



SchoolMessenger®

SchoolMessenger App for Teachers Mobile Guide

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Introduction

The SchoolMessenger app allows schools and school districts to inform you about school-related emergencies, school closures, attendance or other school-related issues.

Once you've created your account, we'll automatically link the records associated with your email address. You can then:

- View the records associated with your account - student, staff, parent records.
- Review the last 30 days-worth of messages for all your associated records.
- View your contact information and configure how you would like to receive notifications.

Depending on your district's settings, you'll be able to:

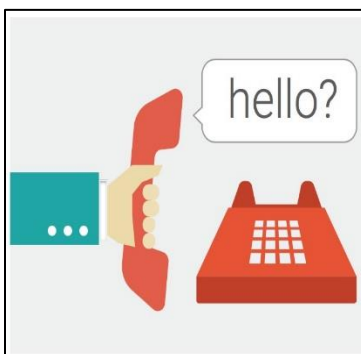
- Send messages to automatically-created groups associated with your account.
- Create groups with generated codes you can distribute to those who you want join.

For schools subscribing to SchoolMessenger's SafeArrival system, teachers who are also parents have the ability to report planned absences, late arrivals, early departures to the school in advance.

For schools subscribing to SchoolMessenger's Plus Data system, teachers who are also parents have the ability to view student grades, lunch balance data, class and bus schedules, etc.

You will find all of these messages in an easily-accessible inbox. If you are associated with students in different schools or districts, all matching records will be linked to your account. With flexible preference controls, most kinds of communication can be configured to be accessed exclusively via the SchoolMessenger app.

SchoolMessenger and TCPA

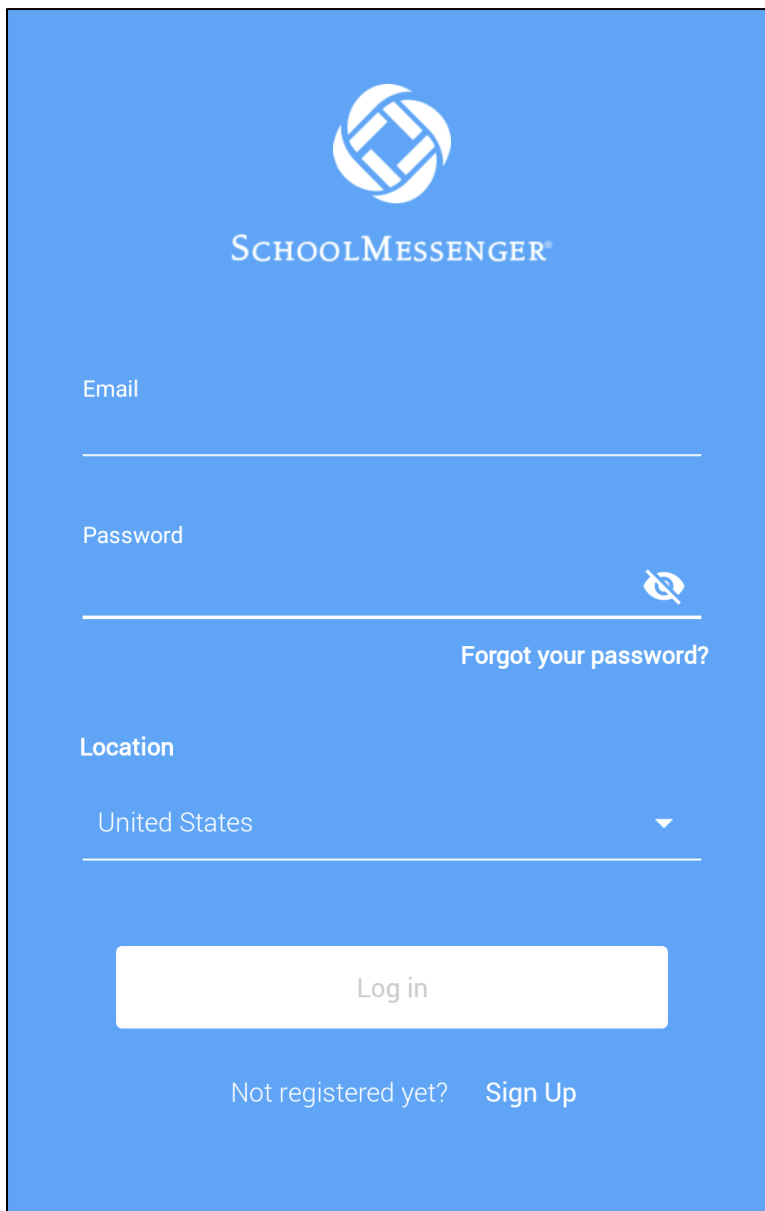


The Telephone Consumer Protection Act (47 U.S.C. 227) is a law that was passed by the US Congress in 1991. This law places restrictions on telephone solicitations and the use of automated telephone equipment, protecting the public from receiving unwanted phone calls.

While schools enjoy exemptions from some of these restrictions, **the preference configurations within the SchoolMessenger App allow you to set your consent state ("yes" or "no") for each phone number associated with your account.** With the exception of emergency calls, which cannot be exempted, any phone number whose consent state is set to "no" will not receive calls from SchoolMessenger.

Initial Menu

Download the mobile app from either Apple's App Store or Android's Google Play page. You have 2 options after downloading the app and launching it on your mobile device:



Email

Password

Forgot your password?

Location

United States

Log in

Not registered yet? Sign Up


You will be taken to the log-in page. Here you can log into an existing account or you can tap **Sign Up** to create a new account.

Creating a SchoolMessenger App Account

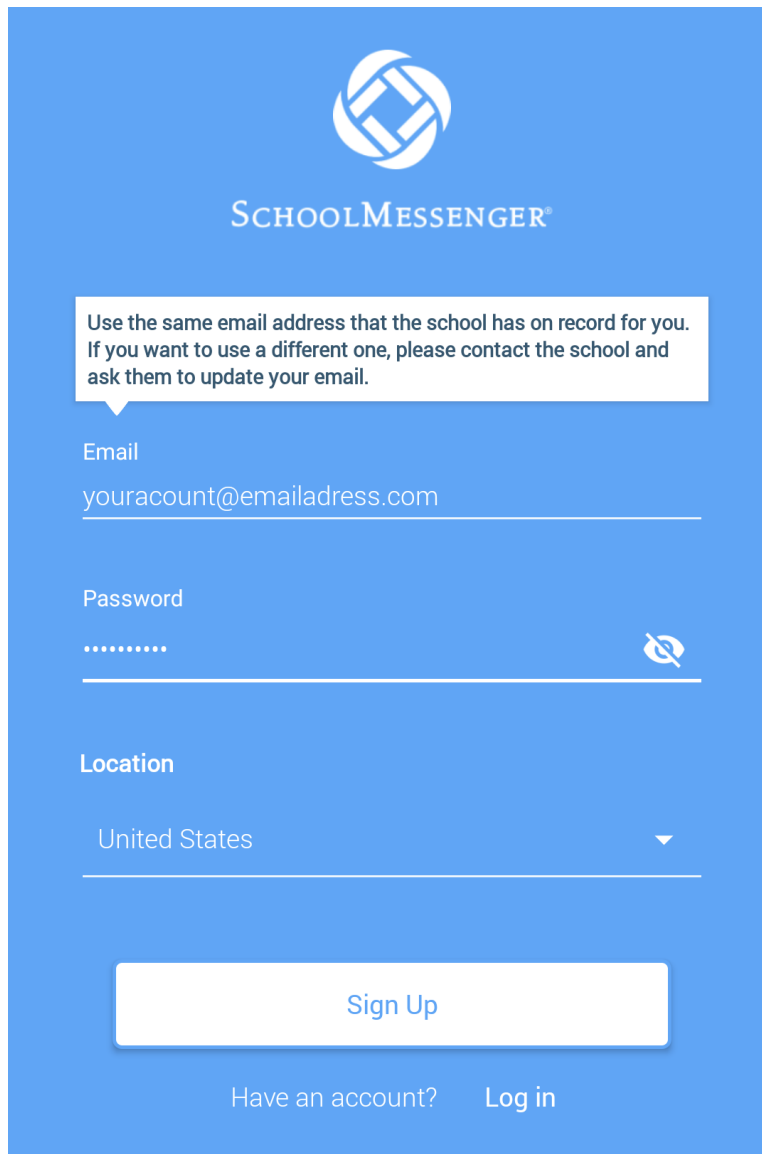
If you do not already have an account, you must create one (either through the app or through go.schoolmessenger.com) before you can log in.

Signing Up

Tap the **Sign Up** link.

 **Important:** *If you already have an email address that the school has on record, use this email address when you sign up.*

Enter your email address, your location and a password.




The image shows the SchoolMessenger app sign-up screen. At the top is the SchoolMessenger logo. Below it is a text box with the following message: "Use the same email address that the school has on record for you. If you want to use a different one, please contact the school and ask them to update your email." Below this are three input fields: "Email" with the placeholder text "youraccount@emailaddress.com", "Password" with a masked password "....." and a toggle icon, and "Location" with a dropdown menu showing "United States". At the bottom is a large "Sign Up" button. Below the button are two links: "Have an account?" and "Log in".

Your password must contain have at least:

- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 6 characters

After inputting your information, tap **Sign Up**.

You will be sent an email to the email address you provided. Click the link in the email to verify your account.

 **Note:** *The link in the email is only valid for 24 hours. If you don't click on it and log into the SchoolMessenger app within that time period, it will expire and be of no further use. You will have to restart the registration process and have a new email sent to you with a renewed link.*

Our support teams would have entered your email address into their system. As your information is registered in the school or district records, you will receive all the messages you have subscribed to receive from the school.

You must use this **same email address** in creating your SchoolMessenger app account.

Return to the SchoolMessenger app.

Enter the same email address and password you used to create the account.

Click **Log In**. A message appears that you've successfully logged in. You may now launch the app on the web and log in using the same email address and password you used to create the account.

Logging In

To log into the SchoolMessenger app:

Open the app.

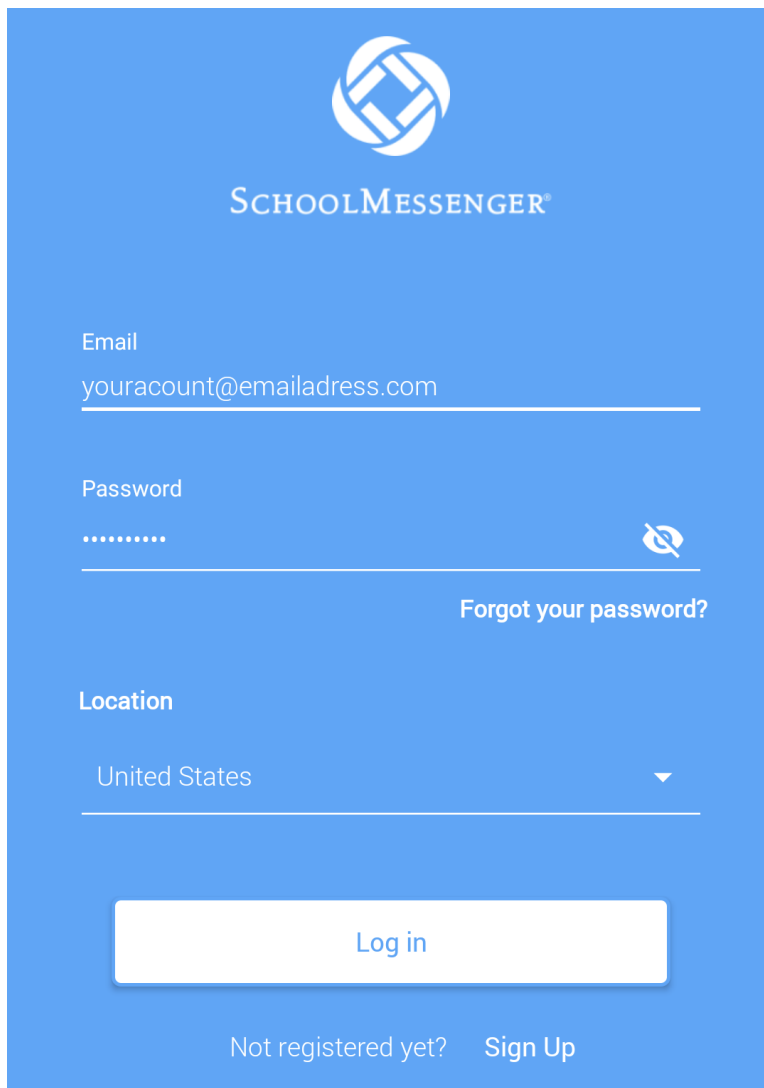
Enter the email address you used to register in the SchoolMessenger app.

