

Classroom Messaging Reports

Important: This feature is only visible if your system includes the Classroom Messaging feature. For more information regarding the Classroom Messaging feature, please call 1-800-920-3897.

You can access Classroom Messaging reports like any other type of report from the [Report Builder](#), accessed by clicking the Reports tab. Teachers can also generate their own individual versions of these reports based on the teacher's own Classroom Messaging use history from the main Classroom Messaging screen.

Note: Teachers' reporting tools are covered in the [Using Classroom Messaging](#) help topic.

Classroom Messaging Summary

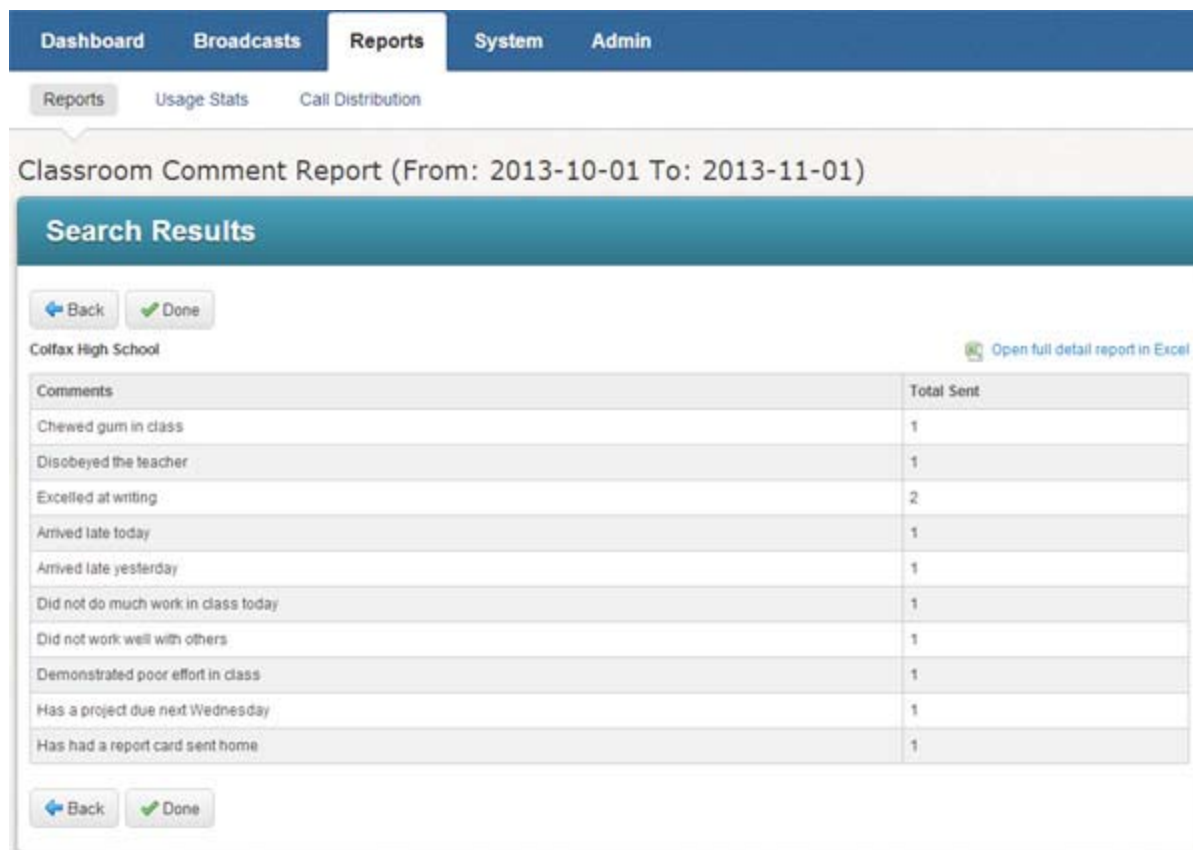
The Classroom Messaging Summary report lets you see how Classroom Messaging is being used in your district or by specific schools. You can see high level tallies of the types of comments being sent or download a comprehensive breakdown to analyze using a spreadsheet program like Microsoft Excel.

