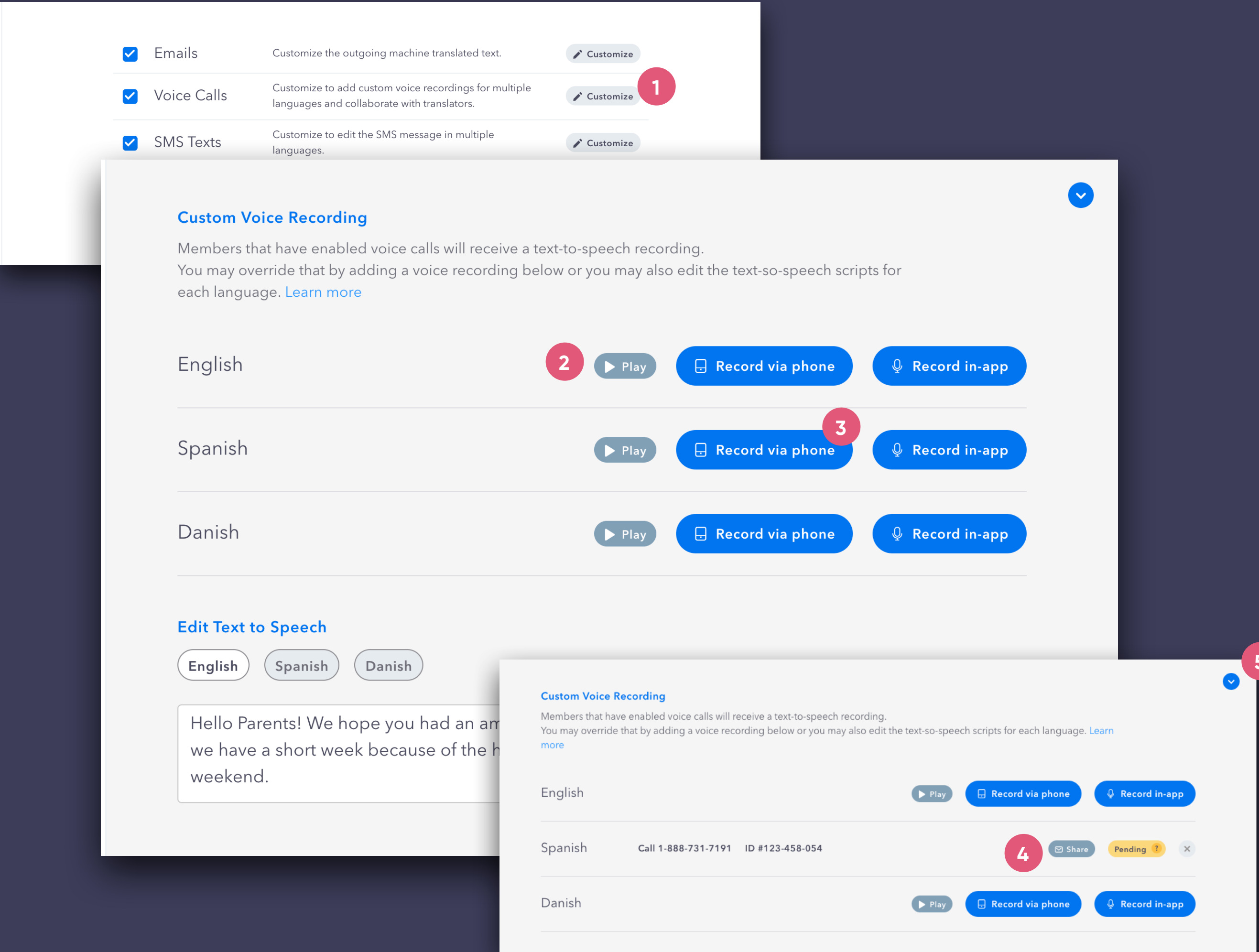
For superior sound quality, enable your microphone when prompted by the browser and record your voice announcement right in the app. Alternatively, you can choose to “Record via phone” and we’ll provide a dial-in number.

