

# Connect App - Teacher Help Guide



# *Inspiration* HIGH SCHOOL



School News



School  
Calendar



Staff  
Directory



Cafeteria  
Calendar



Documents



External  
Links



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**How to set up and populate your section on the Mobile App.**

**STEP 1:** Navigate to your school website and log in with your username and password.



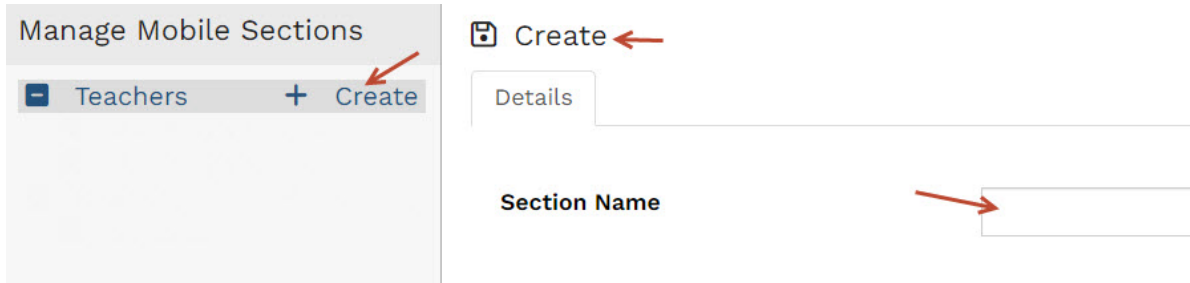
**STEP 2:** Navigate to Manage My Mobile Sections

  Create  OliviaBray ·

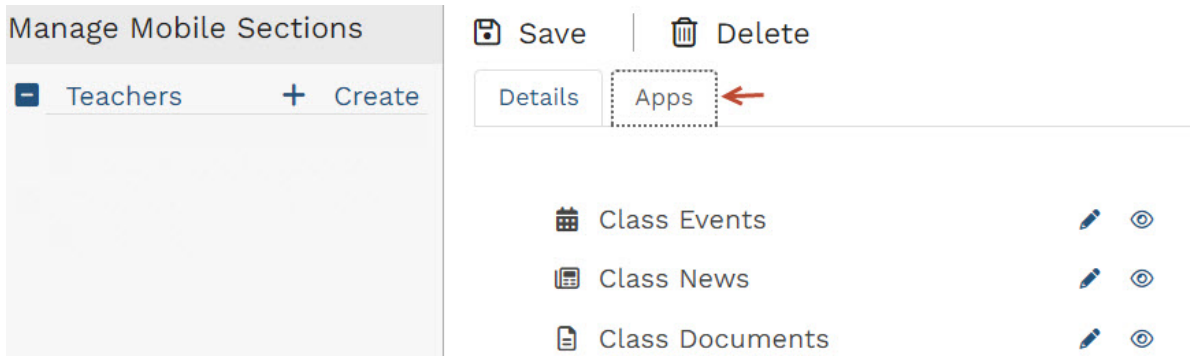
-  My Profile
-  My Library
-  Site Admin
-  My Pages
-  Manage My Announcements
-  Manage My Blogs
-  Manage My News
-  Manage My Mobile Sections
-  My Audio Channels
-  My Calendar Events
-  Log Out

Create a Mobile Section for each class:

- Select the Create button for Teachers
- Enter your class name. **NOTE:** It is important to list the class name and then teacher name. (Example: English 1 - Ms. Smith; English 2 - Ms. Smith; If self-contained class: 3rd Grade - Mr. Taylor)
- Select the Create button above.