Enter your password.

Select your location. Choose either the United States or Canada.

Tap **Log in**.

Your school's district admin will configure your message settings and what features you will see when you log in.

The image shows the login screen of the SchoolMessenger app. It has a blue background. At the top center is the SchoolMessenger logo, which consists of a white circular icon with a stylized 'S' and the text 'SCHOOLMESSENGER®' below it. Below the logo are three input fields: 'Email' with the placeholder text 'youraccount@emailaddress.com', 'Password' with a masked password '.....' and an eye icon to toggle visibility, and 'Location' with a dropdown menu showing 'United States'. To the right of the password field is a link that says 'Forgot your password?'. Below these fields is a white 'Log in' button. At the bottom, there is a link that says 'Not registered yet? Sign Up'.

Click on **Forgot your password?** if you forgot your password. An email will be sent to you allowing you to register a new password.

Logging Out

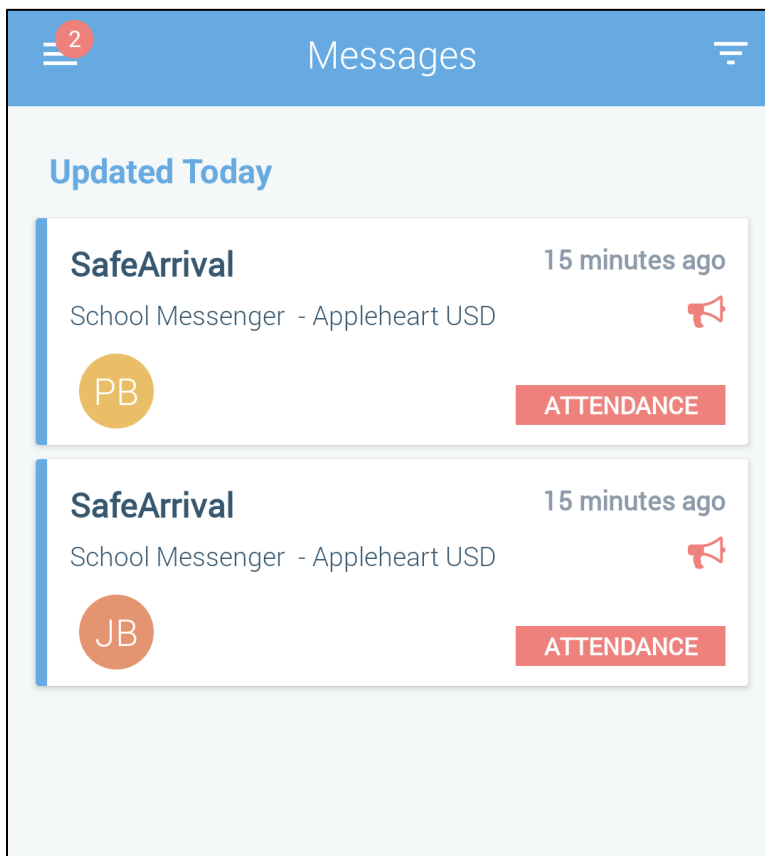
Tap the  icon in the upper left corner of your screen.

Tap **Log out**.

On First Sign In...

After successfully logging in with a verified email, you should expect to see any messages that you've recently received for any Contacts - student, staff, and/or guardian records - associated with your account email address. You can navigate through your district-enabled options by using the left navigation bar.

Your account information and contacts will already be inputted into the system based on the information you've provided to your school or district.



If your email address isn't associated with school-enabled records...

If your email address doesn't match with any records kept by the school, you'll see the below screen after your log in:



We were not able to match your email address to any students.

Your email must match before we can link school records to your SchoolMessenger account. Contact your school to ensure your email matches their records.

My school updated my email
Refresh contacts



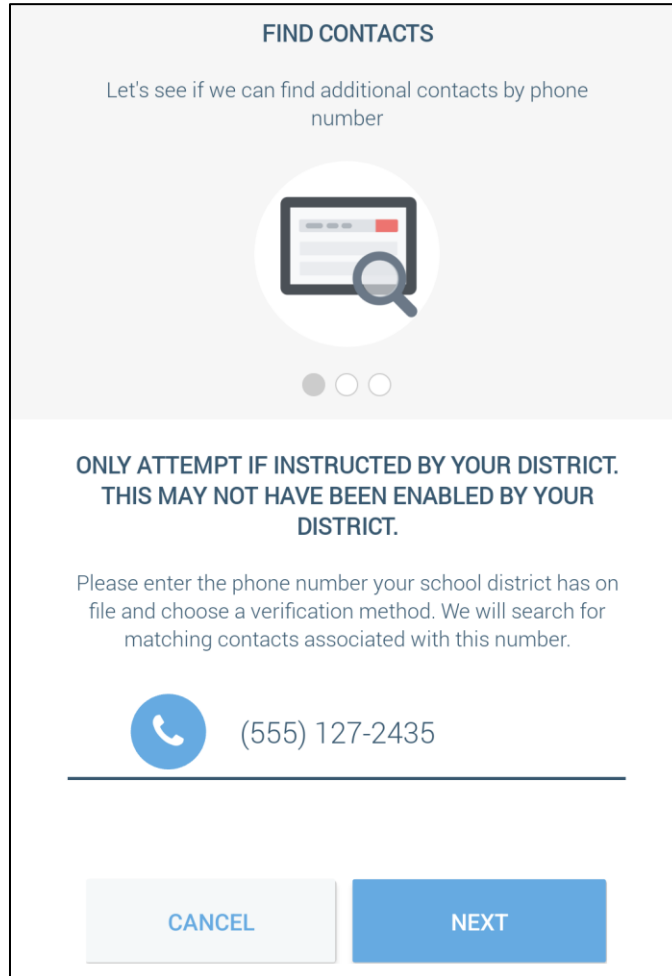
Updates to your contact information can take up to 24 hours to appear

Still having issues? [Try searching by phone](#)

Claim by Phone

If the SchoolMessenger app isn't able to match your email to any contact data in their systems, your message inbox will appear empty. You'll have the option to try to match a potential school record using your phone number.

Tap **Search for contacts by phone** at the bottom of the screen.



Enter your phone number your school district has on file. Tap **Next**.

Select an option to receive a verification code.

Tap **Send the Code**. A verification code will be sent to the number you entered.

Input the verification code your received and tap **Verify**.


If the system found additional contacts, they will be automatically added to your app under **CONTACTS**.

If the system didn't find additional contacts, you can:


- Try another number by clicking **Try another phone number**.
- Contact your school district to verify that you have the correct phone number and/or email address they have on file.

Notification Preferences


This page allows you to view and edit how you're contacted by your district when they send broadcast messages. The preferences on this page affect SchoolMessenger Broadcasts that may be sent to you from the school/district. They do not affect messages sent and received through teacher messaging within the SchoolMessenger app.

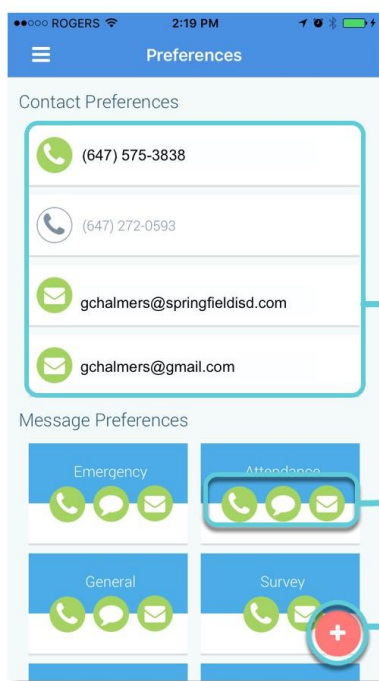
Access your notification preferences by tap the  icon and tap **Preferences**.

- **School / District:** The school district in which your email address is associated with is listed here.
- **My contact information:** Displays all the email addresses and phone numbers (voice and SMS text) at which you can be contacted via that message type (phone, text, or email). The icons in green indicate that you've given your consent to be contacted. The icons in grey indicate you've chosen not to be notified on that number via that message type.

 **Note:** Your district will control over whether you'll be able to edit or delete this information. You will know which phone numbers or email addresses can be deleted if they have a small **X** next to it. While the ability to edit or delete contact information may be limited by your school district, you can change your consent selections and preferences at any time.

- **Add more:** Click this button to add more email addresses or phone numbers that aren't already listed. If this button is not present, your district has disabled this ability.
- **My message preferences:** Click each message category (emergency, attendance, etc.) to view which contact email addresses and phone numbers will be contacted. You can also adjust your notification preferences for each message type here.

 **Note:** The maximum number of phone numbers and email numbers you can enter into the system is controlled by your district admin.




Your Preferences screen shows your contact information and the types of messages which the school/district has set up in their SchoolMessenger setup. Hence, more or fewer message types may appear here with unique names, defined as such by the school/district.

Your Contact Preferences shows all the email addresses and telephone numbers (voice and SMS text) at which you can be contacted. Phone numbers that are grey are pending consent approvals.


Select how you want to be contacted for each message type by clicking the icon. If green, the notification message type is enabled. If grey, you will not receive the notification in this message type.

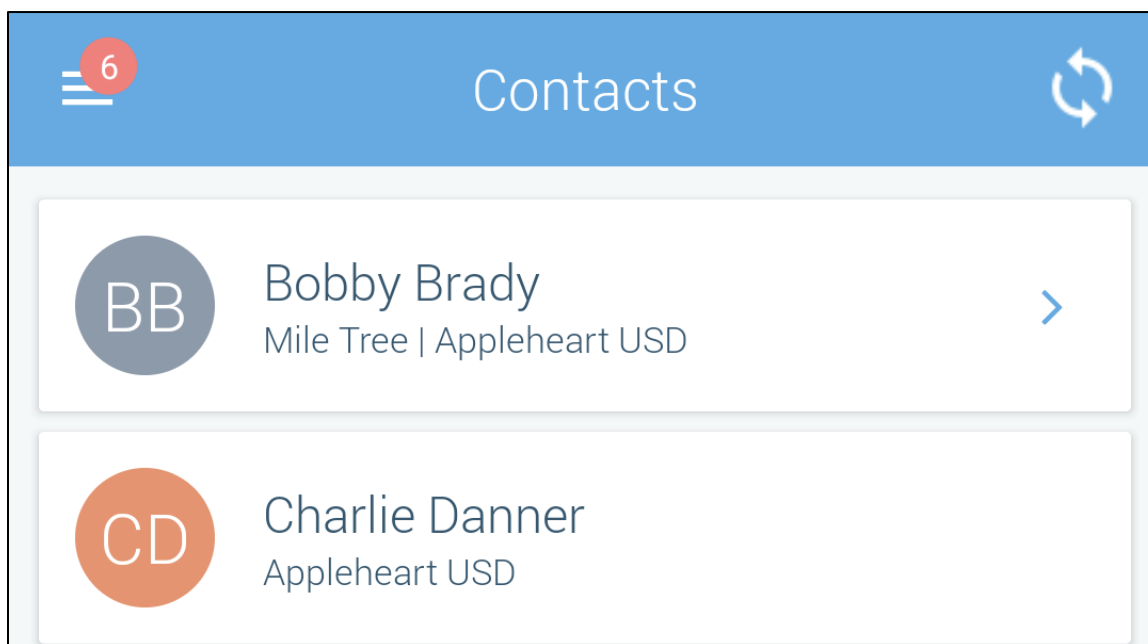
Click the Add button to either add a new phone number or email address.