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

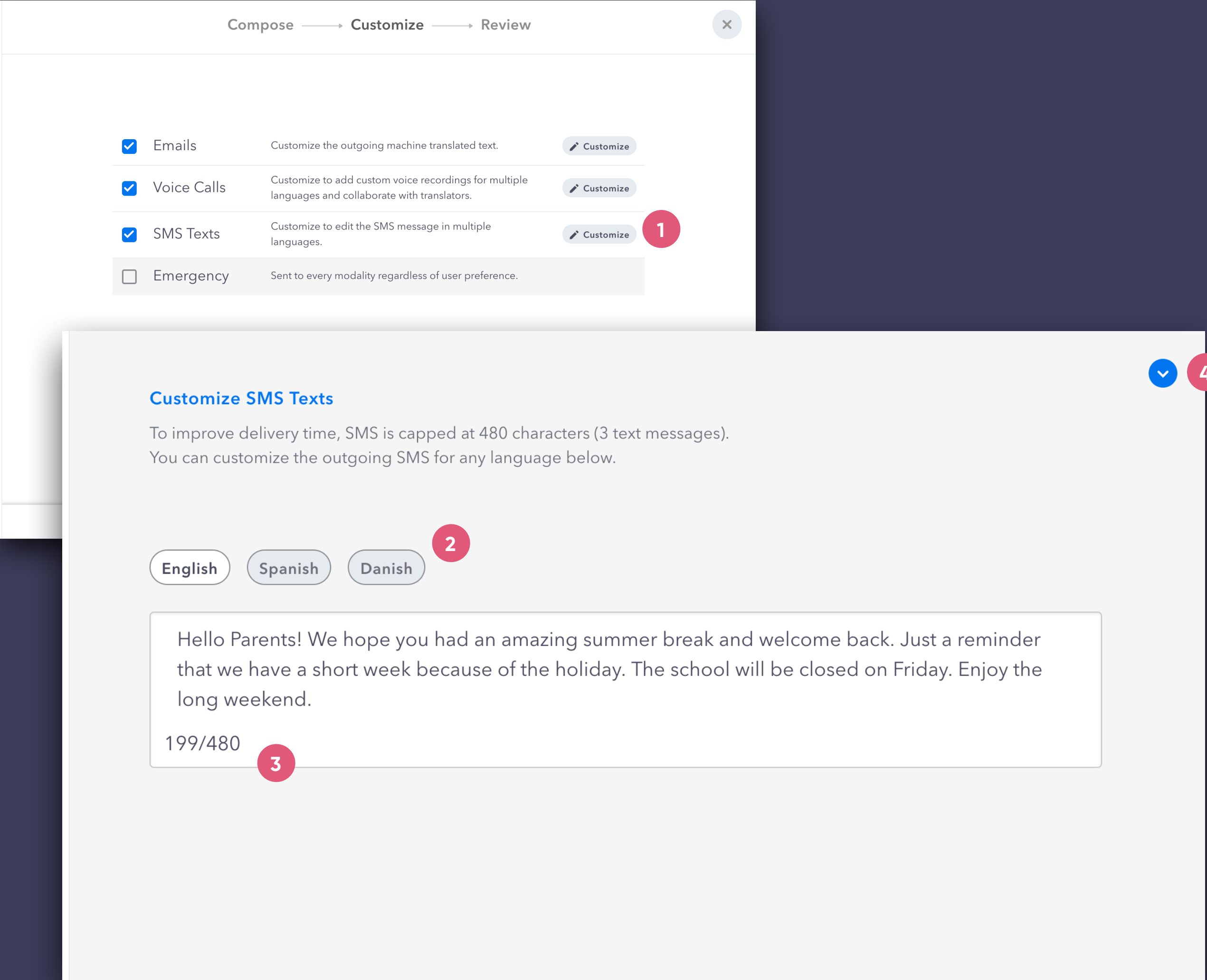
The language options are populated by your recipients' preferred languages. Use the tabs to navigate through the available translations.

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).



Show All

DISTRICT

Eagle Unified School Distri.

Jamestown School District

SCHOOL

Brookside Middle School

GROUPS +

Book Club

Brookside Lunch Services

Brookside New Students

Compose —> Customize —> Review

1

Feed

Email

Voice

SMS

English

2

To: Brookside Middle School

Hello Parents! We hope you had an amazing summer break and welcome back. Just a reminder that we have a short week because of the holiday. The school will be closed on Friday. Enjoy the long weekend.

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 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**

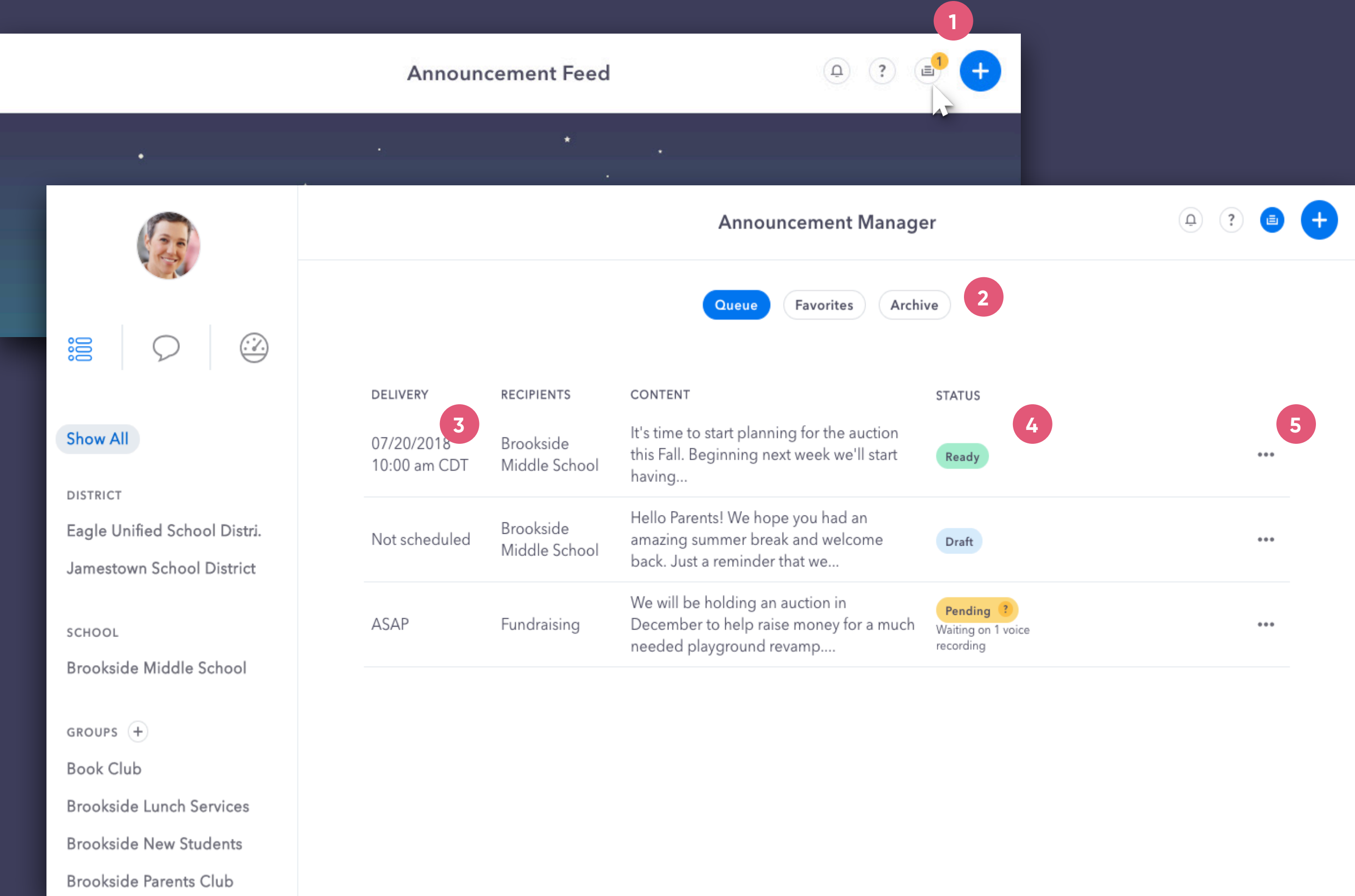
This column will show when the announcement is scheduled for distribution. If the scheduled time has passed because of a pending voice recording, the time will change to ASAP.

