# **Teacher Quick Start Guide**

Here are three (3) ways you can get started on the mobile app or your desktop:

## 1 - Post a news item

A news item is any information that you want to share with a group. This can replace a flyer, newsletter, or email. It is also an opportunity to share strategies you are working on in the classroom. You can add images, attachments, audio recordings, and embed videos.

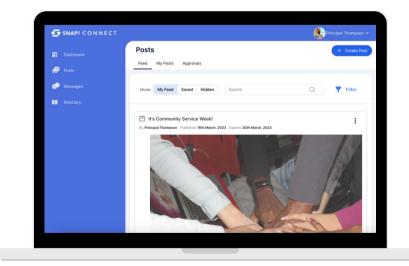
#### On mobile

Tap at the top of your feed to begin a new post.



#### On desktop

Click + create Post and select News. Add a title and the content of your news item. Select recipients, and publish.





## 2 - Send a message

You can send a message to any individual(s) or group(s). Please note, if you send a message to more than one user it will behave like group texting; all replies will be seen by all recipients.

If Message isn't an option, that means the person has not yet activated their account.

- Tap Q to go to the directory. You can use the search bar at the top, or scroll down to view My Students' Guardians.
- Tap 💭 or 📿 .
- Type or dictate the message.
- Tap Send.

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EA Elizabeth Adams	>							
AB Andrew Bates	>							
JC Jenny Casey	>							
Cate Campbell	>							
SF Sarah Franford	>				L 18, 21			
RD Rachael Dina ronny	>		Hello! I class t			orward	i to ha	ving Ja
LISa Fornetti	>	Type Type	a mess	age				
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# 3 - Send an invitation

You can resend digital invitations to your entire class or a specific user at any time. To invite an individual from the mobile app, follow the steps below:

- Go to the person's directory listing by scrolling through the sections or using the search bar.
- Tap 🖂.
- The individual will receive a text and/or email invitation.