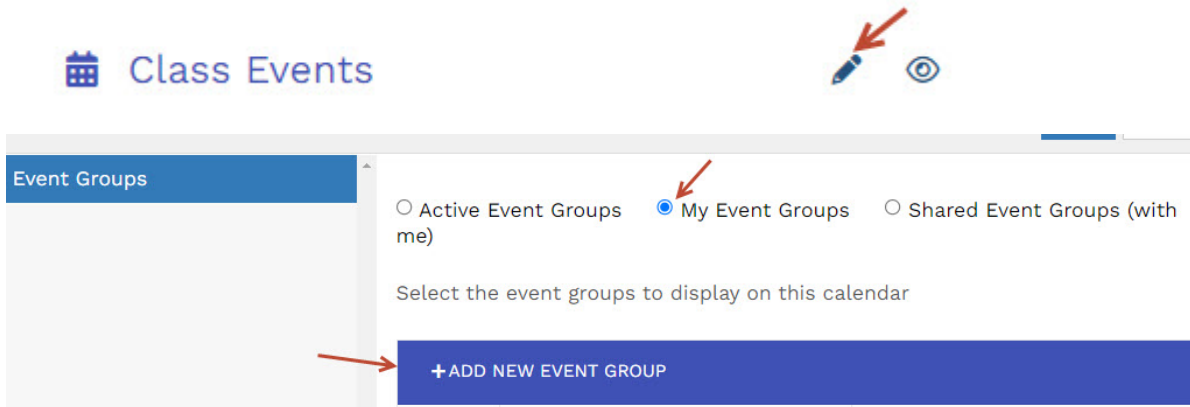


Once a class section is created, select the Apps tab.



For Class Events:

- Select the Edit icon
- Select My Event Groups
- Select Add Event Group




- In the resulting window, create a calendar Event Group category for this class.

(Example: English 1 - Ms. Smith; English 2 - Ms. Smith; If self-contained class: 3rd Grade - Mr. Taylor)



## Add New Category

Category Name



 Submit    Cancel

- Then select the respective class Event Group created for that class section to associate to the app and save.

Calendar Settings   Save Close


Event Groups

Active Event Groups     My Event Groups     Shared Event Groups (with me)

Select the event groups to display on this calendar

**+ ADD NEW EVENT GROUP**

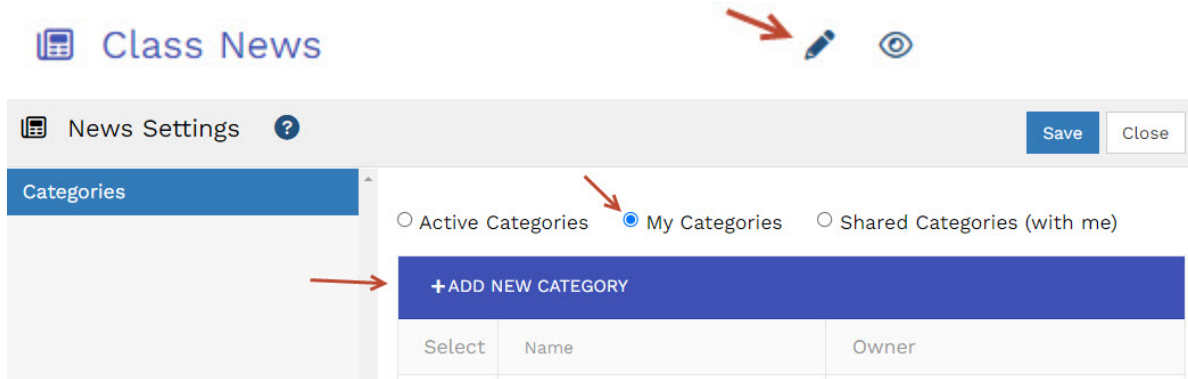
Select	Name ↑	Owner
<input checked="" type="checkbox"/>	AP English	Olivia Bray



For Class News:

- Select the Edit icon
- Select My Categories

- Select Add New Category



- In the resulting window, create a News category for this class.