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(s), enter your message and send it.

3 Message Archive

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

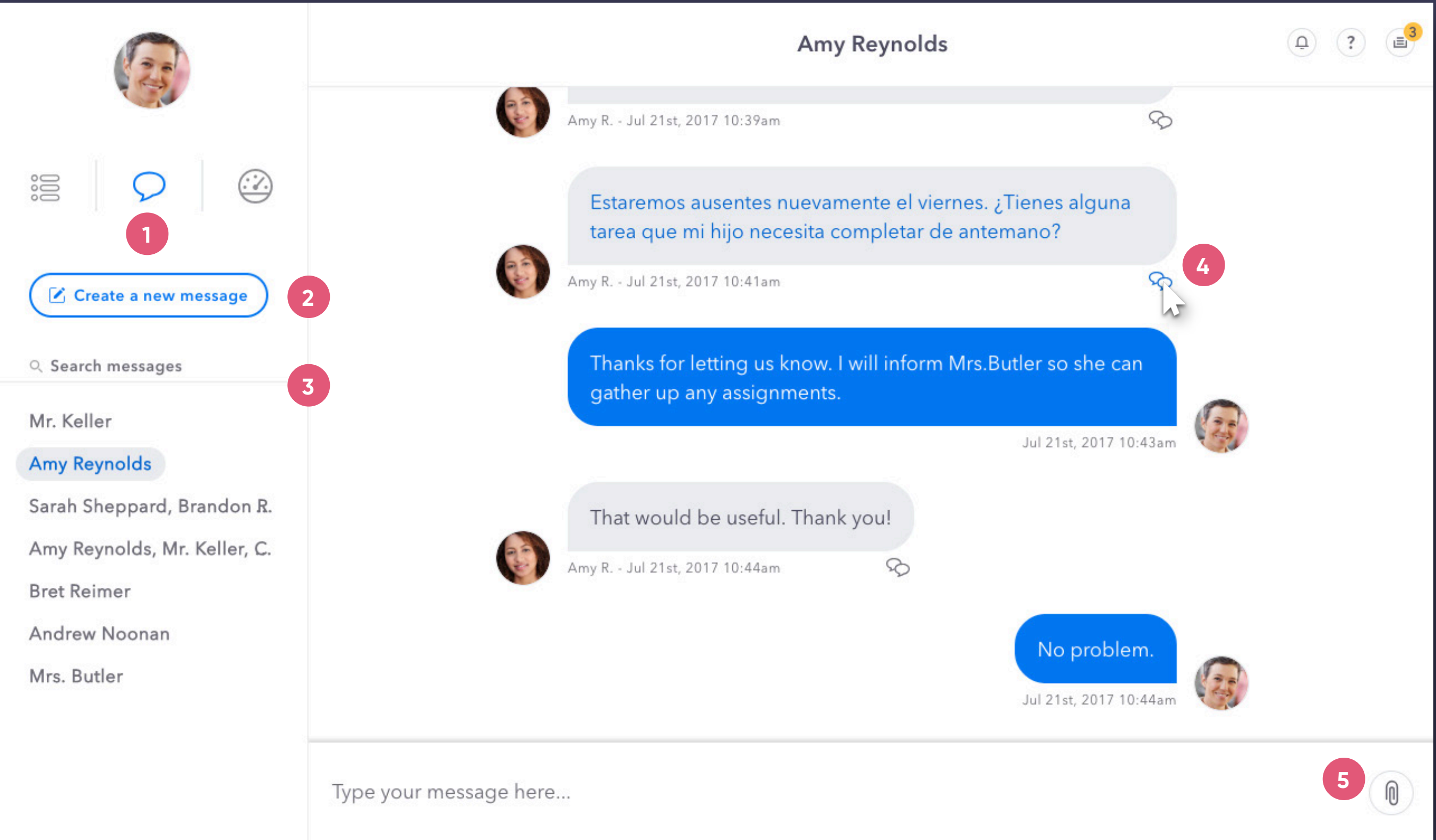
4 DM Translation

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

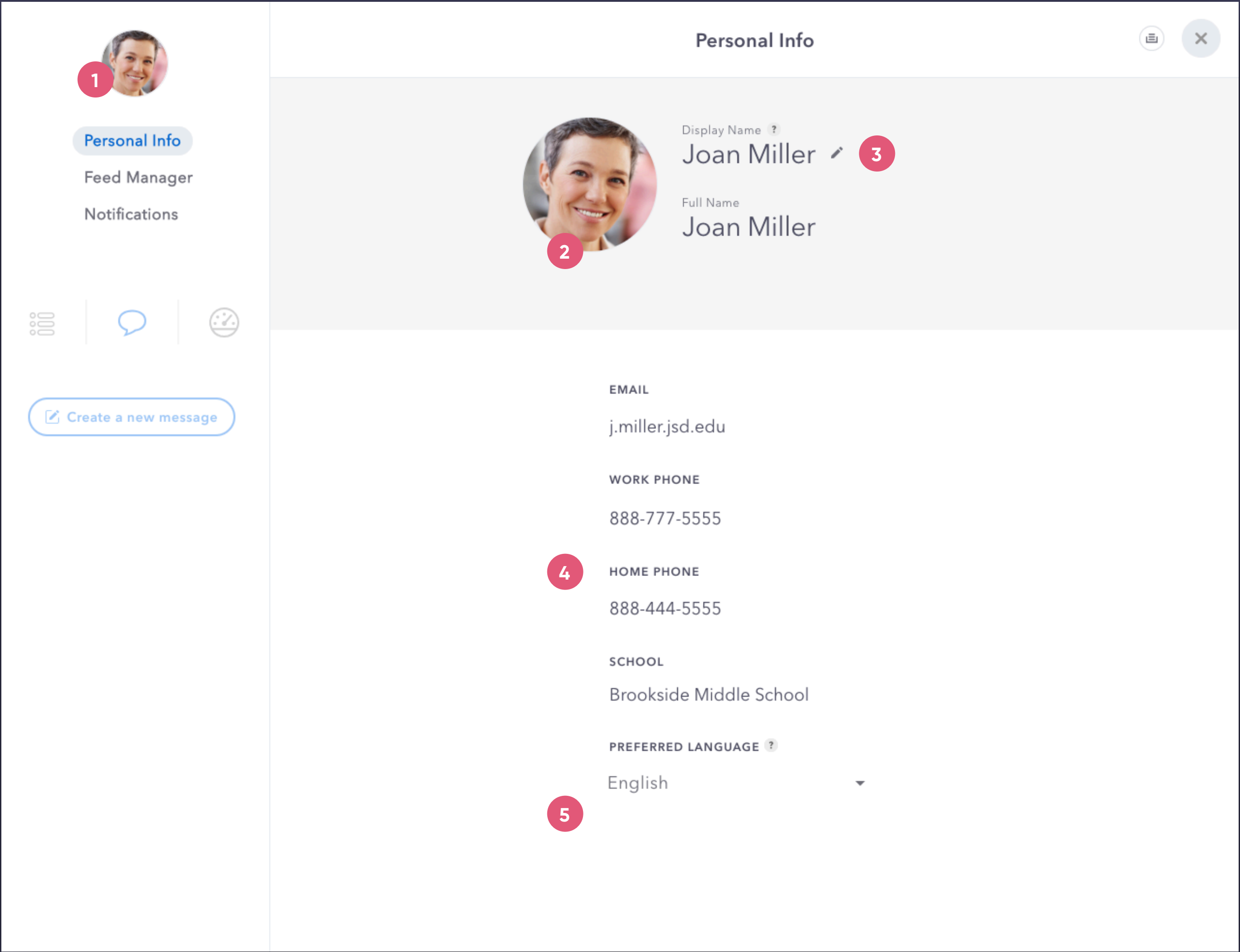
Click on your name to edit how your name will be displayed within the app.

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.



1 Personal Info

Feed Manager

Notifications

Create a new message

Notifications

REMOTE NOTIFICATIONS

Fully customize how you wish to be notified

	Call	SMS	Email
Direct Message Received	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General District Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General School Announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Class Announcements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch Balance Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grade Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Announcements	<input type="checkbox"/>	<input 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"/>

Dashboard | Members

1 Site Switcher

If you have oversight of multiple sites this will be a dropdown menu to filter down to a specific location.

2 Members

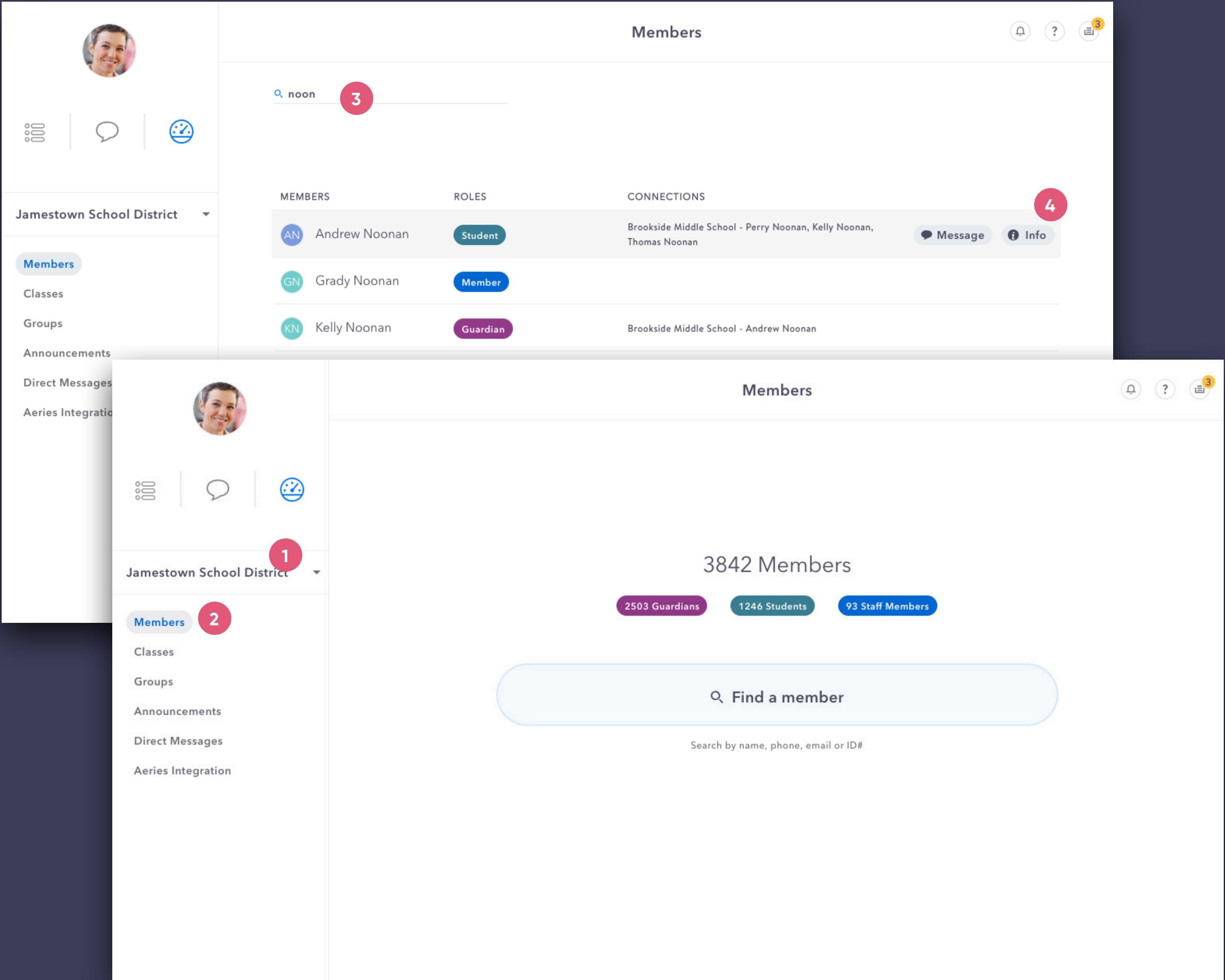
“Members” is a complete directory of all users associated with the selected district or site. To begin searching for a specific member, just click on the large “Find a member” button.