Contacts

 **Important:** The contacts listed here are connected to the email address for your account. If this email is not correct or if your school has an incorrect email on file, then contacts may not appear on this page.

You'll see a contact card with your name and school district located here. If you're also a parent to a child in the same district, you will see your child's name with their school and district.

Access your contacts by tapping the  icon and then **Contacts**.

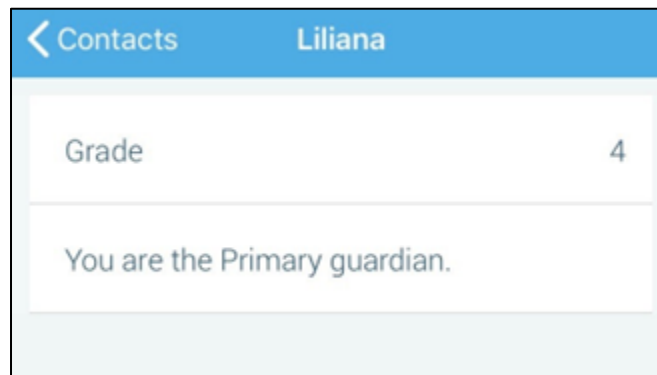


 **Note:** If you are missing contacts, click the **Is someone still missing?** link at the bottom of the screen to claim possible missing contacts using your phone number. You should also click **Synchronize contacts with your school district** to upload the most up-to-date information (more information below). If that doesn't work, please contact your school or district.

Plus Data

You will see more information for each contact if your school or district have subscribed and purchased the SchoolMessenger app Plus Module. The data shown depends on what your school and district have chosen to record and display.

You will know if your school has purchased the Plus Module if you see the small arrow next to the contact. Tapping the arrow displays the Plus data.



In the example above, the plus data shows the student's grade and that the user is this student's primary guardian.


Manual Contact Data Refresh

If you're not seeing all of the contacts you're expecting, you must manually refresh your app to reflect the most up-to-date information. A manual refresh is required for every subsequent change to your contact data in order to see the changes reflected in the SchoolMessenger app.

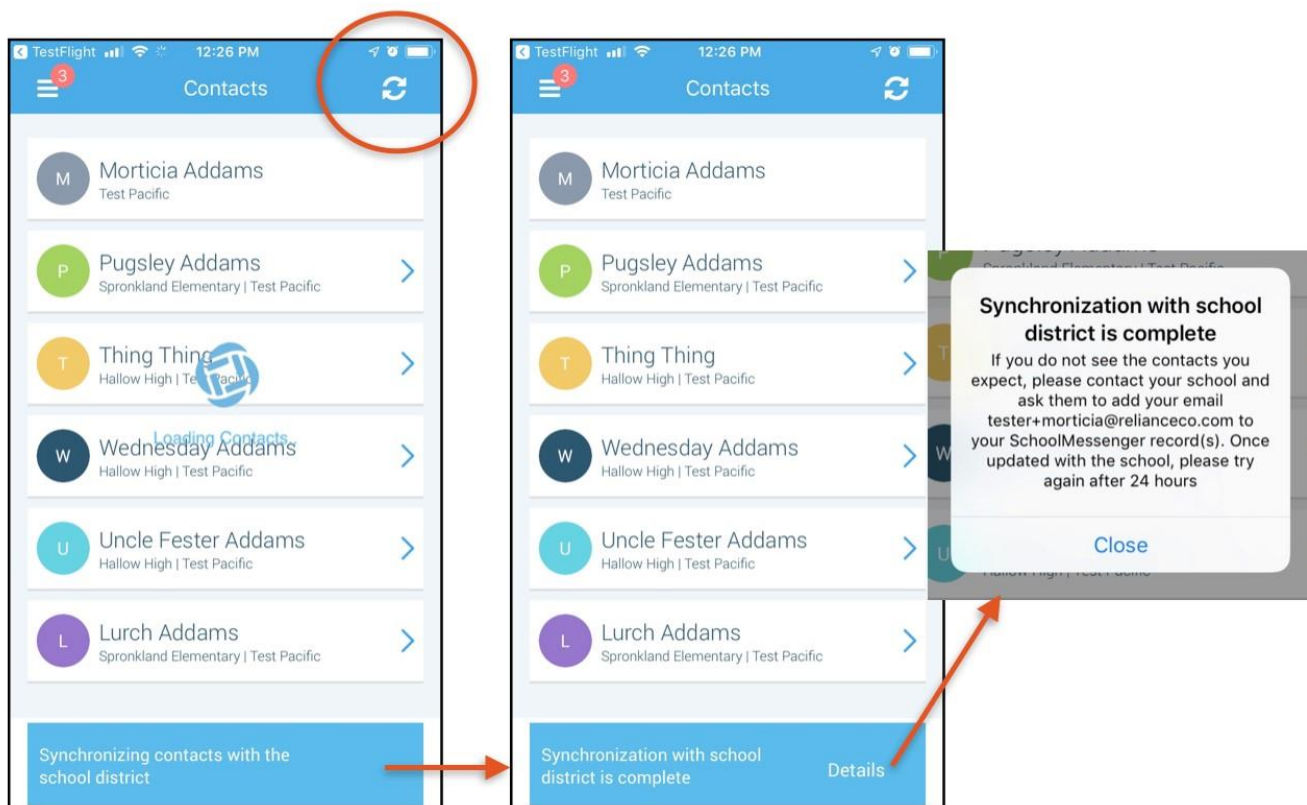
 **Note:** *Updates to your account will not be reflected until you manually refresh your contact data.*

Tap the  icon in the top left corner of the page.

Tap **Contacts**.

Tap the  icon in the upper right-hand corner of the screen. The app will begin syncing with the latest school data.

Once the sync is complete, you can click the **Details** link to view some information on the synchronization.



Groups and Group Types

If enabled by your district, you will see **Join Groups** and **Manage Groups** options in your menu. On this page you can:

Join Groups Page (Participant and/or Group Teacher)

All groups you're a member of, whether you're the group teacher or just a participant, appear here.

When you click the groups listed on this page, you will only see the name of the group teacher and not the other participants in the group.

You can join, leave and view groups you have the access code for here.

You can view all of the groups you're linked to automatically as a participant based on your account here.

Manage Groups Page (Group Teacher)

Only groups that you've either created or are joined automatically as the main group teacher based on your account appear here.

You can see all participants.

You can create groups and generate access codes here. You can also delete and edit these groups here.

Depending on what your district has enabled, there are two types of groups:

- **Automatic Groups:** Groups you're automatically joined with linked to your account.
- **Teacher-Created Groups:** Groups created by a teacher that you can join and leave using a unique access code they've provided to you.

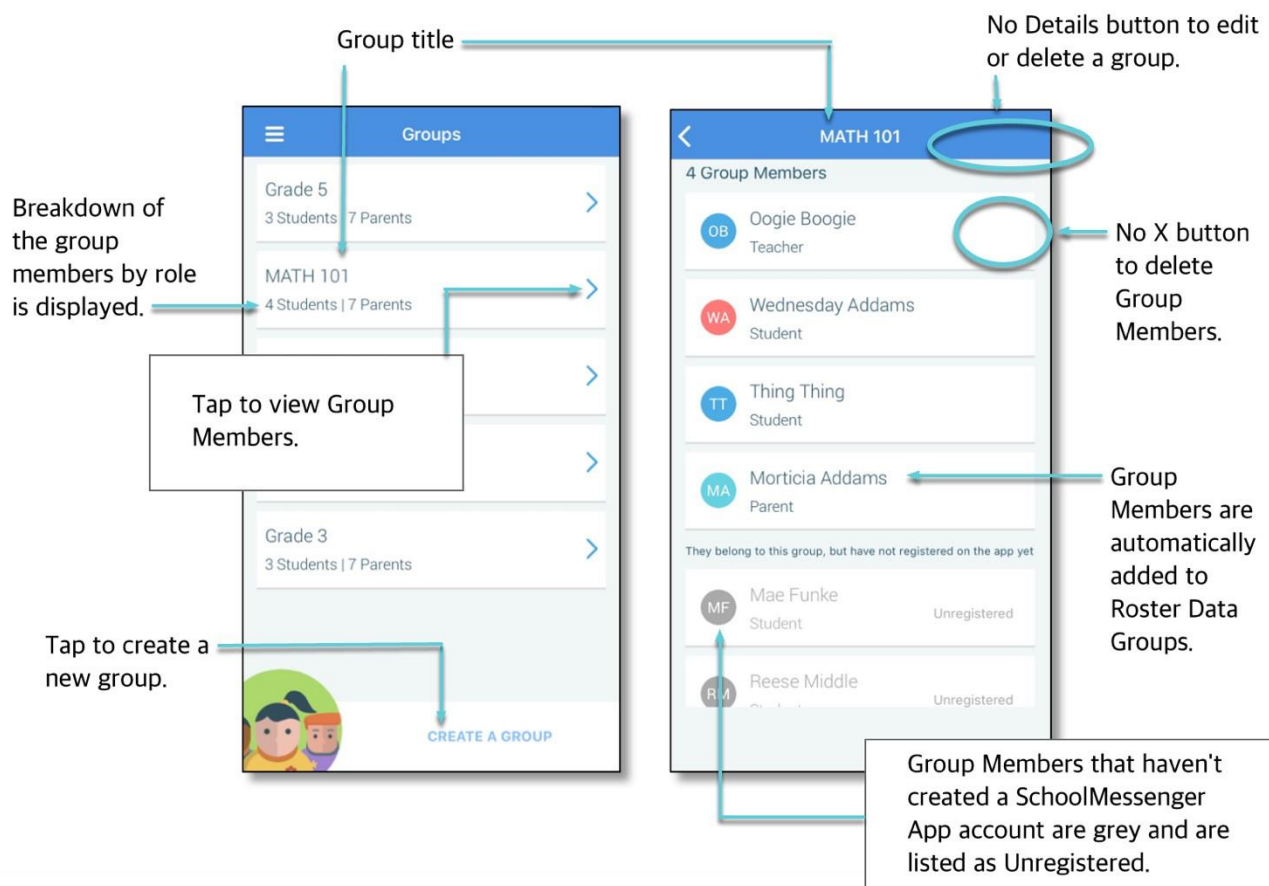
Automatic Groups

Automatic groups are created using district data. If an automatic group appears in your **Manage Groups** page, you're the **Group Teacher** and will be able to see all participants linked to that group on the **Manage Groups** page. Participants who don't have a SchoolMessenger app account will be greyed out and marked as **Unregistered**. These accounts will become live as soon as they create a SchoolMessenger app account with the email address they use with the school.

You can be either a participant OR the group teacher if an automatic group is in your **Join Groups** page. Automatic groups that you're only a participant in will only appear on this page, NOT the Manage Groups page and you will not be able to view the other participants of that group.

Unlike teacher-created groups, automatic groups cannot be edited by the teacher. There is no **Details** button that will allow the user to change the group name or delete the group. Teachers also can't remove or add participants and participants can't remove or add themselves into these groups.

These groups are created at the district level and you will need to speak with your school if you're a part of a group you shouldn't be in, or if there's a participant in your group that shouldn't be there.

