

SchoolMessenger Chat: Teacher User Guide

Introduction

Welcome to SchoolMessenger Chat! This tool has been designed to provide an easy-to-use and secure way to communicate with your parents and students.

You can feel comfortable using SchoolMessenger Chat because your contact info stays protected. At no point is any of your contact data shared unless you physically share it yourself. With SchoolMessenger Chat, you can communicate with confidence.

Read this quick start guide for a brief overview on how to use SchoolMessenger Chat.

How To Log In

- **Navigate to the URL provided by the administrators of SchoolMessenger Communicate for your school or district, and log in using the credentials they have provided**
- **Select the “Try the NEW SchoolMessenger” button on the right-hand side of the screen**
- **After clicking the button, you should see the new SchoolMessenger Communicate Dashboard**

Using SchoolMessenger Chat

- **Click the “Chat” link in the navigation bar at the top of the screen to visit the Chat main page**
 - If you do not see the “Chat” link, please ask the administrators of SchoolMessenger Communicate for your school or district for help
- **There are 3 main areas of SchoolMessenger Chat for you as a teacher: Sections, Groups, and Direct Messages**
- **Sections:**
 - You can use Sections when you need to communicate to an entire class population
 - Sections are automatically created based on the roster data in your Student Information System (PowerSchool, Skyward, etc.)
 - You do not need to manage Sections; all students and associated guardians should be assigned to the correct Sections based on the import data
 - You cannot join or leave a Section unless you are added / removed from the import file

- **Groups:**
 - You can use Groups when you need to communicate to a smaller group of people (i.e. parents of students involved in the Math Club)
 - You can create Groups by selecting the plus icon; after clicking that icon, you will be asked to create a name and description for your Group
 - When you create a Group, you can manually add contacts based on your section data
 - A group code will also be generated when you create a Group; share the group code via email with the people you want to join the Group, as they will need the code to access it
 - Note that you can only add people to your Group who have a direct relationship to you based on roster data (i.e. you cannot add a student or a guardian who does not belong to a class you teach)
 - You are in full control of Groups; add or remove users as necessary and share content with other members of the Group
- **Direct Messages:**
 - These are one-on-one conversations with either guardians or students
 - Select the plus sign next to “Direct Messages” to see a list of contacts you have the ability to start a direct message with
- **In all main areas of SchoolMessenger Chat, the platform offers industry-standard options for messaging, including the ability to use emojis, upload files, record and share audio or video, etc.**
- **Use the search box on the left-hand side of the screen to search for a specific Section, Group, or Direct Message by name**
 - Note that the search function does not search through the content of chat messages, only the names of Sections, Groups, and people you have exchanged Direct Messages with

Get Started Today!

You should now be ready to dive in and begin using SchoolMessenger Chat.

Should you require any further assistance, please ask the administrators of SchoolMessenger Communicate for your school or district for help.