To Create a Classroom Messaging Summary

The screenshot shows the 'Classroom Messaging Summary' report creation interface. At the top, there is a navigation bar with tabs for 'Dashboard', 'Broadcasts', 'Reports', 'System', and 'Admin'. Below this, there are sub-tabs for 'Reports', 'Usage Stats', and 'Call Distribution'. The main heading is 'Classroom Messaging Summary'. Below the heading is an 'Options' section with the following fields:

- Date Options:** A green checkmark icon and a dropdown menu labeled 'Date Range(inclusive)'. Below this are two input fields labeled 'From:' and 'To:'.
- School:** A checkbox labeled 'Restrict to these Schools:' with two sub-options: 'Colfax High School' and 'Hubert Humphrey High School', each with its own checkbox.
- Buttons:** At the bottom left, there are two buttons: 'View Report' (with a green checkmark icon) and 'Cancel' (with a red X icon). At the top right of the options section, there is a 'Guide' button with an information icon.

1. Select the Classroom Messaging Summary template from the [Report Builder](#).
2. Select a date range from the Date Options menu as shown above.
3. If you would like to restrict the result to certain schools, select them by checking the box next to their names.
4. Click View Report to see a tally of the comments, as shown below. For a detailed breakdown of the comments as well as who sent and received them, click the "Open full detail report" link at the top of the report.



The screenshot shows a web interface for generating reports. At the top, there are navigation tabs: Dashboard, Broadcasts, Reports (selected), System, and Admin. Below these are sub-tabs: Reports, Usage Stats, and Call Distribution. The main heading is "Classroom Comment Report (From: 2013-10-01 To: 2013-11-01)". A teal banner reads "Search Results". Below the banner are "Back" and "Done" buttons. The report is for "Colfax High School" and includes a link to "Open full detail report in Excel". The data is presented in a table with two columns: "Comments" and "Total Sent".

Comments	Total Sent
Chewed gum in class	1
Disobeyed the teacher	1
Excelled at writing	2
Arrived late today	1
Arrived late yesterday	1
Did not do much work in class today	1
Did not work well with others	1
Demonstrated poor effort in class	1
Has a project due next Wednesday	1
Has had a report card sent home	1

At the bottom of the table area, there are "Back" and "Done" buttons.

Classroom Contact History Report

Similar to the regular [Contact History Report](#), the Classroom Contact History report lets you view how often a certain student has received Classroom Comments and from whom.

To Create a Classroom Contact History Report

1. Select the Classroom Contact History template under the Report tab. You will be taken to the Classroom Contact History screen.
2. Select how you would like to search for the student, such as a Student ID or phone number, and enter the search criteria in the Search on fields.
3. Select a date range for the report from the Date Options menu.
4. Click the View Report button to see the report as shown below. For a more detailed report including information such as delivery results, click the "Open full detail report" link at the top of the report.


Dashboard Broadcasts **Reports** System Admin

Reports Usage Stats Call Distribution

Classroom Comment Report: Mark Hunter ID: 20000 (From: 2013-10-01 To: 2013-11-01)

Search Results

← Back ✓ Done

 [Open full detail report in Excel](#)

Classroom Comment	Date Sent	User	Section
Has had a report card sent home	2013-10-22	Justin Albright	AGR036-1003
Chewed gum in class	2013-10-22	Justin Albright	AGR036-1003
Arrived late yesterday	2013-10-22	Justin Albright	AGR036-1003
Demonstrated poor effort in class	2013-10-22	Justin Albright	AGR036-1003
Did not work well with others	2013-10-22	Justin Albright	AGR036-1003
Excelled at writing	2013-10-22	Justin Albright	AGR036-1003
Arrived late today	2013-10-24	Justin Albright	AGR036-1004
Did not do much work in class today	2013-10-24	Justin Albright	AGR036-1004
Excelled at writing	2013-10-24	Justin Albright	AGR036-1004
Disobeyed the teacher	2013-10-24	Justin Albright	AGR036-1004
Has a project due next Wednesday	2013-10-24	Justin Albright	AGR036-1004

← Back ✓ Done

Scheduling Classroom Messaging

Important: This feature is only visible if your system includes the Classroom Messaging feature. For more information regarding the Classroom Messaging feature, please call 1-800-920-3897.

Classroom Messaging notifications are scheduled through the Classroom Messaging Template. The template contains scheduling information as well as the message templates for the phone and email versions of the Classroom Comments.

The Classroom Messaging Template

All Classroom Messages are gathered and sent in a single Broadcast each day. This Broadcast is typically owned by a system administrator or special user, who may control some aspects of when and how the messages are sent via the Classroom Messaging Template, shown below. This can be accessed by clicking the Admin tab followed by the Settings subtab, then selecting the Classroom Messaging Template under Features.

