



SchoolMessenger[®]

Enabling and Managing Teacher Messaging

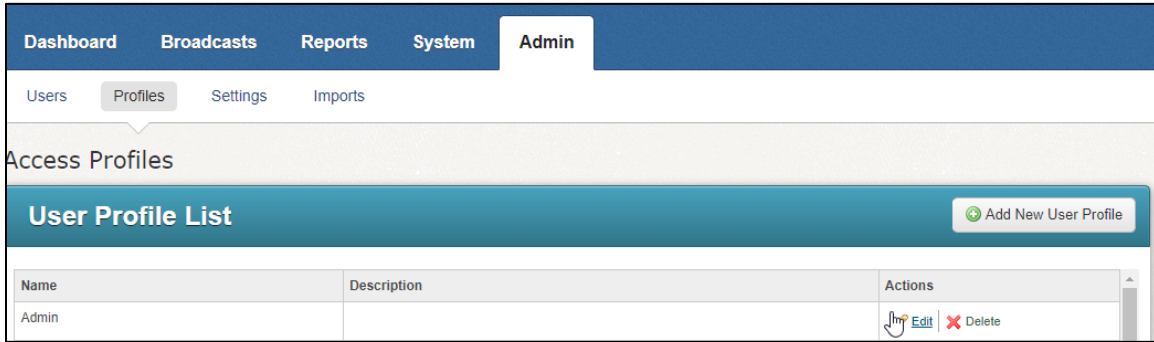
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Enable Teacher Messaging for User Profiles

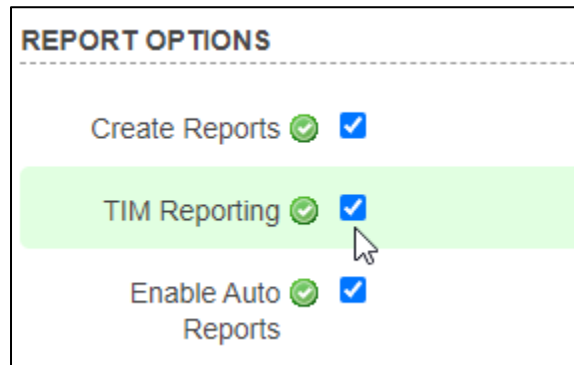
Once a district has Teacher Messaging enabled, you can enable Teacher Messaging for certain user profiles. For example, if this is enabled for an Admin user profile, users under an Admin profile will be able to see reporting and access Teacher Messaging settings.

To begin, log in to your Communicate dashboard. Follow the steps below to enable Teacher Messaging for specific user profiles:



Navigate to the **Admin** tab, click **Profiles** and then click **Edit** for the type of users you want to update the settings for.

Scroll down to the **Report Options** section.



Check the box to the right of **TIM Reporting**.

Scroll to the bottom of the page and click **Save**.

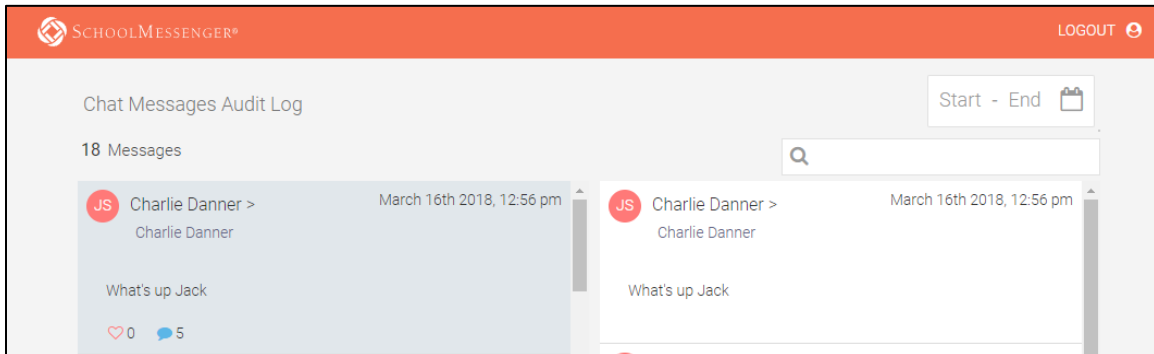
Users under the specific user profile now has access to the **Chat Audit Log** feature under the **Reports** tab.

Search and Monitor Teacher Messaging

The **Chat Audit Log** feature allows Teacher Messaging-enabled user profiles to search and monitor all messages sent by all users through the SchoolMessenger App.

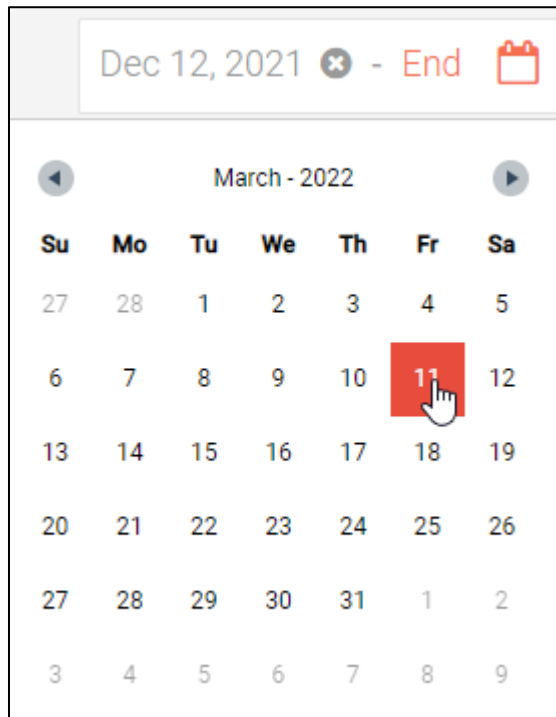
For teacher messaging reporting-enabled user profiles, they can follow the steps below to access the **Chat Audit Log** feature.