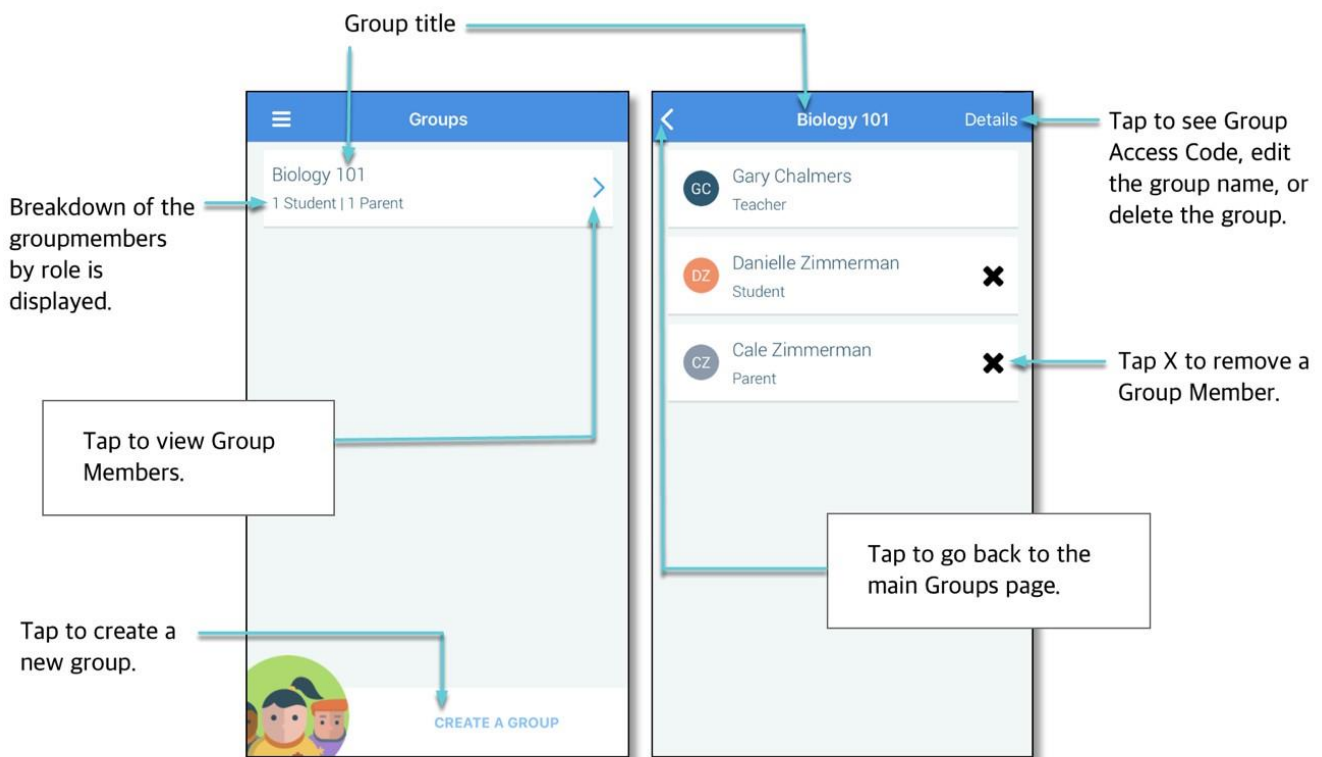


Teacher-Created Groups

If enabled by your district, teachers can create conversation or discussion groups in which students, guardians and other school staff can participate. But before such participation can occur, participants must have a record or user account in Communicate. This is implemented by your school and SchoolMessenger staff. If you have a participant in mind for a group you'd like to create, that isn't a student, guardian or teacher, speak with your school to ensure they have a record with SchoolMessenger linked to your school. That record must have the same email address that they use to create their SchoolMessenger account.

Once participants create a SchoolMessenger app account that links successfully to a Communicate record, they can use the access code generated and provided by the teacher to join the group.

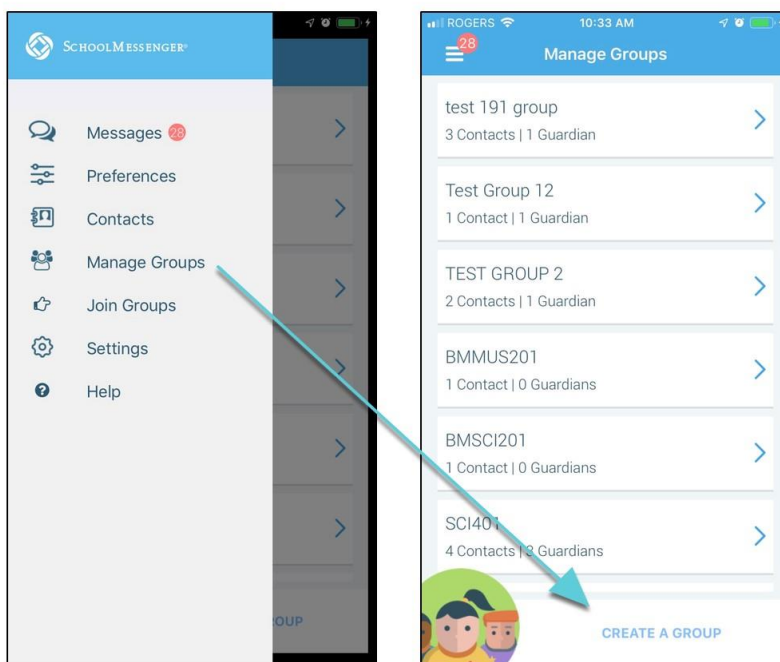
Participants can join as many groups as they are invited to participate in.



Create a Group

 **Note:** If group creation is disabled, a teacher's **Manage Groups** page will not have a **Create a Group** link.

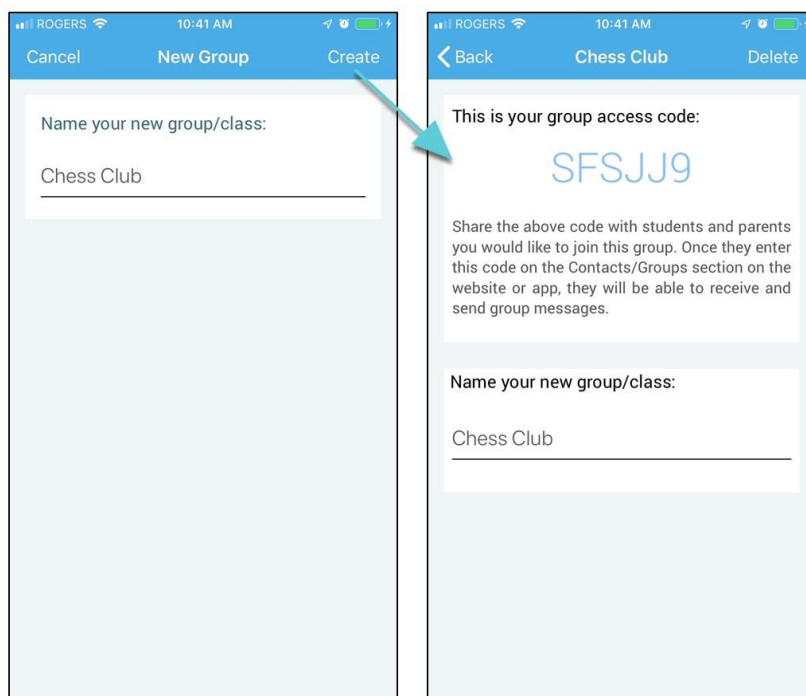
Tap on the **Manage Groups** menu option.



Tap the **Create a Group** link.

Create a name for the group (e.g. Chess Club).


Tap **Create**.



The SchoolMessenger app will create your group, and then generate and assign a group access code. This is the code that anyone wishing to join the group will be required to enter before they can become a member of the group. A unique code is generated for each group you create.

Tap **Back** to return to the Manage Groups page.

Distribute it to all those you would like to invite to the group you created.

 **Note:** *You can't add members to your group. You can only provide the group access code to the people you wish to join. They will need to download the SchoolMessenger app and join the group themselves.*

Joining a Group

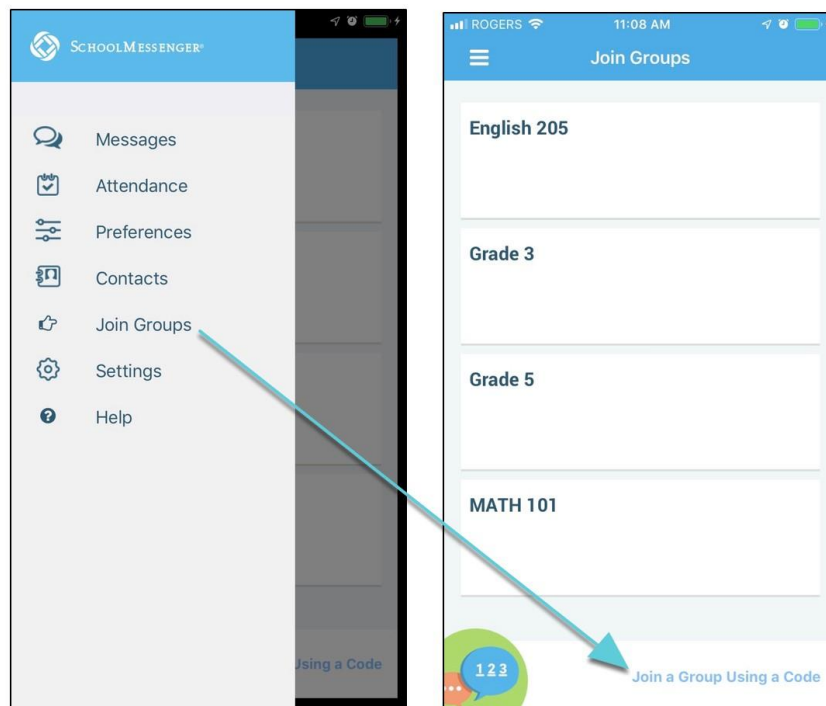
Teachers can set up conversation or discussion groups in which students, guardians, and other school staff can participate. But before such participation can occur, you must be invited and provided an access code to join the group.

You can join as many groups as you are invited to participate in. To join a group:

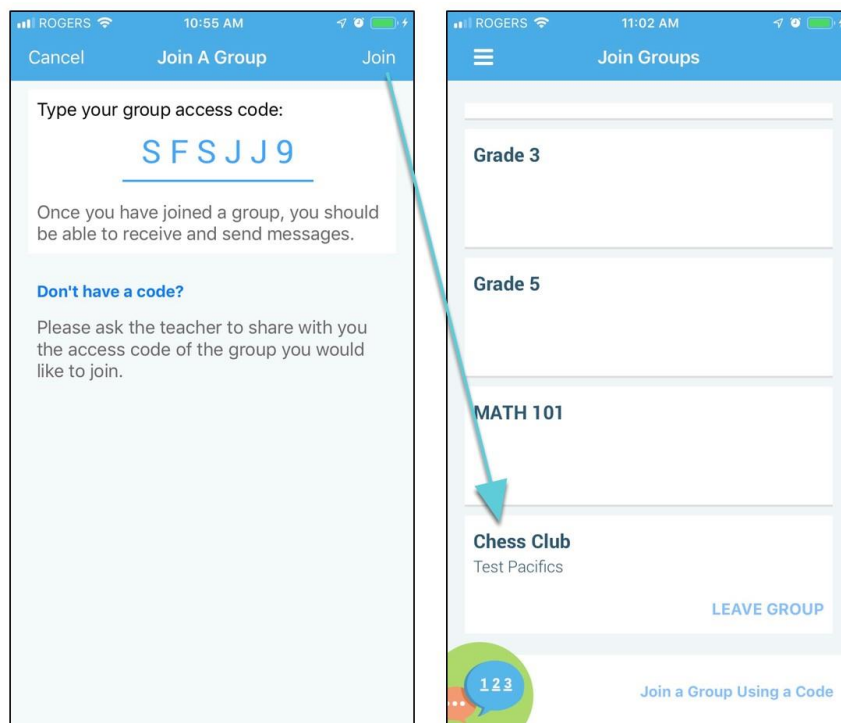
Obtain the access code from your student's teacher.

Tap the **Join Groups** option in the menu.

Tap **Join a Group using a Code**.



In the Join Group window, enter the **access code** that was provided to you.



Tap **Join**. You'll be taken back to the Join Groups page.