The screenshot shows the 'Classroom Messaging Template' configuration page. At the top, there is a navigation bar with tabs for 'Dashboard', 'Broadcasts', 'Reports', 'System', and 'Admin'. Below this, there are sub-tabs for 'Users', 'Profiles', 'Settings', and 'Imports'. The main content area is titled 'Classroom Messaging Template' and contains the following fields:

- BROADCAST TEMPLATE:**
 - Template Name: Classroom Messaging
 - Type/Category: General (selected), Attendance
 - Days to run: A grid with columns for Su, Mo, Tu, We, Th, Fr, Sa and a Time column. All days are checked, and the time is set to 9:00 pm.
 - Max Attempts: 2
 - Owner: classroom
- MESSAGE TEMPLATE:**
 - Template: A table with two columns: 'Email' and 'Phone'. Each column has 'Edit' and 'Remove' buttons.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

The template contains the following fields:

Broadcast Template

- **Template Name:** This controls how Classroom Messaging will be seen in reports.
- **Type/Category:** This is the type of Broadcast, just as there are type options for any other Broadcast.
- **Days to Run:** You may select the days that this Broadcast will run and the time when it will start. Teachers must submit their comments before this time each day to be included in the Broadcast. Once the Broadcast has run, they will be unable to select comments until the next day.
- **Max Attempts:** This controls how many times the system will try to call parents on the phone.

- **Owner:** This is the user account which "owns" the Classroom Messaging Broadcast.

Message Template

- **Template:** These are the templates for the Classroom Comment messages which are sent to parents. These templates come pre-configured with the Classroom Messaging feature and contain special fields which will be populated with comments each day. If you wish to make changes to the content of the templates, we recommend contacting support to ensure that the edits are correctly performed and the template works properly.

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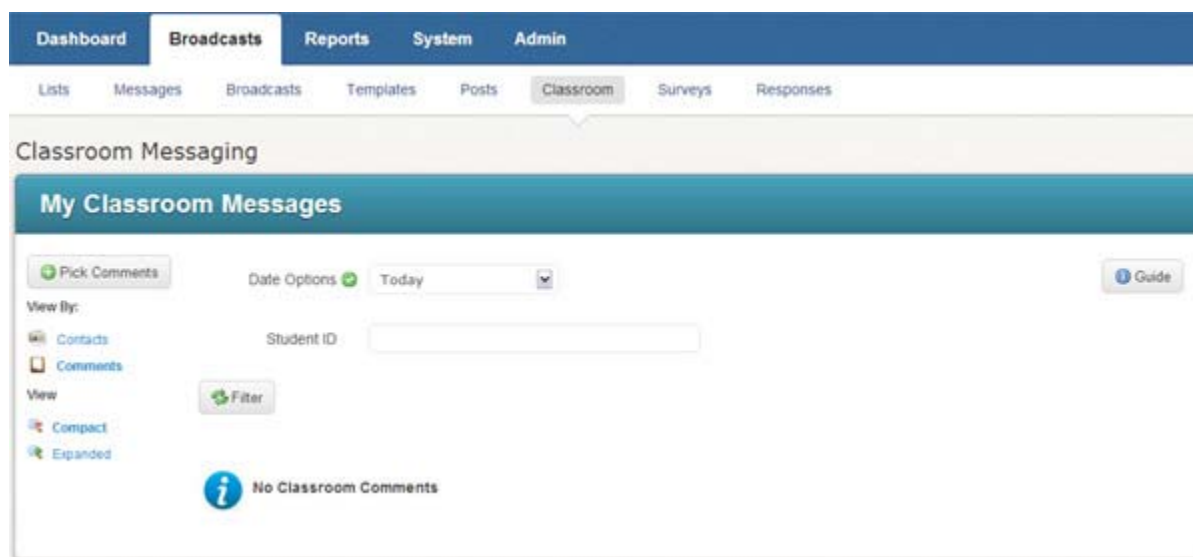
Using Classroom Messaging

Important: This feature is only visible if your system includes the Classroom Messaging feature. For more information regarding the Classroom Messaging feature, please call 1-800-920-3897.

