



PowerSchool and Teacher Accounts in Communicate

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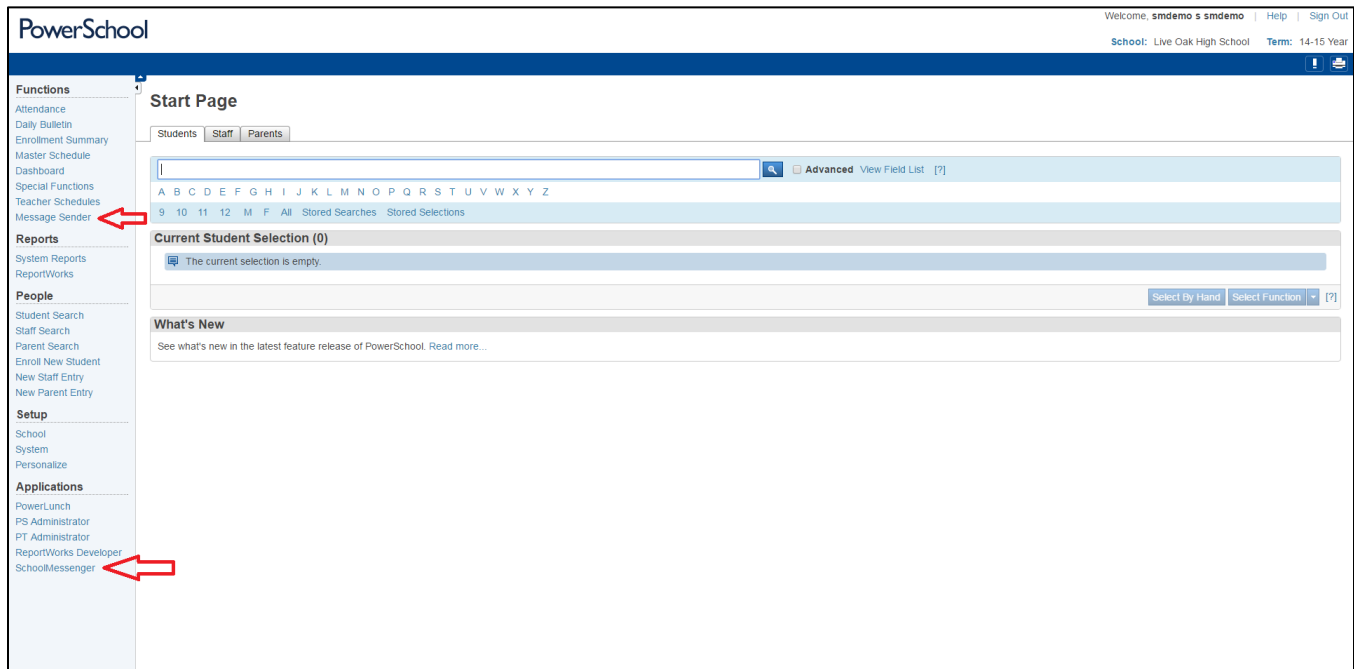
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Introduction

The following guide outlines the ways that SchoolMessenger interacts with PowerSchool, explains how teachers can send a broadcast in Communicate and discusses the restrictions that are placed on teacher accounts.

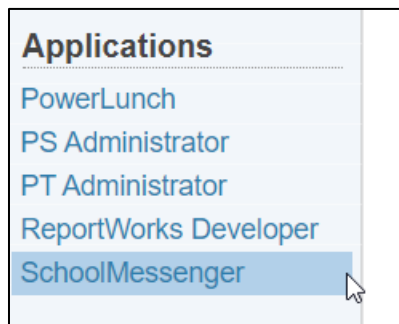
SchoolMessenger Plugins in PowerSchool

The SchoolMessenger Plugin for PowerSchool adds two specific links to the PowerSchool interface. Under the **Functions** section, it adds the **Message Sender** option. Under the **Applications** section, it adds the **SchoolMessenger** option.



Admin Single Sign-on Link

As a user of the admin portion of PowerSchool, there should be a link available on the left-hand navigation menu, under the **Applications** section.

