Your Feed

1. **Announcement Feed**
   The chronological feed of announcements from the district, schools, classes, and groups that you or your child belong.

2. **Schools, Classes, Groups**
   To filter your feed down to a specific school, class or group, just click on the name within the side menu.

3. **Follow Groups**
   Click on the plus button next to groups and check out groups to follow in your school.

4. **Direct Messages**
   Use Direct Messages to start a one-to-one conversation with a teacher or school administrator.

5. **Settings**
   To update your profile and notification settings, click on your avatar in the lefthand menu.

6. **Help**
   Unsure of something? Click here to visit the support site for FAQs and further assistance.
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 | Feed Manager

1. **Feed Manager**
   The next item under profile settings is your Feed Manager. This is where you can edit what appears in your announcement feed and what you are notified about.

2. **Add**
   To start following a new group, click on the plus button to browse the public groups in your district.

3. **Unfollow**
   To stop following a group just click the Unfollow button.
Profile Settings | Notifications

**Notification Settings**

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

1 Activity Alert

Check out 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.