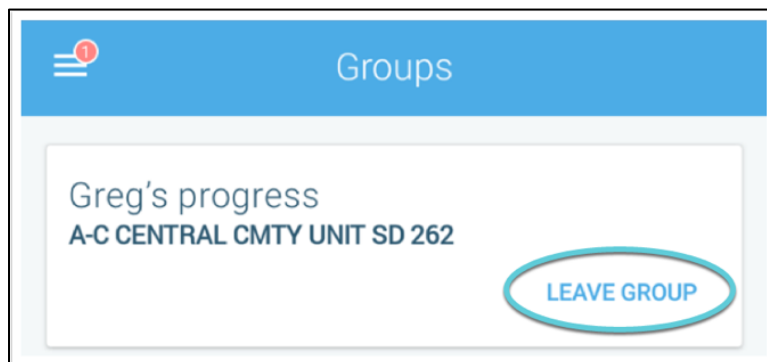
The group you've just joined will appear at the bottom of the list.

Leaving a Group

You can only leave teacher-created groups. You will not be able to leave automatic groups you've been assigned to. If you're a participant of a group you're not supposed to be a part of, contact your school district to correct this.

Tap the **Join Groups** menu option.

Tap **Leave Group** to the left of the group you wish to leave.



Confirm that you no longer want to be part of the group in the next window.

Removing Participants in a Group

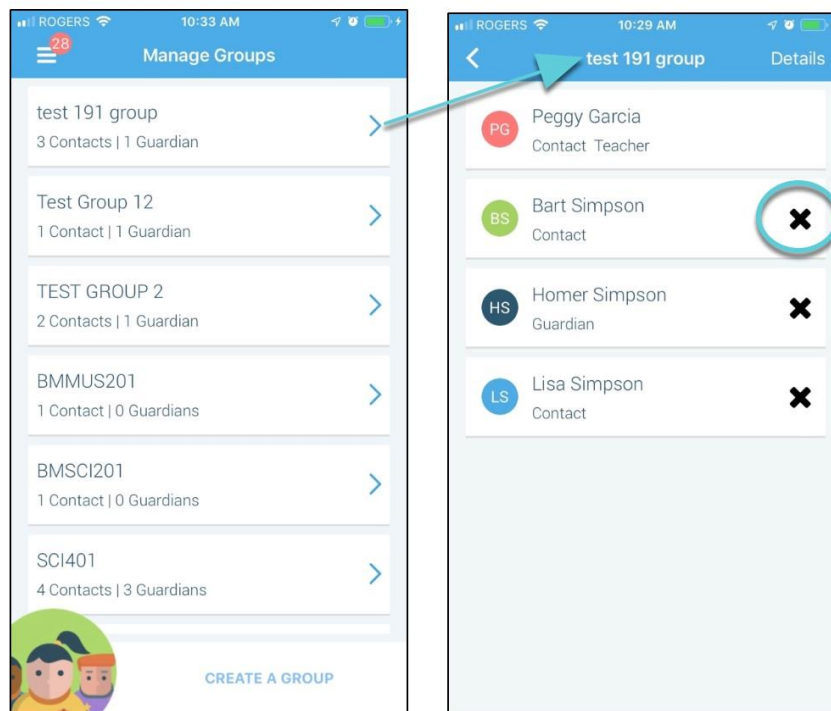
You can only remove participants from groups you've created. You will not be able to remove participants from automatic groups you've been assigned to as the Group Teacher.

Tap on the **Manage Groups** menu option.

Tap on the **blue arrow** to the right of the group you wish to remove members from.

Tap the **X** next to the group member to remove them from the group.

Confirm that you would like the member removed by tapping **Yes**.



The member will be gone from your list of participants and will no longer see any group messages.

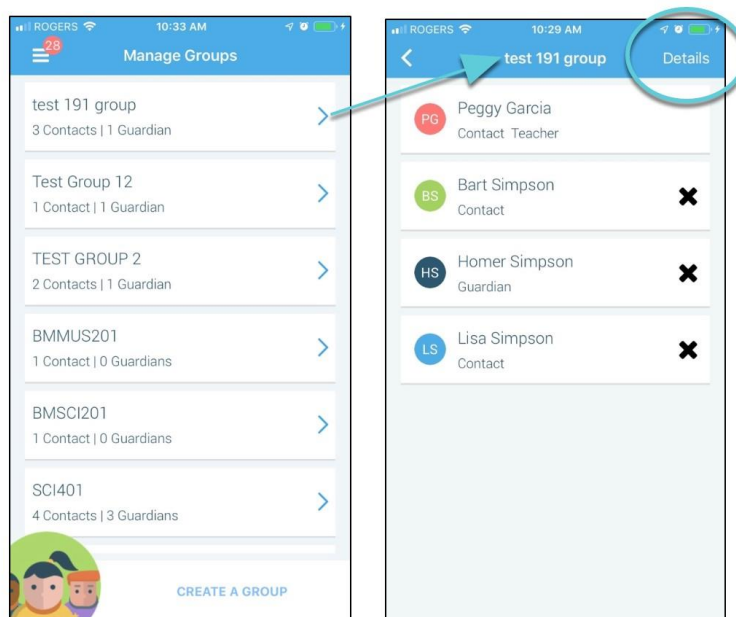
Deleting a Group and Editing a Group Name

You can only delete and edit groups you've created. You will not be able to delete and edit automatic groups you've been assigned to as the Group Teacher or teacher-created groups you've joined as a participant.

Tap on the **Manage Groups** menu option.

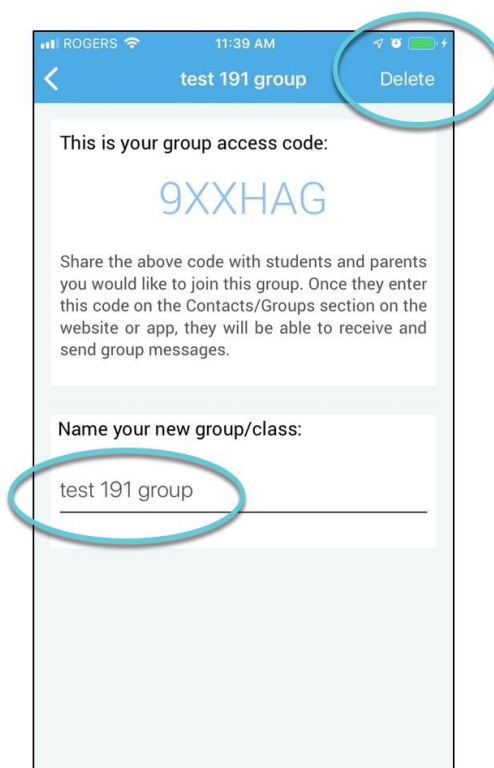
Tap on the **blue arrow** to the right of the group you wish to delete or edit.

Tap the **Details** link in the upper right-hand corner of the screen.



To Delete the Group

Tap the **Delete** link in the upper right-hand corner of the screen.



Confirm that you would like to delete the group by tapping **Yes**.

The group will be removed from your list.

To Edit the Group Name

Tap the current group name.

Edit the name.

Tap the **white arrow** in the upper left-hand corner of the screen to save your changes.

Messages

The SchoolMessenger app's Messages page displays all broadcast messages (voice, email, or text) sent to you from your school and/or district during the last 30 days, as well as the messages and conversations that have taken place in the SchoolMessenger app group(s) you have joined. They are sorted newest first, oldest last.

There are two types of messages:

Broadcast Messages: Sent by the school or district as SchoolMessenger Broadcasts (Emergency, Attendance, General, etc.). These will expire and be removed from your messages page after 30 days.

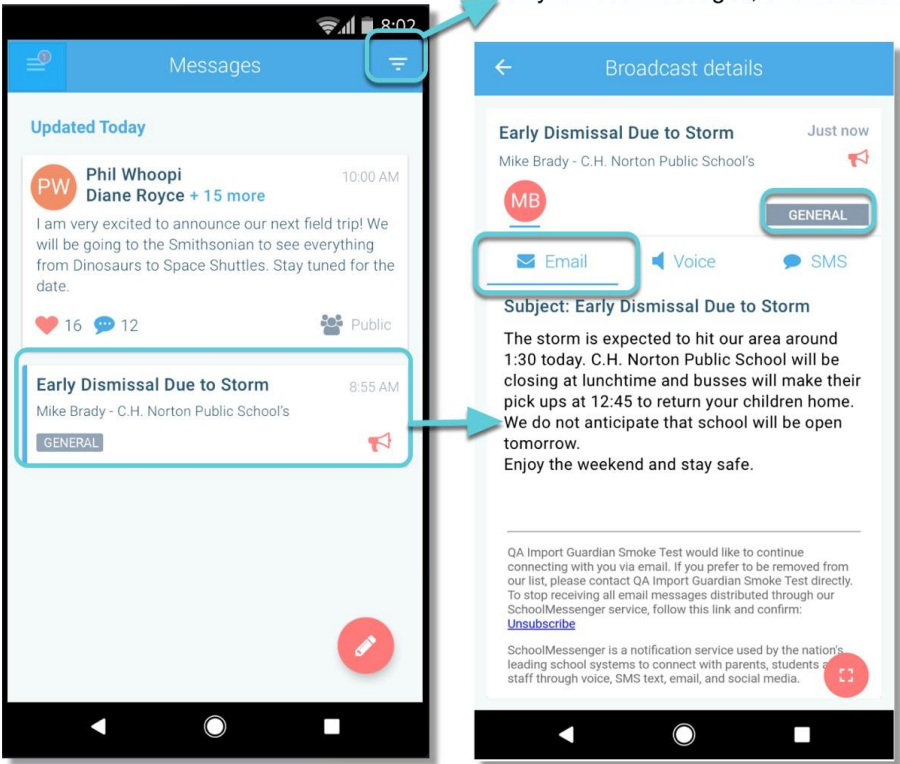
Teacher-Sent Messages: Messages sent initially by teachers either publicly or privately to participants who are members of a SchoolMessenger app group. Unless deleted by the teacher, these remain in your message page indefinitely.

 **Note:** *The SchoolMessenger app automatically assigns the color and initial of the each of the student identification circles. Neither the color nor the initial are editable.*

Broadcast Message

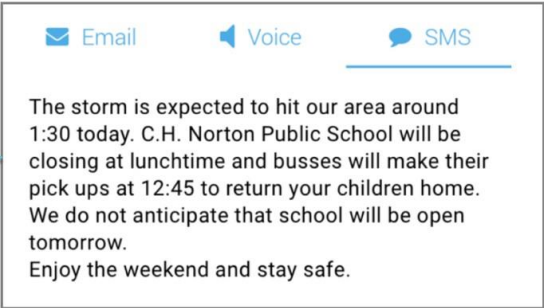
Unlike with teacher-sent messages, these are messages sent by the school or district and not meant to be replied to or engaged with within the SchoolMessenger app. These will expire and be removed from your messages page after 30 days.

Messages can be filtered to display all messages, only Unread messages, and various other categories.



Voice messages appear with audio controls and a timer, Play/Pause button, Stop button, and a seek bar

Broadcasts can also be sent in SMS text form.



Teacher Messaging



If enabled by your district, you will see messages sent by teachers to groups you're a participant in. Unless deleted by the teacher, these remain in your message page indefinitely. These are different from Broadcast messages in that as a participant, you may be able to reply and engage with the sender and other participants.