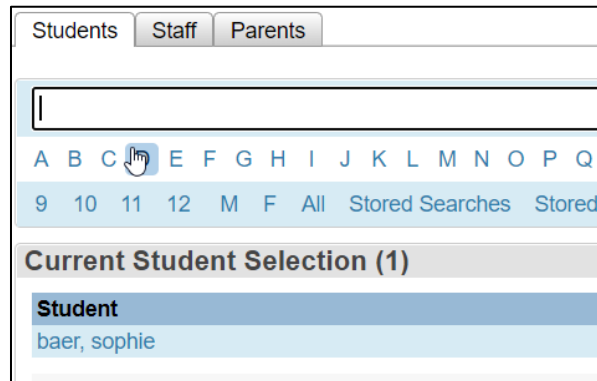


Clicking this link will open a new window, and sign you in to SchoolMessenger automatically, placing you on your dashboard. This can be helpful if you need to create lists or messages ahead of time, or if you need to view reporting after a broadcast.

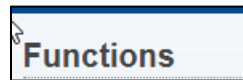
Student or Staff selection and Message Sender Link

The other function added by the SchoolMessenger plugin is the ability to use PowerSchool's built in student selection and then bring those selected records directly into the recipient list of a broadcast. *Note: The selection is designed for students only, Staff may be added if the user has access to them via an additional list in the broadcast builder.

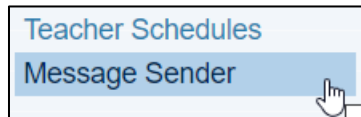
Make a selection from the student screen:



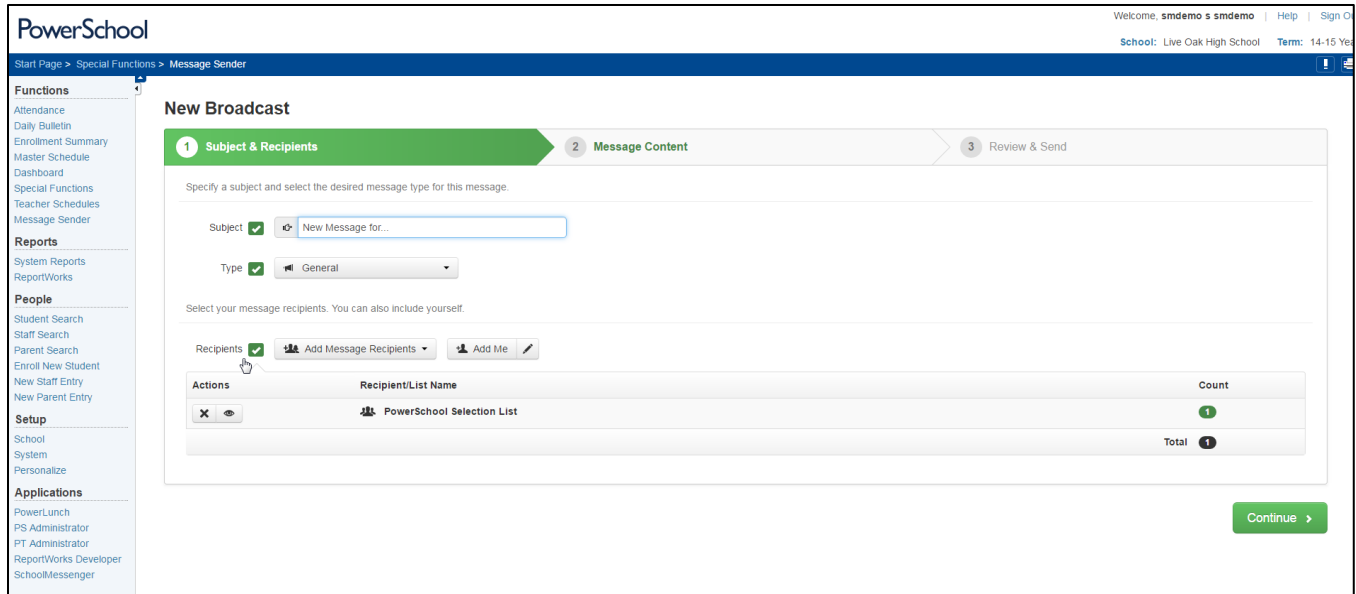
Under the left-hand navigation menu, locate the Functions section:



Click the link under the Functions section labelled Message Sender:

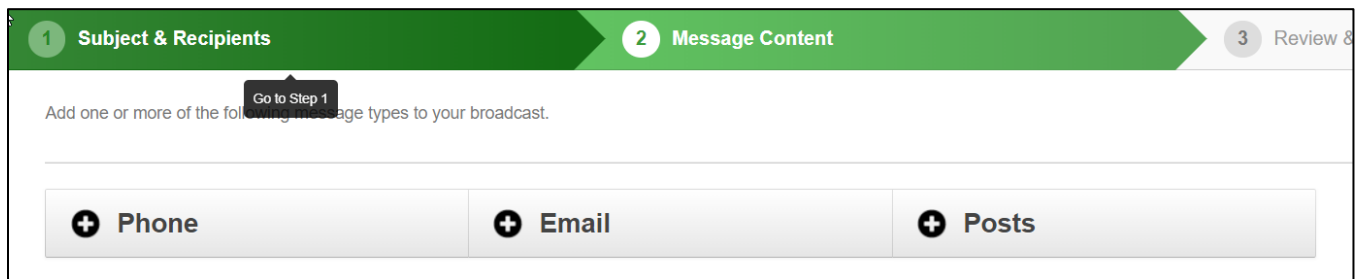


This should then initiate a guided process, within the PowerSchool system, where the ID numbers of your selected records are cross referenced against the IDs loaded into SchoolMessenger, and those matched ID numbers are made recipients of your broadcast.



In that first step, you also select the broadcast type to use, and also name the broadcast for reference in the system later on, if you need to look up a report for instance.

You then proceed step by step, using the Continue button at the lower right, until complete. The second step is message content, where you would click on each type (Phone, Email, etc.) of message content you want to create, and then compose the content for that particular medium. *Note: This will vary based on user profile permissions.



Third and final step is a time to pause and review broadcast settings (Am I sending this in the correct broadcast type? Does the broadcast subject make sense and would be easily locatable in the future? Is the recipient count correct to what I'd expect?) as well as adjust some broadcast options. You also have the option here to send your broadcast immediately, or schedule it for a future date and time.

1 Subject & Recipients
2 Message Content
3 Review & Send

Congratulations! This message is ready for submission.

The following is a brief summary of this message.

Subject: **test**

Broadcast Type: **General**

Recipient Count: **1**

Message Content:

| Phone | Email | SMS | Posts |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Message Options:

- Email me report of this job upon its completion
- Skip duplicate email/phone/SMS recipients
- Save Message Content

✔ Send Now
🕒 Schedule to Send Later

Using SchoolMessenger as a Teacher

Information on Teacher Accounts

Teachers are restricted to only seeing their sections via the section data from PowerSchool. Teachers are also only able to use the Teacher broadcast type and, by default, are only able to send emails, however this profile restriction can be changed by an admin. This is only if you are allowing your teachers to login to the website to send one-way notifications to parents. If you are looking for two-way communication, that is all done via the app.

Teacher accounts are not able to be edited within Communicate as the data is pulled directly from PowerSchool based on Staff Status and Status. If a user is assigned the Teacher role in Communicate, and should not be, their account needs to be modified in PowerSchool (data feed). Once this happens their account will become disabled and we (admin/support) will be able to edit the account, once done with the changes we can enable the user with the new permissions.

Note: *This normally happens as a user is listed in PowerSchool with multiple profiles and they are all active, when we process the staff data to create teacher user accounts, the staff status determines if they should have a teacher account and the status field indicates that they are active. If the user requires both types to be active, there is a way around this, please contact Support for assistance.*

Teachers will be able to use the sections from PowerSchool to select their students. The teachers are only able to send messages to the students that are connected to their account via the section data.

