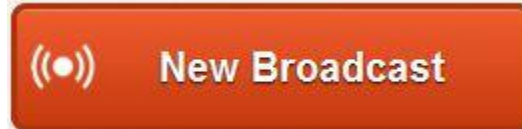


SchoolMessenger – Creating a Broadcast for Existing or Incoming Students

Creating a broadcast from within SchoolMessenger will allow you to send e-mail, phone or text notifications to your class. The notification will send to both the parent and student contacts retrieved from PowerSchool.

1. Log into the SchoolMessenger website. broadcast, click on the New Broadcast the right-hand side of the page.



To create a button on

2. Enter a subject for your broadcast, and leave type as Classroom Messaging. Next to Recipients, select Class Sections from the drop-down menu.

New Broadcast

1 Subject & Recipients

Specify a subject and select the desired message type for

Subject

Type

Select your message recipients. You can also include yo

Recipients

Actions

Total

FROM THE FOLLOWING OPTIONS:

-
-
-
-
-

3. Next to school, select your campus.

School

4. A list of your class sections will appear. Each section will be preceded by the school year the section is associated to.
 - To communicate with current year students and parents, select the sections preceded with **2019** and click the Add Recipients button.

OR

- To communicate with new school year students and parents, select the sections preceded with **2020** and click the Add Recipients button.

Class Sections
Showing 1 - 8 of 8

Sections

<input checked="" type="checkbox"/>	Section Name
<input type="checkbox"/>	2019 S2 - Veterinary Assistant II - 1-3(A) - MC64 - 3119
<input type="checkbox"/>	2019 S2 - Veterinary Assistant II - 5-7(A) - MC64 - 3121
<input checked="" type="checkbox"/>	2020 S1 - Veterinary Assistant I - 1-3(A) - MC44 - 3118
<input checked="" type="checkbox"/>	2020 S1 - Veterinary Assistant I - 5-7(A) - MC44 - 3120
<input checked="" type="checkbox"/>	2020 S2 - Veterinary Assistant II - 1-3(A) - MC64 - 3119

5. A count of the number of students selected will be displayed. You can preview the list of student names by clicking the "Preview List" icon. Click on the Continue button to proceed to the next step.

Actions	Recipient/List Name	Recipient Languages	Count
<input type="button" value="X"/> <input type="button" value="Refresh"/> <input checked="" type="button" value="Preview List"/>	<p>Section is 2020 S1 - Veterinary Assistant I - 1... (School: East Campus)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 2020 S1 - Veterinary Assistant I - 1-3(A) - MC44 - 3118 <input checked="" type="checkbox"/> 2020 S1 - Veterinary Assistant I - 5-7(A) - MC44 - 3120 <input checked="" type="checkbox"/> 2020 S2 - Veterinary Assistant II - 1-3(A) - MC64 - 3119 	English 71	71

6. Next, click on the type of message that you want to send.



The e-mail option gives you a full html (Word) environment where you can insert images, links, and upload attachments. E-mail replies will be sent to your address or an address of your choosing.

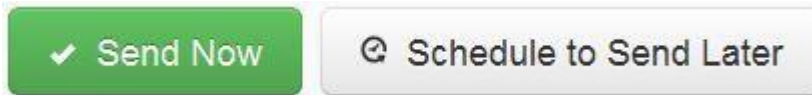


The phone option provides you a scratch pad where you can pre-type the message that you want to record. When ready, enter the 10-digit phone number that you want the system to call to record.



The text service allows you to send as many text messages as you like, it is unlimited. The texting service is one-way communication; recipients are not able to reply. Text messages are limited to 160 characters per message

7. After completing the message (e-mail, phone or text), click on the Save button. At the next screen, click on the Continue button.
8. You can click on the Send Now button to send the message immediately, or click on the Schedule to Send Later button to schedule for a specific date and time.



9. When the job has completed, you will receiving an e-mail from SchoolMessenger with a report.