On the Communicate site, click on the **Reports** tab and then click **Chat Audit Log**.



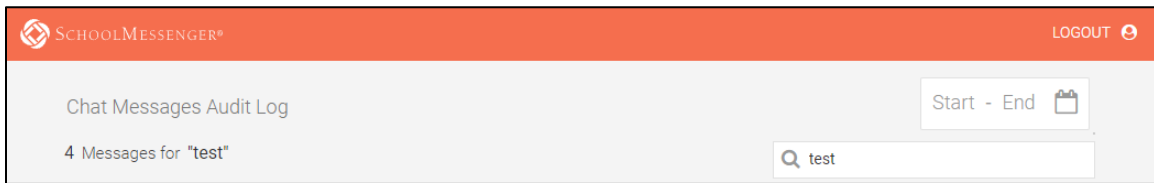
A list of messages will be displayed on the left side of the page. If you click on the message, the full conversation will be displayed on the right side of the page.

To view messages over a specific date range, click the **Start** and **End** options in the top right of the audit log.

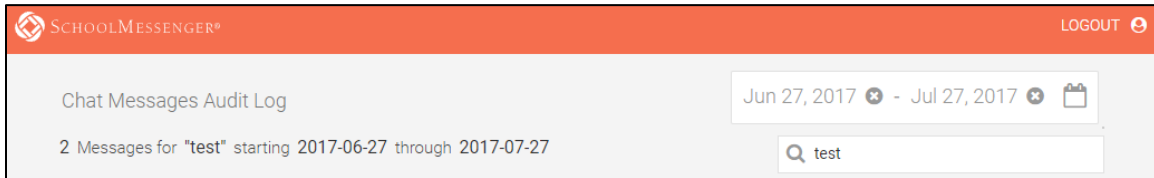


Choose a date range to see only messages from within that range.

To search for a specific word in the search results, type what you wish to search in the search bar.



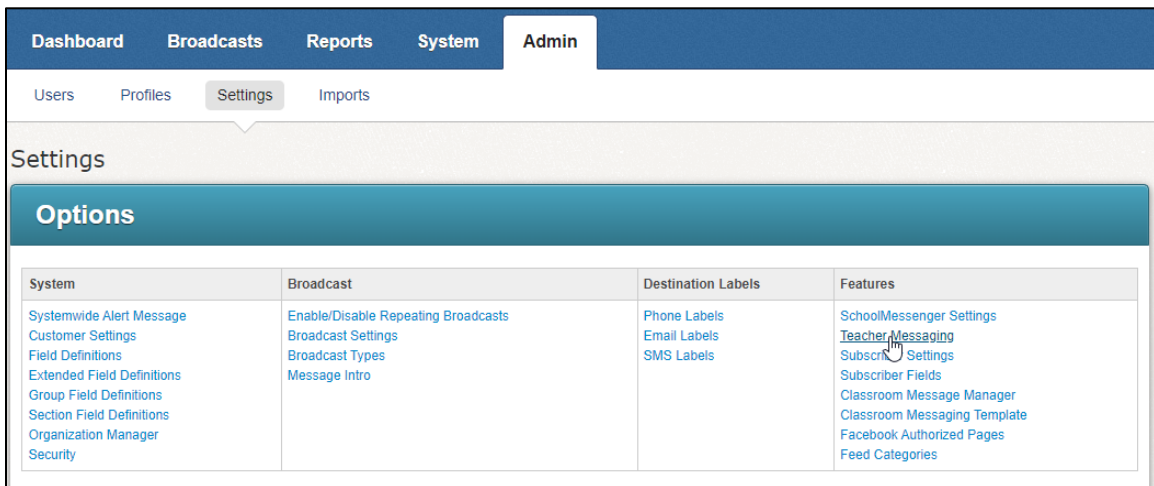
You can also use the date range and the search together to more narrowly filter your results.



Manage Teacher Messaging Settings

Important: If *Teacher Messaging* is enabled for a user profile, users under that user profile can disable the following features in the *SchoolMessenger App*: *messages and attachments*.

To access the Teacher Messaging settings, on the Communicate site, click on the **Admin** tab and then click **Settings**.



Under the **Features** column, click **Teacher Messaging**.

You are able to configure the following settings:

- **Messaging:** Turns the Teacher Initiated Messaging on or off for the whole district.
- **Replies:** Determines whether teachers can allow users to leave comments on their messages.
- **Attachments:** Determines whether files can be attached to messages and comments.
- **Create Groups:** Determines if the Groups option will be available in the SchoolMessenger app.

Admin Settings

Messaging	<input checked="" type="checkbox"/>	Enables district-wide Teacher Initiated Messaging
Replies	<input checked="" type="checkbox"/>	Allows users to leave comments on conversations
Attachments	<input checked="" type="checkbox"/>	Allows files to be attached to Teacher Initiated Messages and comments
Create Groups	<input checked="" type="checkbox"/>	Allows users to create custom groups

Save

After making any configuration changes, click **Save**.