(Example: English 1 - Ms. Smith; English 2 - Ms. Smith; If self-contained class: 3rd Grade - Mr. Taylor)

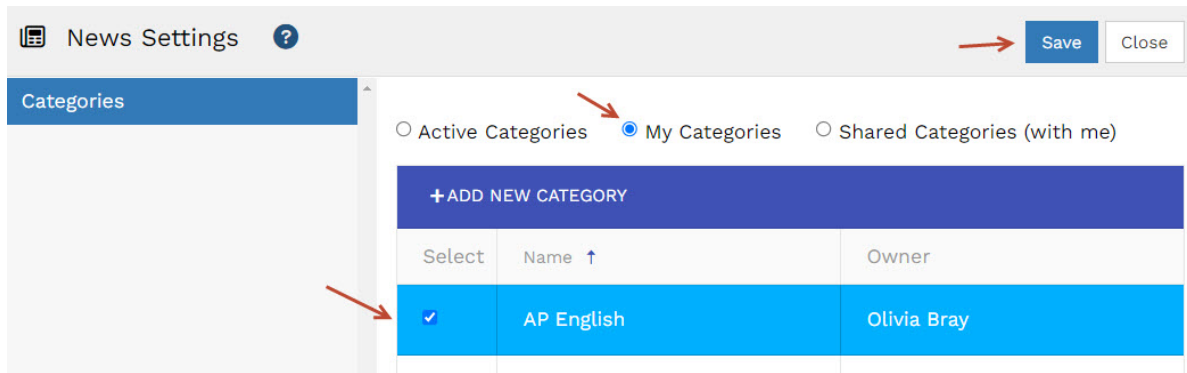
## ? Add New Category

Category Name

A text input field with a blue border and a light blue glow. The text 'Category Name' is inside the field. A red arrow points to the left side of the input field.

Submit Cancel

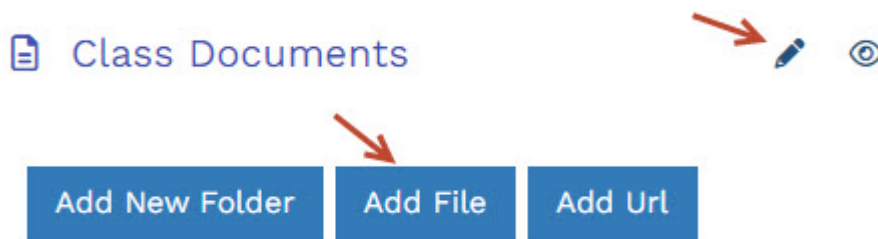
- Then select the respective News category created for that class section to associate to the app and save.



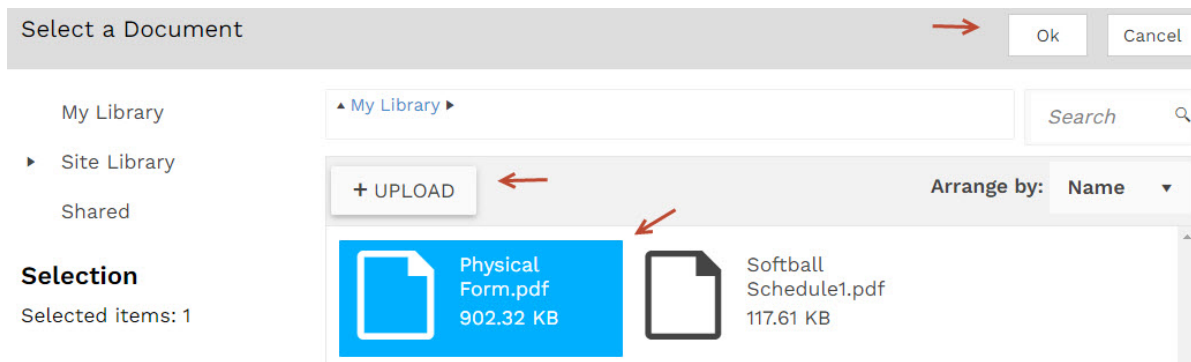
**NOTE: You will need to create a Mobile Section for each class you teach and follow these same steps for each class section.**

To add Class Documents for your Mobile Section:

- Select the edit icon.
- To add files, you will select the Add File button.