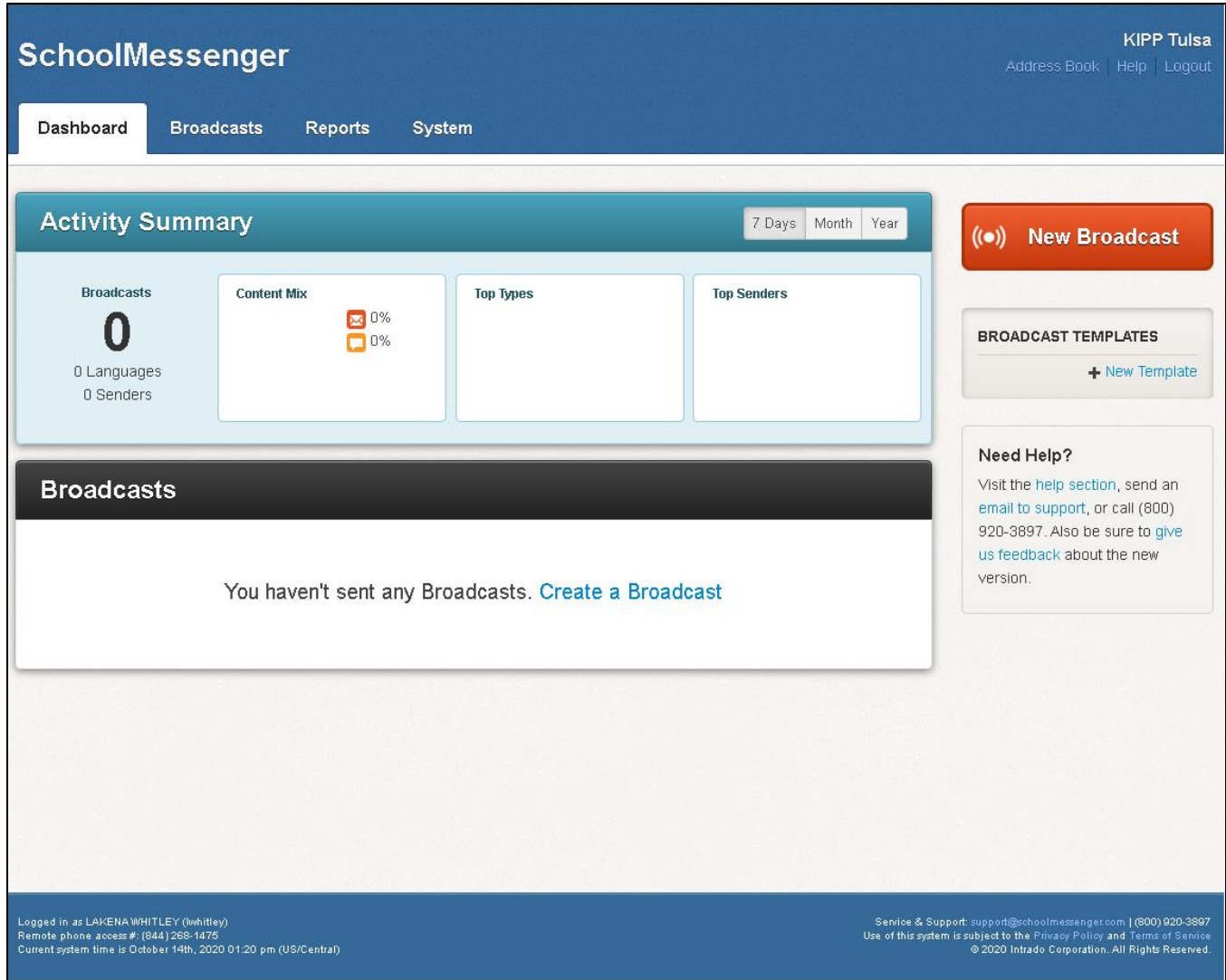
Teachers will be able to use the SchoolMessenger link to login to the website, however they do not have permission to make any modifications to their account. If any changes are needed, they will need an admin to assist them with these changes.

When a Teacher logs in they are presented with the normal SchoolMessenger Communicate screen, but with fewer options.

Sending Broadcasts as a Teacher

Start in PowerSchool and click the SchoolMessenger link available to login to the website.

Click the **New Broadcast** button.



The screenshot shows the SchoolMessenger web interface. At the top right, it says 'KIPP Tulsa' with links for 'Address Book', 'Help', and 'Logout'. A navigation bar contains 'Dashboard', 'Broadcasts', 'Reports', and 'System'. The main content area features an 'Activity Summary' section with a '7 Days | Month | Year' filter. This section includes four cards: 'Broadcasts' showing '0' (with subtext '0 Languages' and '0 Senders'), 'Content Mix' showing '0%' for two categories, 'Top Types', and 'Top Senders'. A prominent orange 'New Broadcast' button is on the right. Below the summary is a 'Broadcasts' section with a message: 'You haven't sent any Broadcasts. [Create a Broadcast](#)'. A 'Need Help?' section provides contact information. The footer contains login details for 'LAKENA WHITLEY' and service & support information.