3 Search Results

The search results will show the member’s role along with other relevant details. You can quickly initiate a Direct Message or view their Member Detail page.

4 Member Detail

Once inside a member detail you can review personal information, view recent activity or update user permissions.



Dashboard | Classes & Groups

1 Classes & Groups

Classes will initially be imported from the school's database and Groups can be manually created within the app.

2 Groups & Lists

There are 4 available options:

- Public Groups - can be followed by any member
- Private Groups - invite only groups
- Private Lists - reusable lists for announcement creation
- Community Lists - public email marketing list

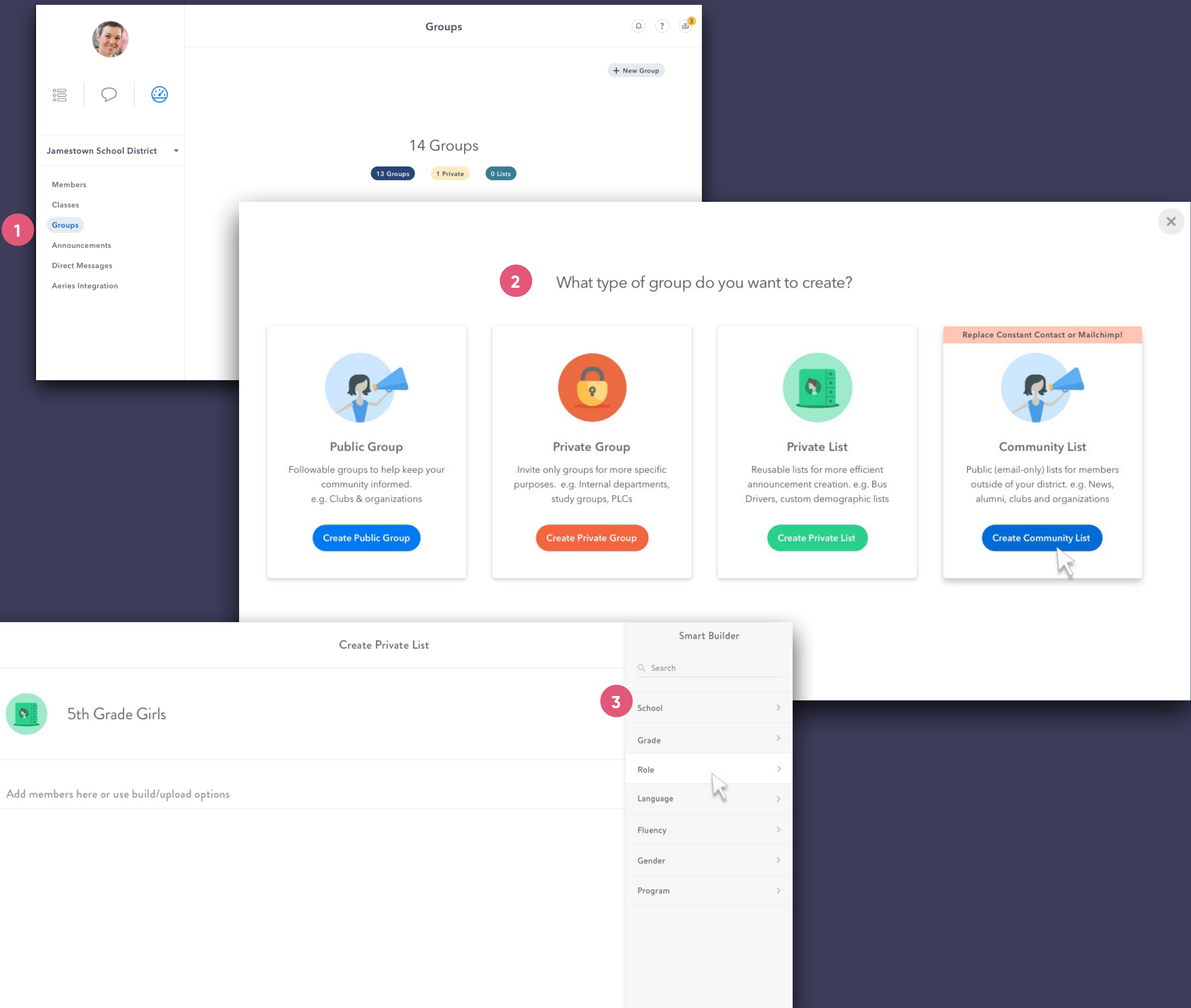
(Lists do not display within the feed navigation. Also note, Lists will not add members to the district if not included within the SIS.)

3 Smart Builder List

The Smart Builder is a powerful feature that leverages sets within the database to quickly build dynamic groups, ensuring that your group recipients are always up-to-date.

CSV List

Signal Kit also allows bulk upload via CSV to pull in current members OR those outside the SIS.



Dashboard | Announcements

1 Announcements

Keep tabs on the content and success of all announcements being sent from your district or school. Click on the “Details” button of an announcement for a quick overview along with granular delivery statuses per recipient.