Classroom Messaging allows teachers to quickly and easily give parents an update about their student's behavior and progress in school. There are nearly 200 premade messages to choose from covering subjects such as:

- **Bad Behavior:** There are many premade messages covering instances of bad behavior, such as chewing gum in class, falling asleep, or disrupting others.
- **Good Behavior:** Messages concerning good behavior, such as having a great attitude, staying focused, and working efficiently are also included.
- **Academic Challenges:** Let parents know if their student's academic performance needs to improve, if the student missed a homework assignment, ask a parent to schedule a conference, and more.
- **Academic Successes:** Messages to let parents know their student did a good job in class, got a great score on a test, that their grade is improving, and more.
- **Facilitate Organization:** Let parents know when a student has been assigned a homework assignment, has an upcoming test, should be receiving a report card, and more.

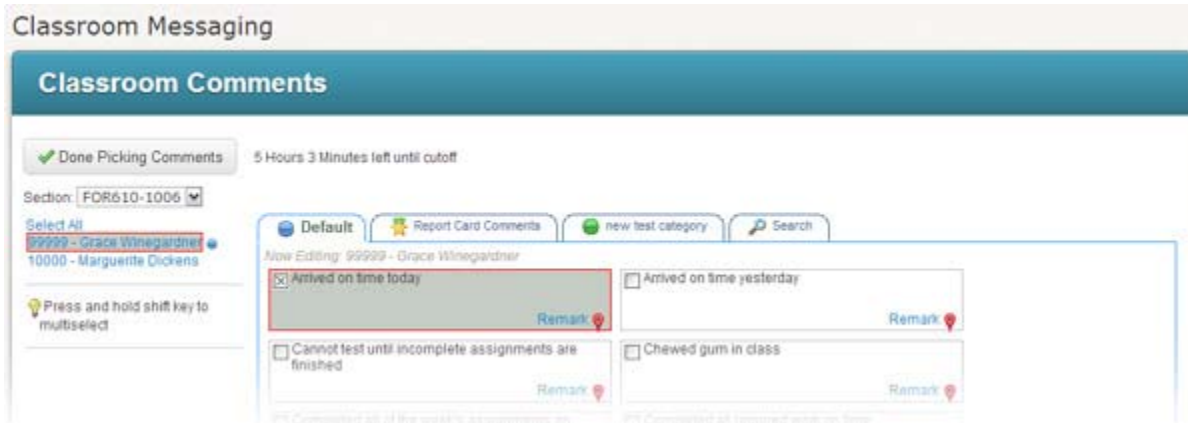
Selecting Messages



1. Navigate to the main Classroom Messaging screen, shown above, by clicking the Broadcasts tab followed by the Classroom subtab.
2. Click the Pick Comments button in the upper left corner.
3. In the comment picking screen, shown below, select one or more students, then select the messages you would like to send home by checking the box next to the message. If you have selected multiple students and attached a message to them, you can further modify each individual student by selecting the student on their own and adding additional messages as needed.
4. If you would like to add a personal note to any message, click the Remark link next to the message.

Note: Remarks are only included in the email version of the message. They will not be part of the phone message.

5. When you're done, click the Done Picking Comments button. The messages will be sent automatically at the time scheduled by your system administrator.



Viewing Your Classroom Messaging History

From the main Classroom Messaging screen, you may view the comments you've sent over a given time period. You can also filter those results by a student's ID number to see which comments you've sent to an individual student.

1. Select the time period you're interested in.
2. Enter a student ID if you want to see your messaging history for a particular student.
3. Click Filter to see the report. The image below shows how this report looks if you've filtered the results for a particular student. You can also always download a full detailed report which you can analyze using a spreadsheet application such as Microsoft Excel. Just click the "Open full detail report" at the top of the report.

Dashboard | **Broadcasts** | Reports | System | Admin

Lists | Messages | Broadcasts | Templates | Posts | **Classroom** | Surveys | Responses

Classroom Messaging

My Classroom Messages

[Pick Comments](#) Showing 1-11 of 11 records on 1 pages. [Page 1](#)

[Open full detail report in Excel](#) [Guide](#)

View By:

- Contacts
- Comments

Date Options: Date Range (inclusive)

From: To:

View:

- Compact
- Expanded

Comments on 2013-10-24

- Arrived late today
- Did not do much work in class today
- Disobeyed the teacher
- Excelled at writing
- Has a project due next Wednesday

Comments on 2013-10-22

- Arrived late yesterday
- Chewed gum in class
- Demonstrated poor effort in class
- Did not work well with others
- Excelled at writing
- Has had a report card sent home

Showing 1-11 of 11 records on 1 pages. [Page 1](#)

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