Enter a **Subject** for the message you are sending.

Click **Add Message Recipients** and choose **Class Sections**.

New Broadcast

1 Subject & Recipients 2 Message Content

Specify a subject and select the desired message type for this message.

Subject

Type

Select your message recipients. You can also include yourself.

Recipients

Actions

Total

- FROM THE FOLLOWING OPTIONS:
-
-
-
-
-
-

Create a new recipient list using class sections

Select the appropriate school from the drop-down, then select the section(s) you want to send your message.

Add Recipients Using Class Sections

Select a School and then select 1 or more Class Sections to add those recipients to your message.

School

Class Sections
Showing 1 - 3 of 3

Sections

| <input checked="" type="checkbox"/> | Section Name |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | L.WHITLEY-COMPUTER SCIENCE-1 Semester-P2-2757 |
| <input type="checkbox"/> | L.WHITLEY-COMPUTER SCIENCE-1 Semester-P3-2755 |
| <input type="checkbox"/> | L.WHITLEY-COMPUTER SCIENCE-1 Semester-P4-2756 |

Click **Add Recipients**.

Note: You do not have use the sections that are prepopulated for you. You can make selections in PowerSchool and utilize the Message Sender to send messages via SchoolMessenger. However, you will still be restricted to only seeing the students that are enrolled in your classes via SchoolMessenger.

Dashboard
Broadcasts
Reports
System

Lists
Messages
Broadcasts
Templates

New Broadcast

1 Subject & Recipients

2 Message Content

3 Review & Send

Specify a subject and select the desired message type for this message.

Subject

Type Teacher

Select your message recipients. You can also include yourself.

Recipients Add Message Recipients Add Me

| Actions | Recipient/List Name | Recipient Languages | Count |
|--|--|------------------------------------|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>Section is L.WHITLEY-COMPUTER SCIENCE-1</p> <p>Semeste... (School: KIPP TULSA COLLEGE PREPARATORY)</p> <p><input checked="" type="checkbox"/> L.WHITLEY-COMPUTER SCIENCE-1 Semester-P2-2757</p> | <p>English 14</p> <p>Spanish 3</p> | 17 |
| Total | | | 17 |

Continue >

Click **Continue**.

Click the **Email** or **SMS** section and populate your message details.

Dashboard | **Broadcasts** | Reports | System

Lists | Messages | **Broadcasts** | Templates

New Broadcast

1 Subject & Recipients | 2 Message Content | 3 Review & Send

Add one or more of the following message types to your broadcast. [Load Saved Message](#)

+ Email | + SMS


From Name

From Email

Reply To Email

Subject

Body

Click  in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.