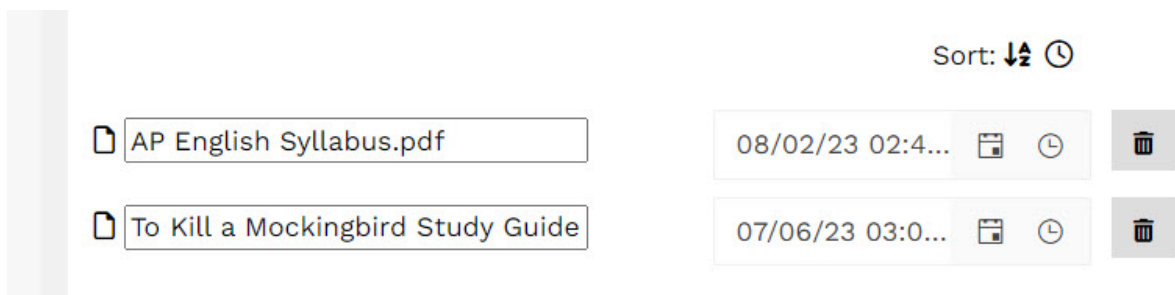


- You will then open the folder containing your documents from My Library 'OR' select the Upload button to upload your document(s) and then select the files you wish to add and click OK.



You will then see your documents displayed within the Document List.

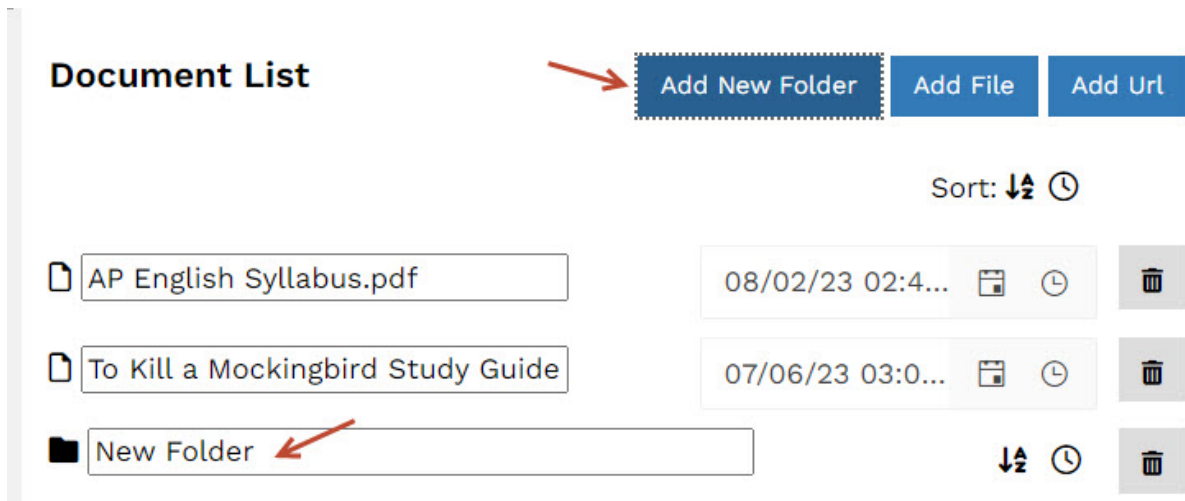
- If you wish to change the list order, you can simply click the document with your left mouse button and drag/drop it into the order you wish for it to display.
- If you wish to sort in Alphabetical order, you will select the 'Sort A to Z' filter icon. This will place the documents in Alphabetical order.
- If you wish to sort documents by File Upload Date, you will select the Clock icon. This will sort the documents by the date the file was uploaded to the website.
- If you wish to change the Document title, you will click beside the document name and simply enter your text.



To add a folder, you will select the Add New Folder button. Your New Folder will then appear in the Document List. To name the folder, you will simply click the folder and type the name accordingly.