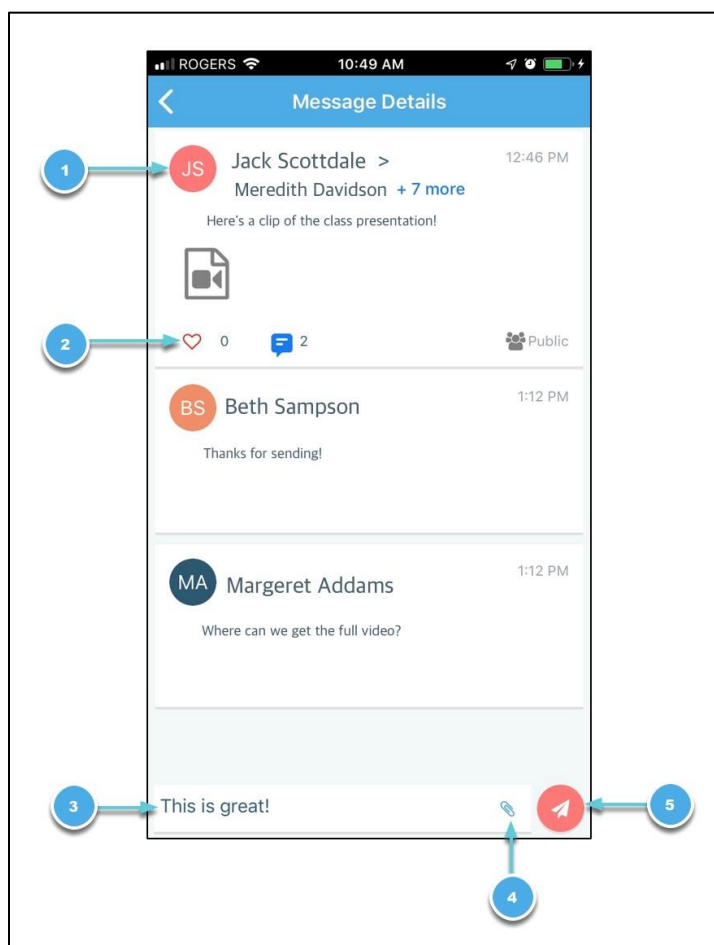
Your ability to comment depends on the message settings determined by either the district, teacher, or both.

Below is an example of what your Messages Page will look like.

1. Message senders will have their own colored icon with their initials.
2. Recipients can like a message.

If enabled...

3. Write a comment
4. Tap the  icon to attach a file to your comment.
5. Tap the  icon to send your comment.



Teacher Accounts vs Student/Guardian Accounts

In addition to receiving school/district messages and engaging in the SchoolMessenger app-based discussions just like any other SchoolMessenger app user, teachers have additional abilities that students and parents do not have.

The below table lists what each account type is able to do, depending on their district settings. Users who are both a teacher and a parent will have the ability to do all of the below.

Teachers	Guardians and Students
<ul style="list-style-type: none">● Receive SchoolMessenger broadcast messages sent from the school or district.● If enabled, create SchoolMessenger app groups and invite students, parents, and other school staff to participate in them.● Create and send messages to selected recipients (any combination of all/selected students/guardians).● Delete any comments sent by any participant that have been posted in any of the message threads that they have initiated.● Delete entire message threads that they've initiated.● Leave teacher-created groups.● Engage in discussions and conversations in any of the forums that they've created or are a participant of.● View all members within a group (only if they're the main group teacher).	<ul style="list-style-type: none">● Receive SchoolMessenger broadcast messages sent from the school or district.● Engage in discussions and conversations in any of the groups they're a participant of.● Delete any of their own messages that they've sent to a message thread (website only).● Leave teacher-created groups.

Create a Message

Creating a message is a very simple process. You select the recipients your message will be sent to, designate whether their comments will be readable to others in the group, solely by the teacher, or not at all (comment not permitted).

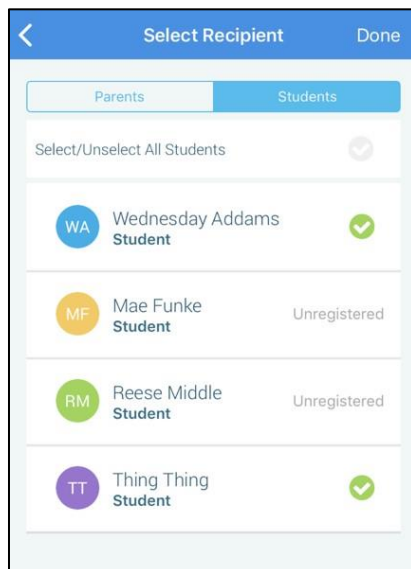
Tap on the **Messages** menu option.


Tap on the **red pencil icon** on the lower right-hand corner of the screen.

Begin typing the name of specific recipients in the **To** field OR select the group you'd like to send a message to.

If you selected a group you can use the filters provided to narrow down your recipients OR tap the blue arrow to the right of the group name to quickly select specific members of that group.

Remove specific recipients from the message by tapping the **To** field and tapping the delete key in your phone keyboard.



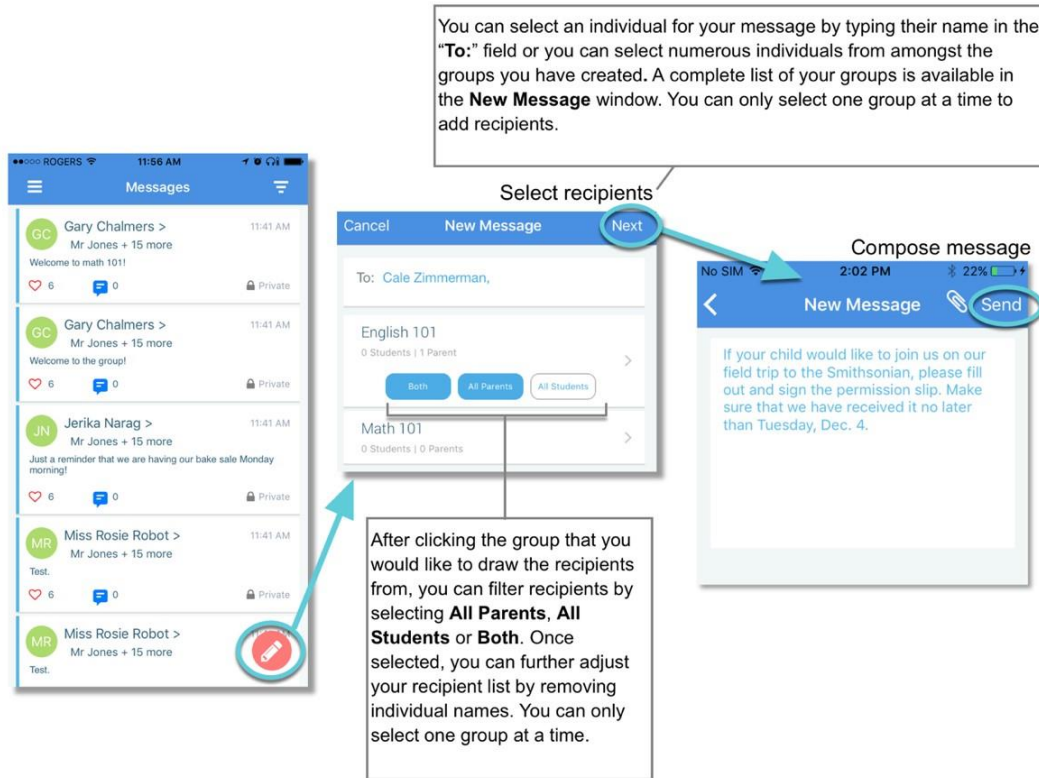
 **Note:** Teachers will not be able to send messages to Group Members who haven't created a SchoolMessenger app account. These participants are considered *Unregistered* and you won't be able to select them as recipients to your message. These unregistered participants are not included when you select **All Guardians**, **All Students** or both.

Tap **Next**. The Compose Message window will appear.

Write your message in the message box provided.

Attach a file, if desired.

Select your comment settings.




Tap **Send**.

Add an Attachment to Your Message

Use attachments to send the following file types:


- images (PNG, JPG)
- documents (PDF, DOC, DOCX, PPT, PPTX)
- video (MP4)
- audio (MP3, WAV, M4A)

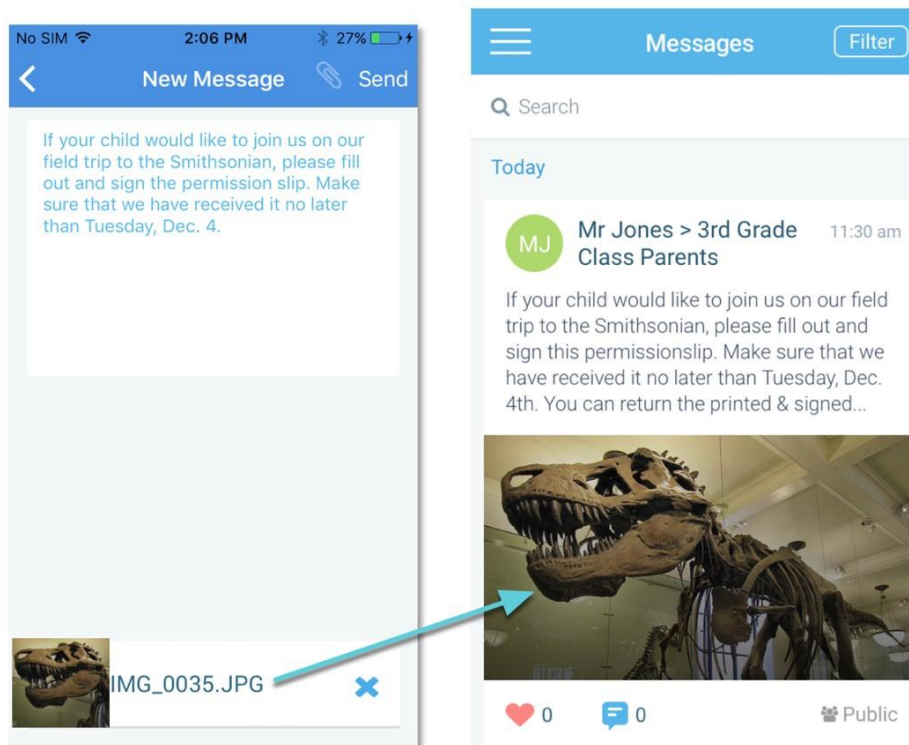
 **Note:** The **max file size** is 20MB and you can only send **1 attachment** per message.

Tap the **Paperclip** icon in the New Message window.

Select an option for attaching your file:

- Take a Photo or Video
- Select Photo/Video from Library
- Attach File


 **Note:** To take a Photo/Video and select a Photo/Video from your library, tap OK to grant **SchoolMsgr** access to your camera app.



If the attachment is correct, tap **Send**. If you wish to remove the attachment, tap the **X** to the right of the attachment and tap the **paperclip** icon to attach a new file.

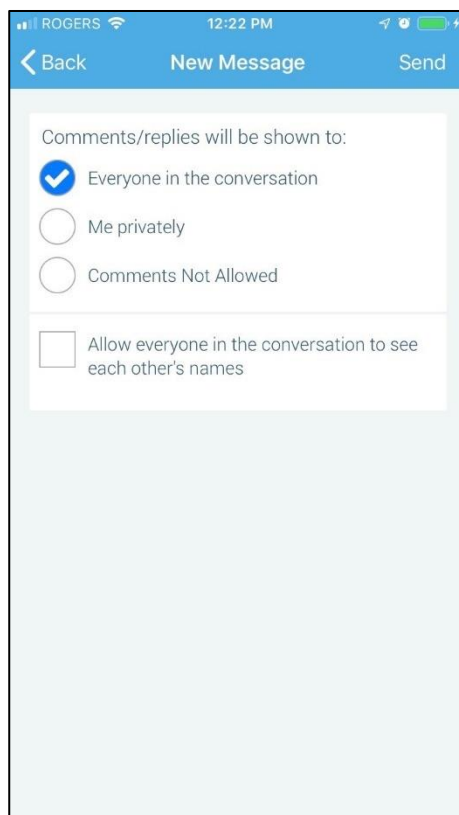
Tap the attachment in the message to view the attachment fully.

Select your Comment Settings

 **Note:** The ability for recipients to reply to your Teacher Messages may be disabled at the district level. If your replies have been disabled, you will only have 1 option when sending your message: **Comments Not Allowed**.

You'll then be prompted to select your Comment Settings:

- **Everyone in the conversation:** Comments to your message will be seen by the entire group.
- **Me Privately:** Only the teacher will see comments sent by individuals.
- **Comments not allowed:** No one will be able to send a response.
- **Commenters' names:** Check the box to allow everyone to see everyone's names.