Source | | | | |

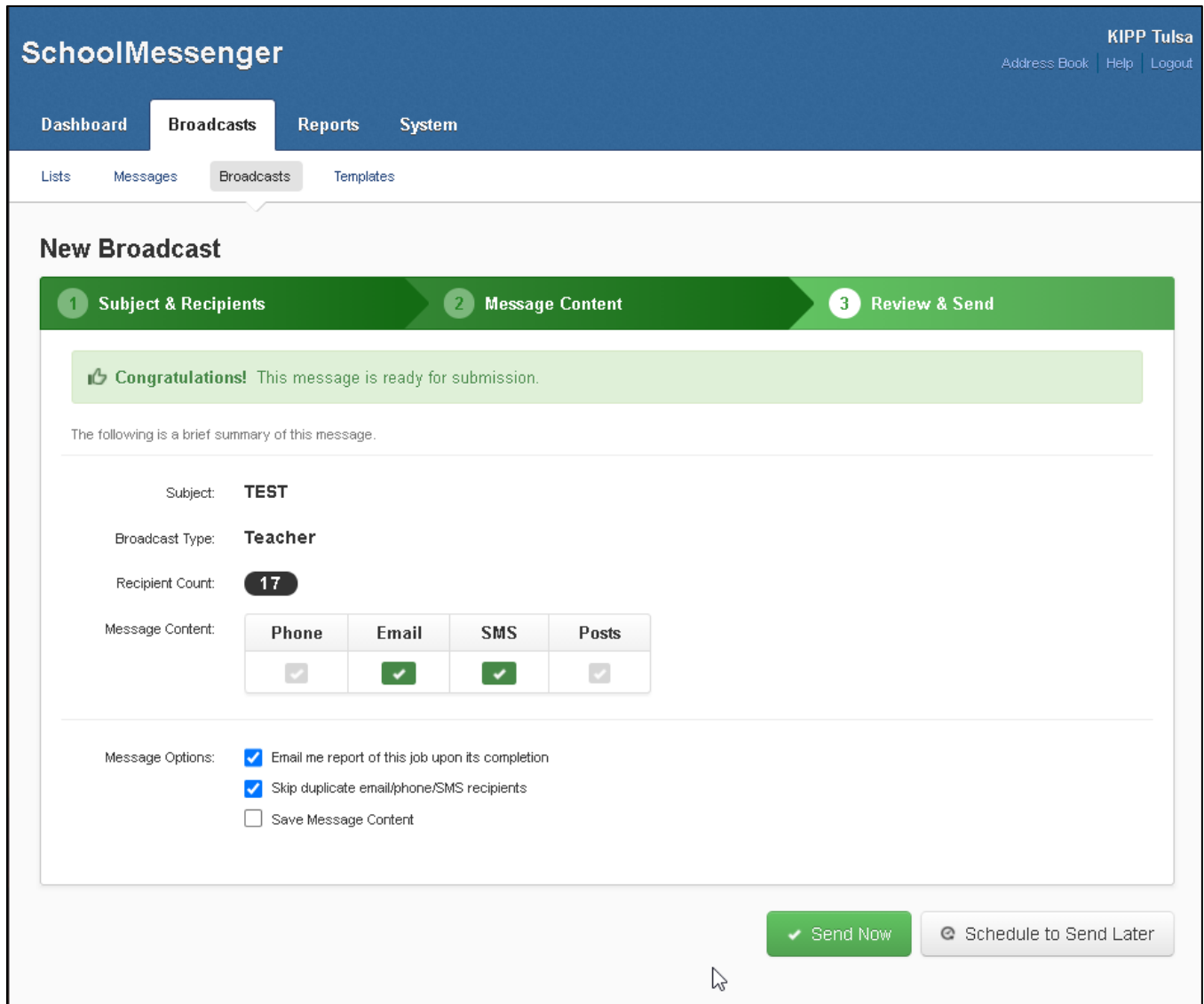
B **I** **U** **S** **A-** **A-** **I_x** | Styles - Normal - Font - Size -

This is a test.

Translate | Preview

Save Delete

Click **Save** and then **Continue**.



The screenshot shows the 'New Broadcast' page in SchoolMessenger. At the top, there's a navigation bar with 'Dashboard', 'Broadcasts', 'Reports', and 'System'. Below that, a sub-navigation bar includes 'Lists', 'Messages', 'Broadcasts', and 'Templates'. The main content area is titled 'New Broadcast' and features a three-step progress bar: 1. Subject & Recipients, 2. Message Content, and 3. Review & Send. A green notification banner says 'Congratulations! This message is ready for submission.' Below this, a summary of the message is shown: Subject: TEST, Broadcast Type: Teacher, Recipient Count: 17. A table for 'Message Content' shows checkboxes for Phone, Email, SMS, and Posts, all of which are checked. Under 'Message Options', there are three checkboxes: 'Email me report of this job upon its completion' (checked), 'Skip duplicate email/phone/SMS recipients' (checked), and 'Save Message Content' (unchecked). At the bottom right, there are two buttons: 'Send Now' and 'Schedule to Send Later'.

Review your message and choose to **Send Now** or **Schedule to Send Later**. *Note: SMS will only show if allowed for the Teacher profile type and if we entered content into the message.

Questions?

If you have any questions regarding the above, please contact support.

SchoolMessenger Support Number

Email: support@schoolmessenger.com

Phone: 800-920-3897