2 Announcement Detail

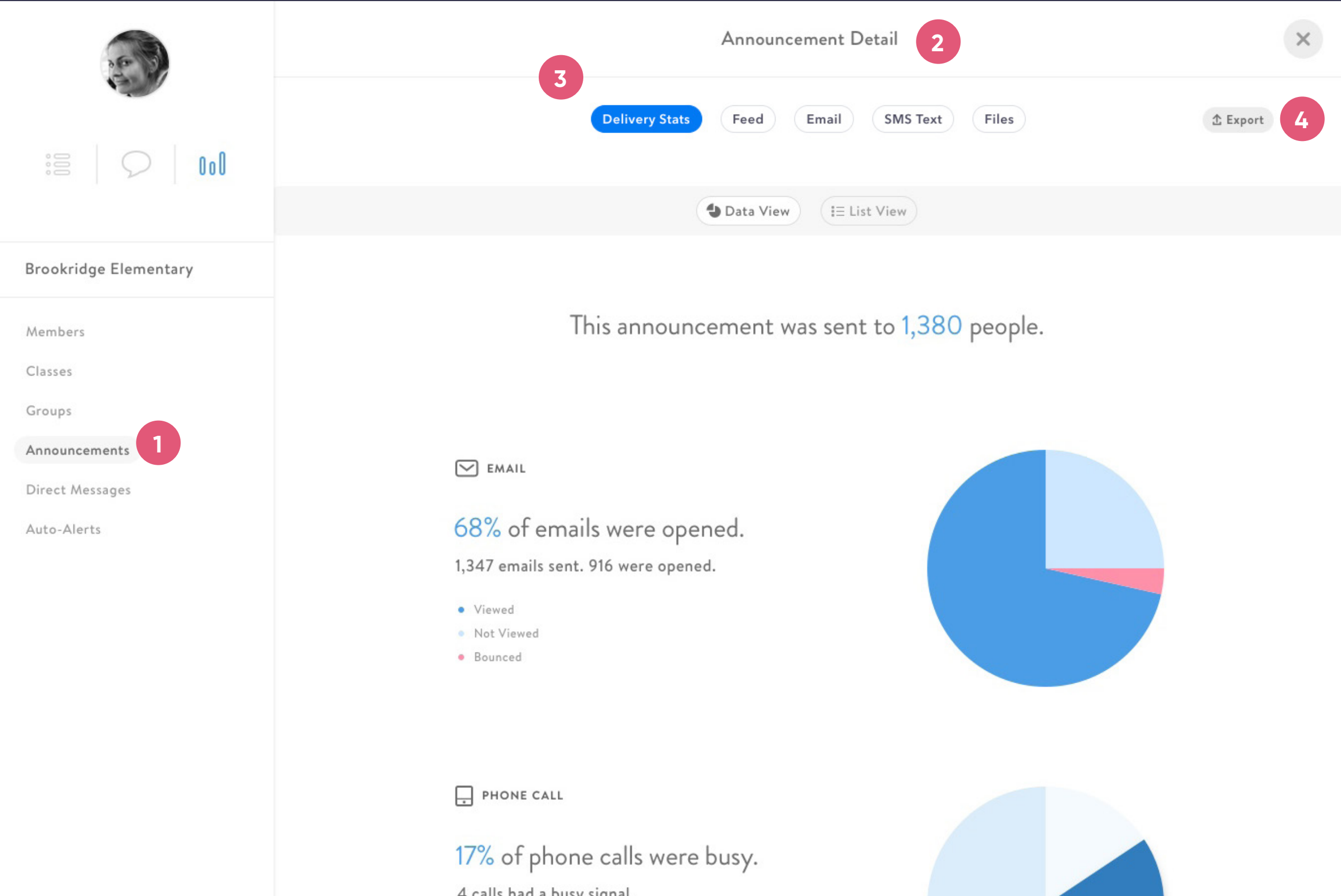
Within each Announcement you can view the Feed, Email, SMS Text, and any files (including TTS recordings).

3 Delivery Stats

The Delivery Stats tab provides a quick visual overview of delivery per modality. Toggle over to the “List View” for more granularity, showing how each individual was notified.

4 Export

Quickly export delivery data to a .csv for your reporting and compliance needs.



Members	Search by member				
Classes					
Groups					
Announcements					
Direct Messages					
Auto-Alerts					
RECIPIENTS (1380)		EMAIL	TEXT	PHONE CALL	LOOP APP
	Jessica Butler	Delivered	Unavailable	Unavailable	Delivered
	Amy Cindrich	Disabled	Disabled	Failed	Delivered
	Jessica Chesterfield	Delivered	Delivered	Answered	Delivered
	SC Sarah Dodd	Viewed	Delivered	No Answer	Viewed
	Jessica Dright	Viewed	Delivered	Unavailable	Viewed

Dashboard | Direct Message Log

1 Message Log

A district or school moderator can view all Direct Message history under his/her oversight.