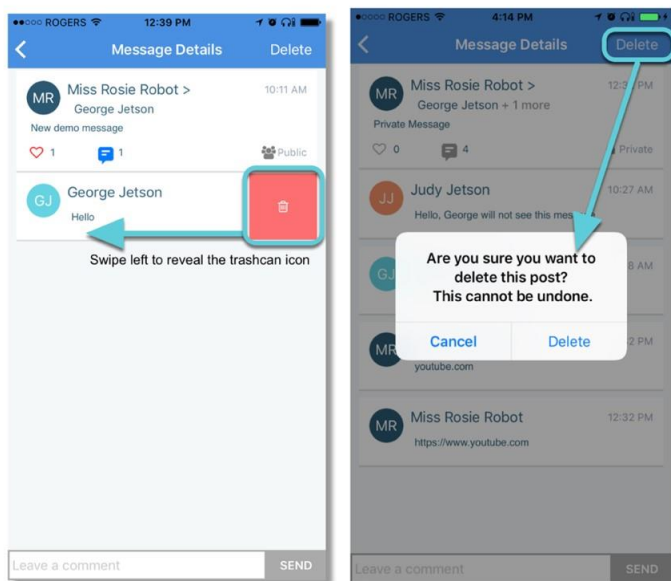


If you're ready to send your message, tap **Send**.

Delete an Entire Message Thread or a Member Comment

Teachers can delete whole message threads or single comments.

 **Note:** Parents and students can delete their own comments on the SchoolMessenger app website only.



- Click on the **Messages** menu option.
- Select the message thread you'd like to delete.
- Click **Delete** at the top right corner of the screen to delete the thread.
- Confirm you would like to delete the thread in the next screen.
- To delete a comment, swipe left of the comment to reveal a red trashcan icon.
- Click the trashcan icon.
- Confirm you would like to delete the comment in the next screen.


Responding to a SchoolMessenger App Message

Anyone receiving a message created by a teacher may read the message, and, under the appropriate circumstances, read the comments of other group members and offer their own comments.

The circumstances are defined by the teacher who created the original message or the district. Messages may be configured so that:

- Comments can be entered and read by everyone.
- Comments can be entered by group members but will be received privately and read only by the teacher.
- No comments are allowed.
- Group members won't see each other's names.

If Comments are Enabled

1. Enter your response in the comment box below.
2. Tap the  icon to respond.



Delete Your Comment

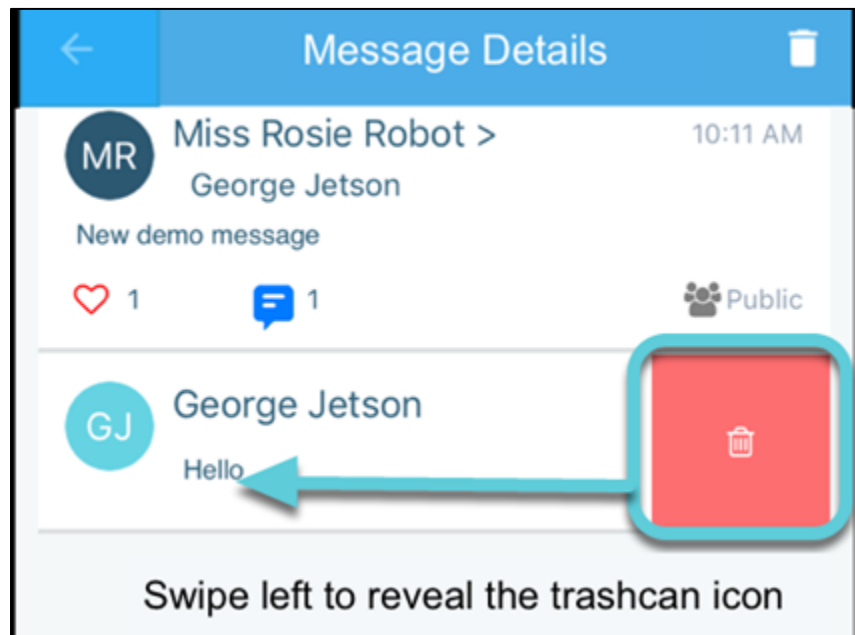
You have the ability to delete their own comments after they've been sent.

Open the message thread where you've sent your comment.

Pressing down on your comment, swipe left to reveal the  icon.

Tap the  icon.

Tap **Delete** to confirm your decision to delete your comment. Your comment will be permanently removed from the message thread.



Add an Attachment to a Comment

Use attachments to send the following file types in your reply:

- images (PNG, JPG)
- documents (PDF, DOC, DOCX, PPT, PPTX)
- video (MP4)
- audio (MP3, WAV, M4A)


 **Note:** The **max file size** is 20MB and you can only send **1 attachment** per message.

To attach a file:

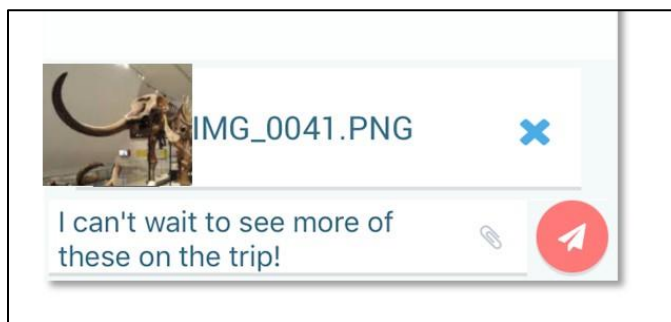
Tap the  icon.



Select an option for attaching your file:

- Take a Photo or Video
- Select Photo/Video from Library
- Attach File

 **Note:** To take a Photo/Video and select a Photo/Video from your library, tap OK to grant **SchoolMsg** access to your camera app.

Write a corresponding comment to your picture (required).

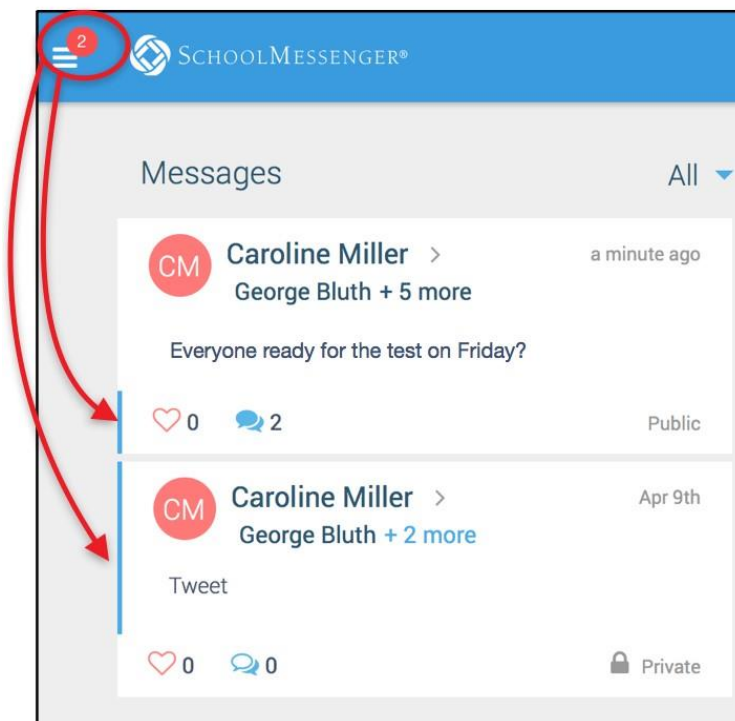


If the attachment is correct, tap the  icon to send. If you wish to remove the attachment, tap the **X** to the right of the attachment and tap the  icon to attach a new file.

Tap the attachment in the message to view the attachment fully.

Receiving New Messages

If the user receives new comments within a conversation thread, the entire conversation counts as only 1 unread message. No matter how many unread messages a conversation thread contains, the unread messages count will only increment by 1.





In the example above, the unread messages number displays as 2 because there are 2 conversations in the user's message inbox that are either unread or contain unread comments. The example shows how both scenarios look like.

Unread comments within an already opened conversation are marked with a half blue line. Unread conversations not yet opened are marked by a full blue line.

SchoolMessenger App with SafeArrival

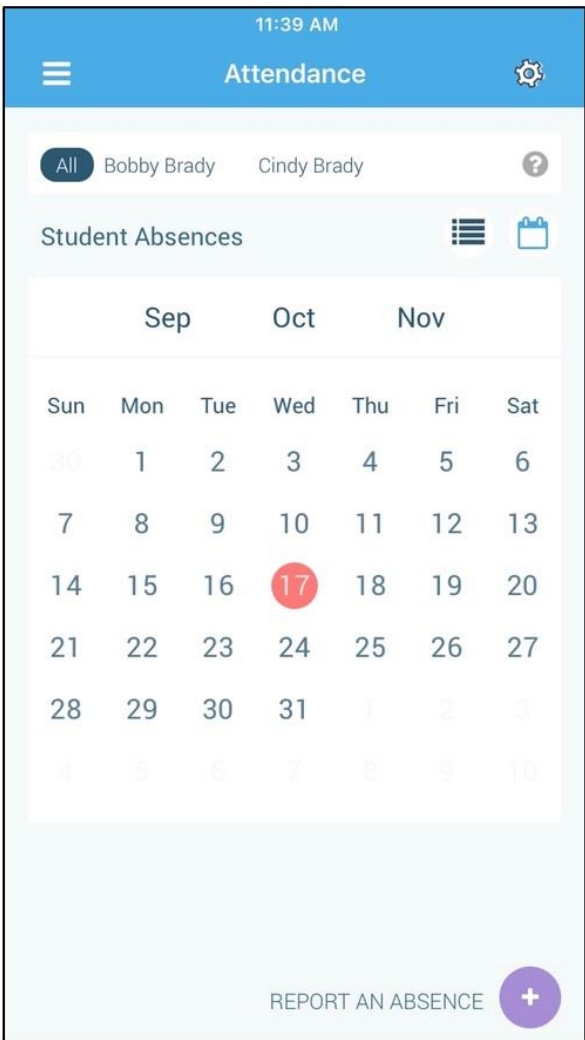
If your email address is associated with at least one child in a school that is actively using SafeArrival, you will see the **Attendance** option on the menu.

 **Note:** If you don't see the Attendance option or your children, go to the Contacts page and tap the  icon to upload the most up-to-date information. If that doesn't work, check with the school to ensure they are using SafeArrival and that you signed up with the email address they have on record for you.

App Views

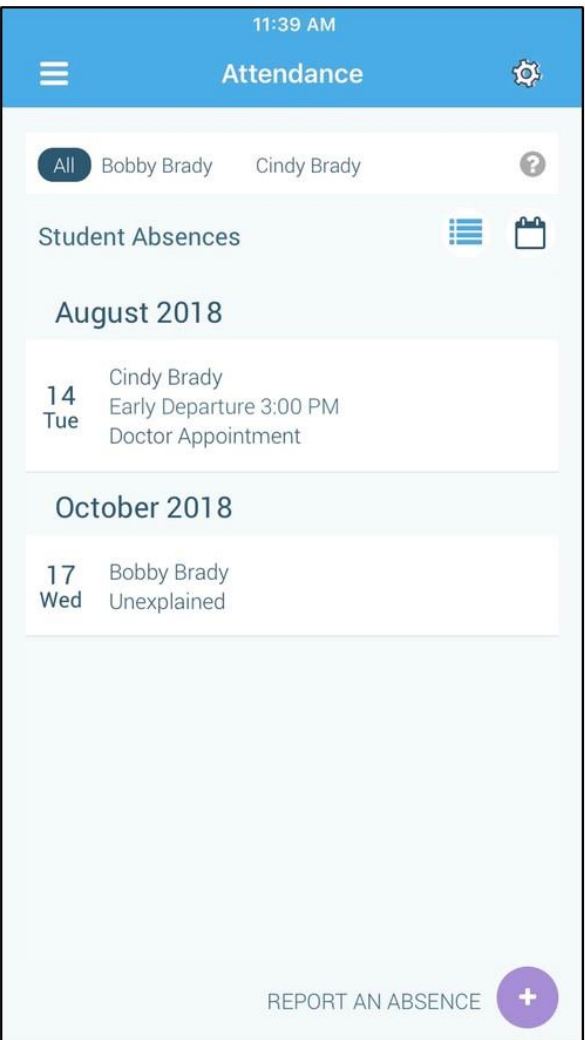
Calendar View

Tap the calendar icon to see your child's absences in a calendar. The absence dates will be circled in red.