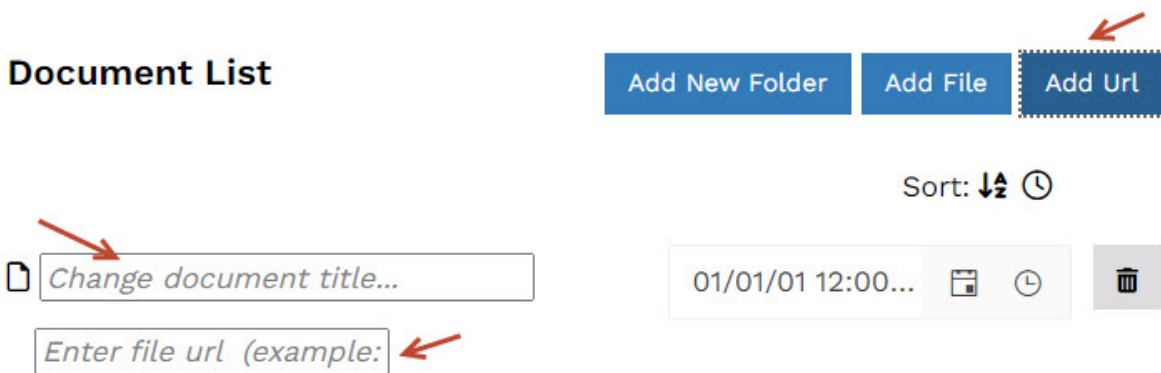
To move documents to display within a folder, you can simply click the document with your left mouse button and drag/drop under the folder.



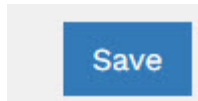


To enter a file URL from a third party (such as file within Schoology, Google Drive, or OneDrive, etc.) that is viewable to the public, you will:

- Select the Add URL button.
- This will add a title area within your Document List. You will click on 'Change document Title' and enter the title of your document.
- You will then enter the public file URL to the area underneath the title.



Select Save when complete.



### STEP 3: How to send News/Push Notifications and Calendar Events to the app:

To create a News post/push notification:

- Beside your User Menu in the upper right-hand corner, hover over Create and select News Post:
- In the resulting Summary tab:
  - Enter Post Title (Will display within the app feed.)
  - Excerpt – Brief summary of your post or a catchy sub-title. (Will display within app feed.)
  - Change default image:
    - Select the button and upload/choose an image from your library that tells your story.
    - Enter the Image Alt+Tag (descriptive text for image) for ADA Compliance.
  
- Select the Design Tab to add the content of your post:
  - Enter text within the Text Editor app that is displayed.
  - To add more content via other apps, select the Click to Add bar to select and populate.
  
- Select the Publishing tab next:
  - If you want your post to be published and expire on certain dates/times, you may select those accordingly. If you want to publish immediately and remain, leave those blank and do not select.
  
- Select the Category by clicking the Browse button.
  - Under My Categories, select the respective class News category for this post and then Save.
  
- Next is COPE – Create Once, Publish Everywhere. This is where you can send a push notification of your post via the Mobile App.
  - Click the Select link.
  - Select Mobile App Message
  - Select the arrow beside Staff Directory to expand
  - Select the arrow beside Teachers to expand
  - Select the arrow beside your name to expand
  - Select box beside the class News category you wish to send to and click Select.

- Select the Publish Immediately link from the Finish drop-down menu and click Submit.

This will create your News story and push to your Class News and also send a Push Notification (if you selected the Mobile App Message option).

### **To create a Calendar Event:**

- Beside your User Menu in the upper right-hand corner, hover over Create and select Calendar Event:
- In Settings, enter/select the following Event Details:
  - Event Title.
  - Select Start Date/Time and End Date/Time 'or' select All Day if an all-day event.
  - Select Repeat event (if applicable) and the respective selection for your event series.
  - Select Color Style to select a color for your event.
  - Enter Location (If Applicable)
  - Select Show Organizer Name and Phone Number, if desired.
  - Enter an Event URL (If Applicable)
- Within Details, insert specific event details and related information, if applicable.
- Next choose Event Groups. You will see your class Event Group(s) previously created with My Event Groups. Select the respective class event group you wish to associate with this event.
- Select Save.

This will create your Calendar Event and display within your Class Events area of the app accordingly.

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