2 Message List

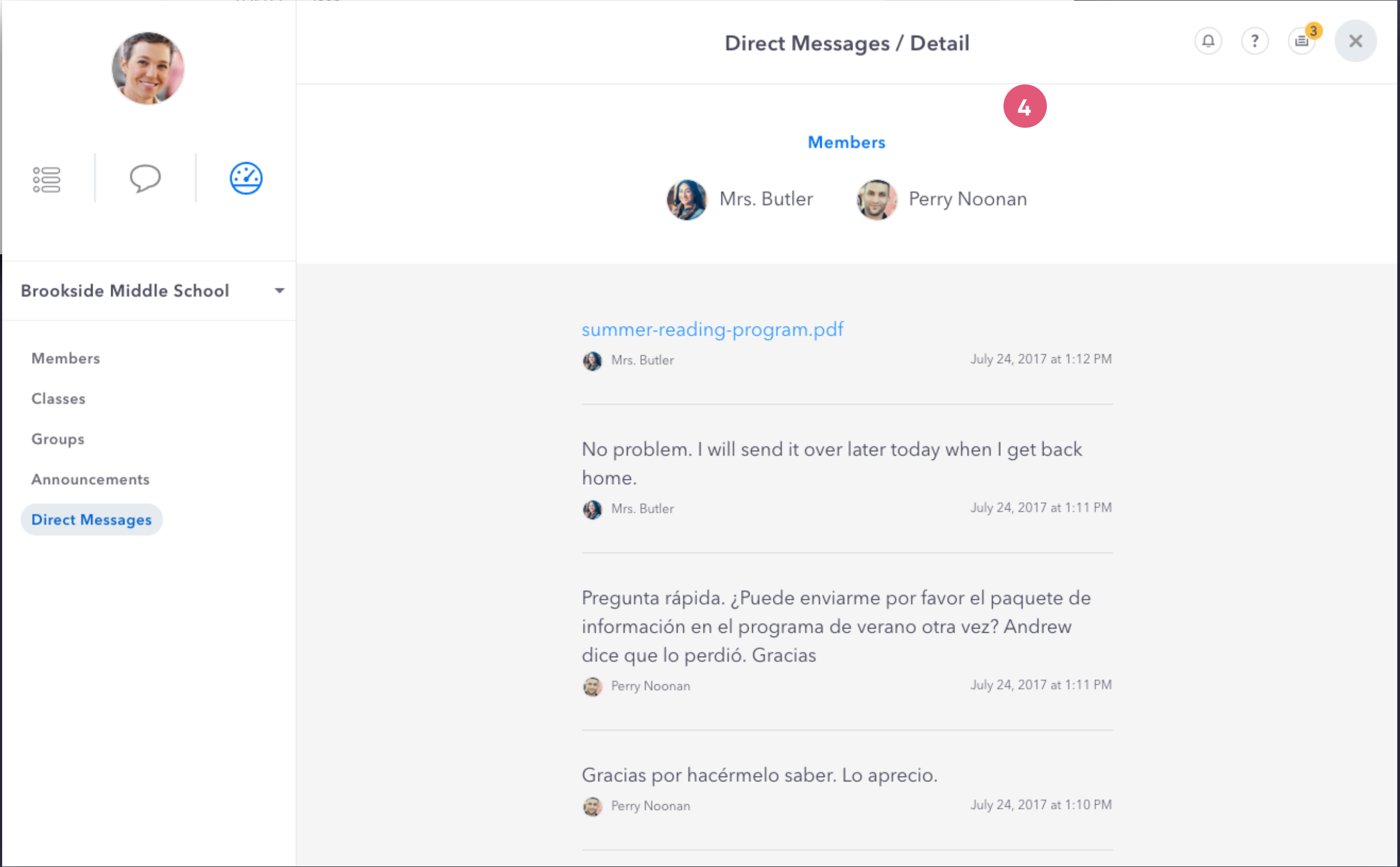
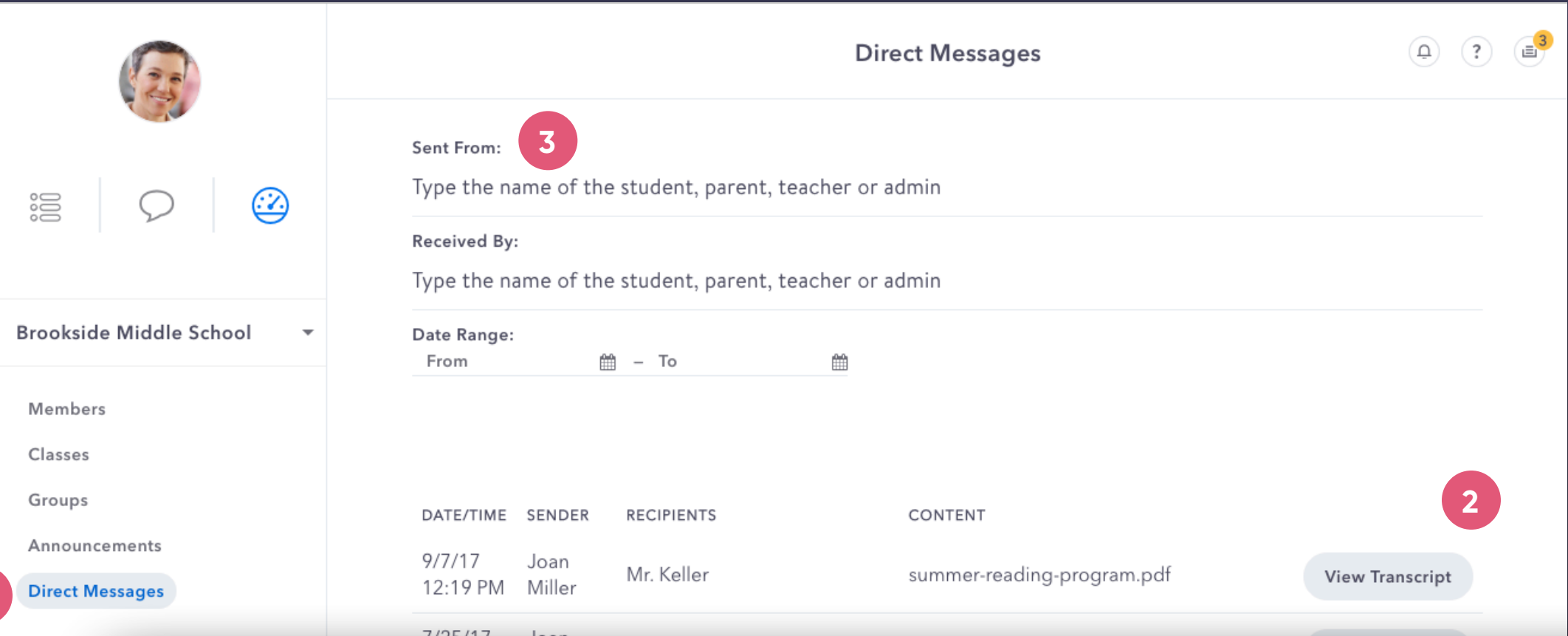
Within the message list you can search and view details.