List View

To scroll through the list of absences, tap the list icon and drag your finger up or down the screen to move the list.



Absences

Absences can be reported in advance for the school year. On the day of the absence however, absences cannot be reported after the school's cut-off time. The cut-off time is determined by the school and may vary. If SafeArrival tells you it is past the cut-off time for reporting absences for the current day, you will need to contact the school directly.

Reporting an Absence

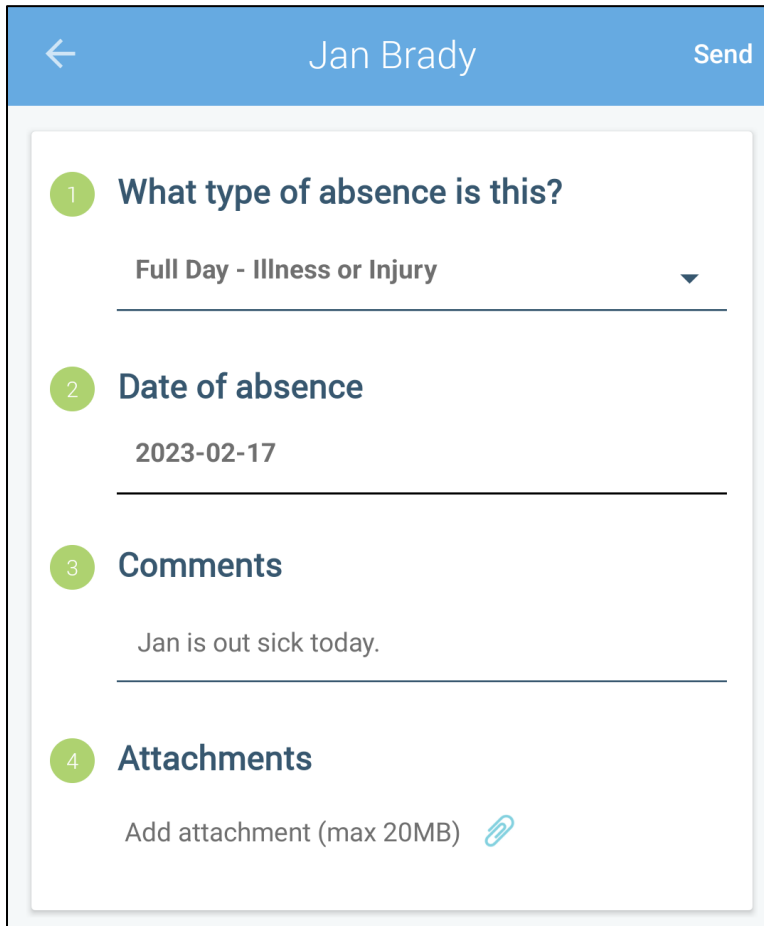
Tap **Report an Absence**.

Be sure to enter your selections for all of the requested items:

Select which student will be absent.

Select the type and reason for the absence.

Select the date(s) and any time(s) of the absence.



The screenshot shows a mobile app interface for reporting an absence. At the top is a blue header bar with a back arrow on the left, the name 'Jan Brady' in the center, and a 'Send' button on the right. Below the header is a white form area with four numbered steps, each with a green circle containing a number:

- 1 What type of absence is this?**
A dropdown menu is open, showing 'Full Day - Illness or Injury' with a downward arrow on the right.
- 2 Date of absence**
The date '2023-02-17' is entered.
- 3 Comments**
The text 'Jan is out sick today.' is entered.
- 4 Attachments**
The text 'Add attachment (max 20MB)' is followed by a blue paperclip icon.

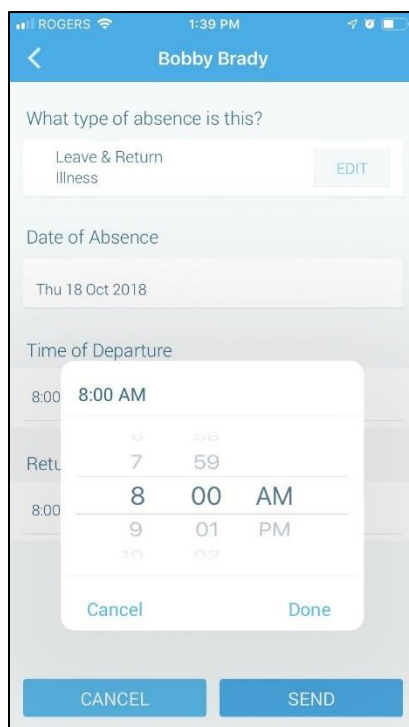
If you the field is available, you can also optionally add a comment or add an attachment to further explain an absence.

Tap **Send** to report the absence. If the **Send** button is not activated, it means you haven't filled out a necessary field.

Editing an Absence

If you have reported an absence in advance and decide that you need to edit the absence BEFORE the cut-off time on the day of the absence, follow these steps:

- Tap the absence (in List View) or the day of the absence (in Calendar View), then **Edit**.
- Make the required changes and tap **Send**.



If you need to change the details for an absence after the cut-off time on the day of the absence, contact the school directly.

Deleting an Absence

If you have reported an absence in advance and decide that you need to delete the absence BEFORE the cut-off time on the day of the absence, follow these steps:

- Tap the absence (in List View) or the day of the absence (in Calendar View), then **Delete**.
- Tap **Delete** to confirm that you want to delete the absence.

If you need to delete an absence after the cut-off time on the day of the absence, contact the school directly.

Explaining an Absence


If your student is marked absent and you have not reported the absence in advance, you will be notified of the absence. Depending on the school's configuration you will be notified by some combination of the mobile app, email, text or phone. Each notification method will provide you an opportunity to explain the absence.

Managing PIN Settings

Parents/guardians may assign their own 4-digit Personal Identification Number (PIN) to an individual student through their SchoolMessenger app. If guardian assigns a student a PIN, this number will need to be entered before an absence can be reported or explained for this particular student when using the SafeArrival phone system (using a mobile device or a landline). This provides an additional layer of security and also prevents students from reporting their own absences.


When more than 2 or more parents/guardians are connected to a student...

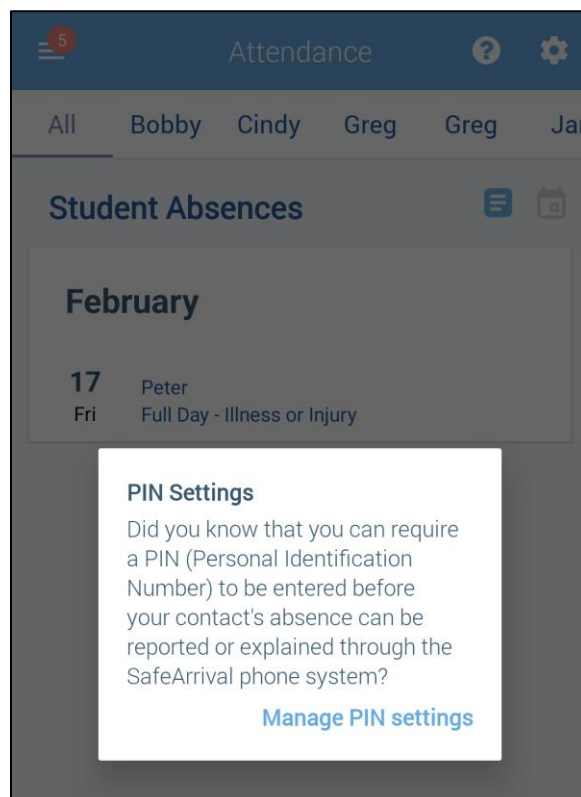
Once a PIN is set for a child, a PIN must always be used to report or explain that child's absences. Multiple guardians connected to the same students can share and use the same PIN, or they can set their own individual PINs for the same student. All PINs assigned will work when reporting or explaining an absence for that child.

 **Note:** PINs are not associated with the phone number the parent calls from to report the absence or the mobile device the parent is using the app on. PINs are managed within the app and all guardians associated with the student who know/share a PIN or set their own PIN for that child will be able to report or explain an absence for that student from any device or landline they choose.


For parents/guardians who do not use the SchoolMessenger app, staff with access to the SchoolMessenger Communicate Contacts page can manage the PIN settings.


Set a PIN for a Student

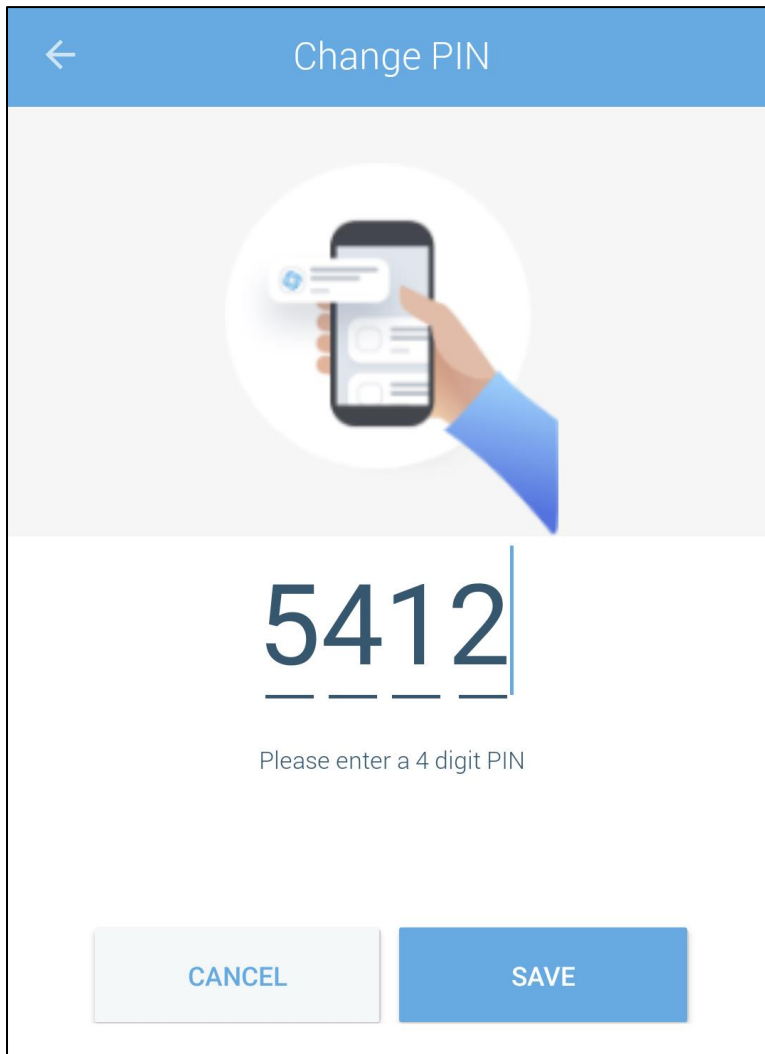
Using the mobile app, tap the  icon in the upper right-hand corner of the Attendance page. You will be shown a brief description of PIN settings. Tap the **Manage PIN settings** to continue.



On the Manage your PIN Settings screen, you can choose the district in which the student is enrolled (if the parent has students enrolled in more than 1 district). The parent will see a list of their students and will be able to tap the checkbox to request that a PIN be required for when reporting and explaining absences for this student by phone. A 4-digit PIN can then be entered. Changes made on this screen will be saved automatically.

Tap the  icon to see the PIN.

Tap the  icon to modify the PIN.



Enter your new PIN and tap **Save**.

This screen will be slightly different for Districts who do not use the Guardian Data Model. In that case, a separate PIN is required for each student.

Push Notifications

If you would like to receive notifications of specific message types directly to the SchoolMessenger app on your mobile device:

Tap the **Settings** menu option.

Tap **Push Notifications**.

Tap the name of your child's school district.

Select which types of messages that you want to receive as push notifications.