3 Advanced Search

To quickly find the message history you are searching for there are additional search features which include searching by date, sender and recipient.

4 Message Log Detail

Once you have clicked into a message log detail you can view the members and a complete transcript of any conversation within the app.



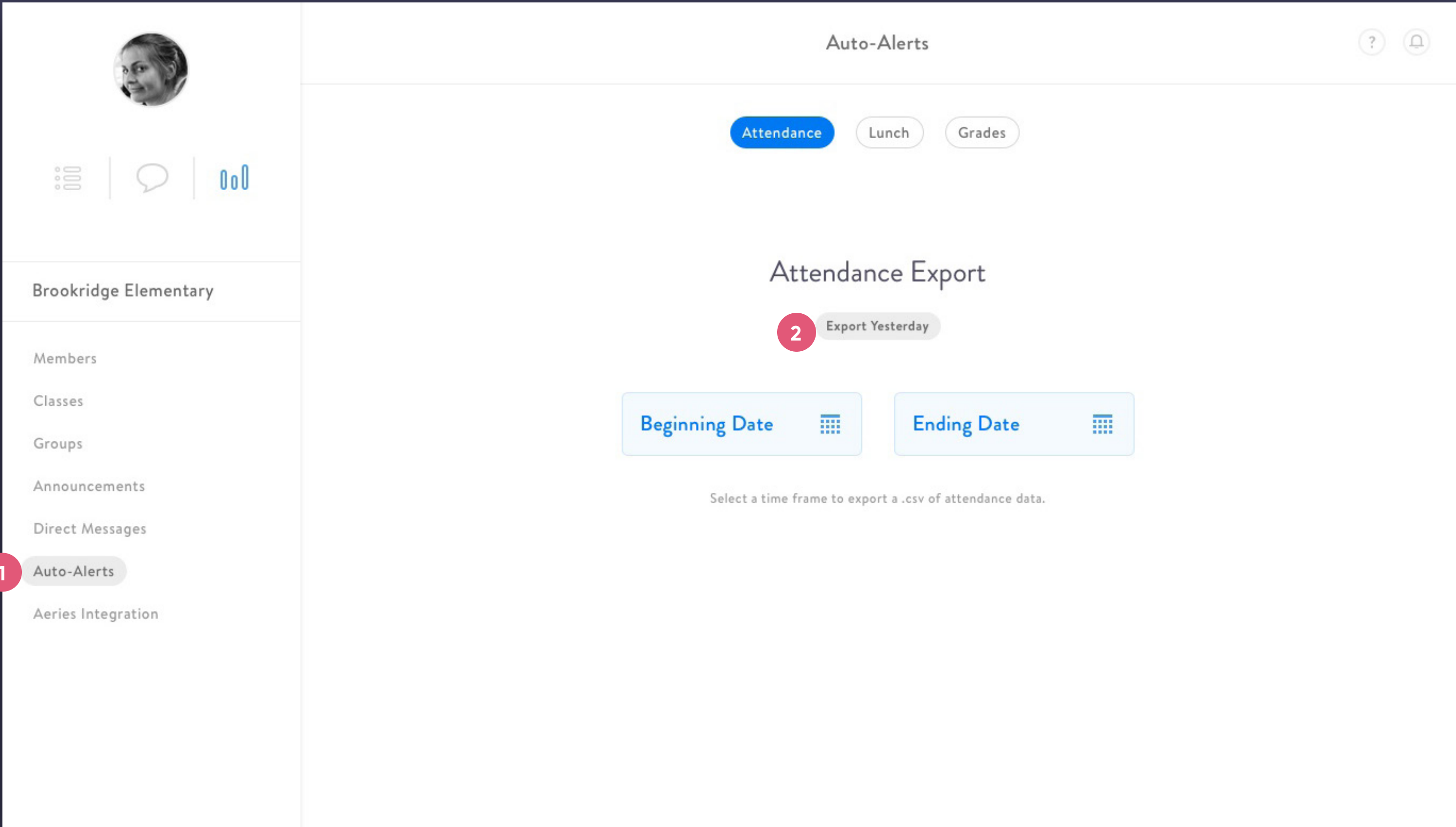
Dashboard | Auto-Alerts

1 Auto-Alerts

After setting up automatic alert/trigger notifications within the SIS, you can use this section to export detailed delivery reporting for Attendance, Lunch Balances and Grades.

2 Export Yesterday

The “Export Yesterday” button saves time by instantly exporting the previous day’s data without having to use the date range selector.




Dashboard | SIS Integration

1 SIS Integration

SIS Integration reports help to quickly compare your system data with Signal Kit. These reports update after every sync. Currently available by request for district admins.

The “diff” pages indicate items in Signal Kit that are not found or do not match the data in the SIS. Update the SIS to ensure the information remains permanent after every sync.



Brookridge Elementary

Members

Classes

Groups

Announcements

Direct Messages

Auto-Alerts

1 Aeries Integration

Aeries Integration

Validation Report

July 3rd, 2018 9:24am

July 2nd, 2018 9:24pm

July 2nd, 2018 9:24am

July 1st, 2018 9:24pm

July 1st, 2018 9:24am

June 30th, 2018 9:24pm

June 30th, 2018 9:24am

June 29th, 2018 9:24pm

June 29th, 2018 9:24am

June 28th, 2018 9:24pm

June 28th, 2018 9:24am

June 27th, 2018 9:24pm


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.









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Book Club

Brookside Lunch Services





Brookside New Students



Brookside Parents Club



Food Services



Fundraising



Announcement Feed






Evan Deveraux sent you a Direct Message

Brian Fellows started following Transportation

Susan Gibens uploaded a file to Transportation

Emily Smart started following Transportation

Heather Edwards sent you a Direct Message

Joan Miller

To: Science Club

This year's science fair will be held at the JCC Nerman Museum on October 14th. All booths must be set up the night before. Showing hours will be from 8am-4pm. Please contact the office with any questions.

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