

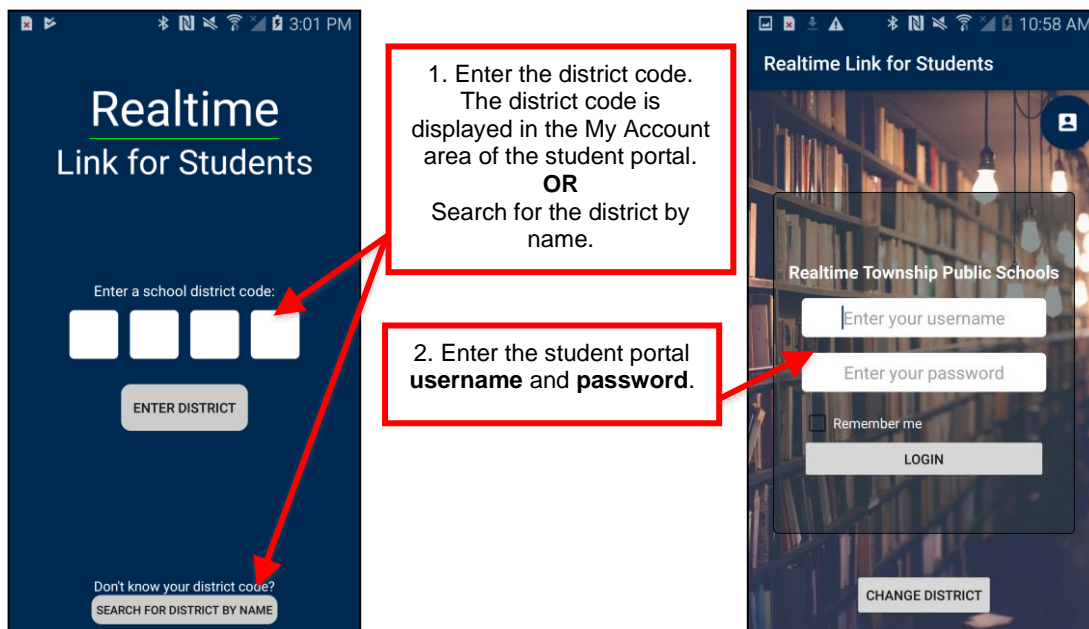
Welcome to the **Realtime Link for Students Portal App**

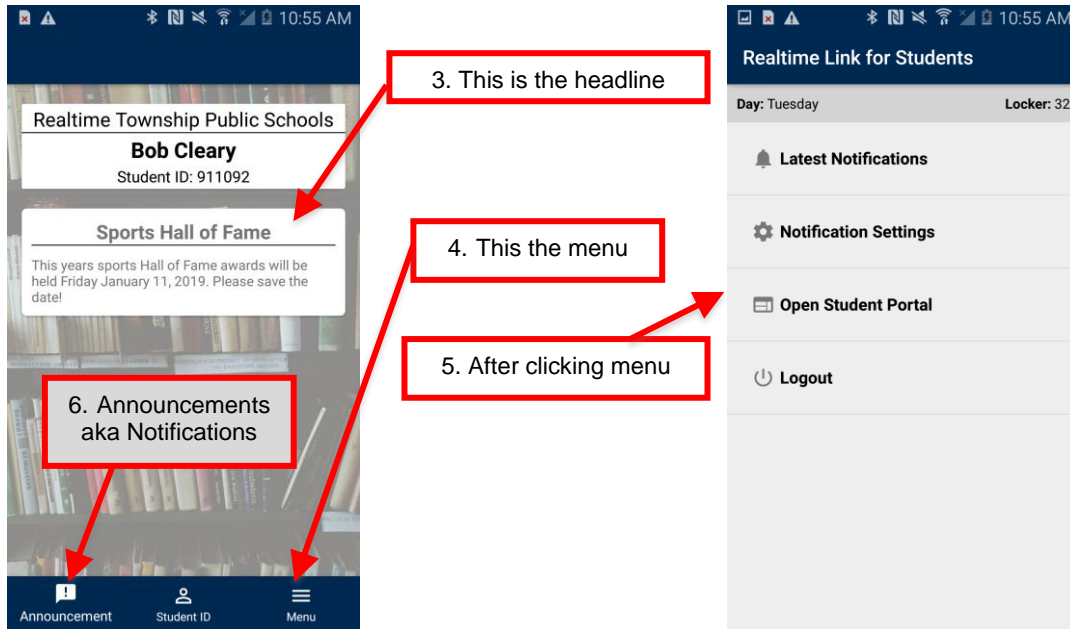
This document is intended to assist student's in the use of the Realtime Mobile app. Please read the following information before going using the Portal app.

The portal app is intended to accompany the Realtime Student Portal, not replace it. From the app you will receive push notifications, attendance alerts, and access your student portal.

Note: *The graphics used in this guide are not an exact representation of the presentation to the user. Slight variations in color and layout differ depending on the phone and district customizations.*

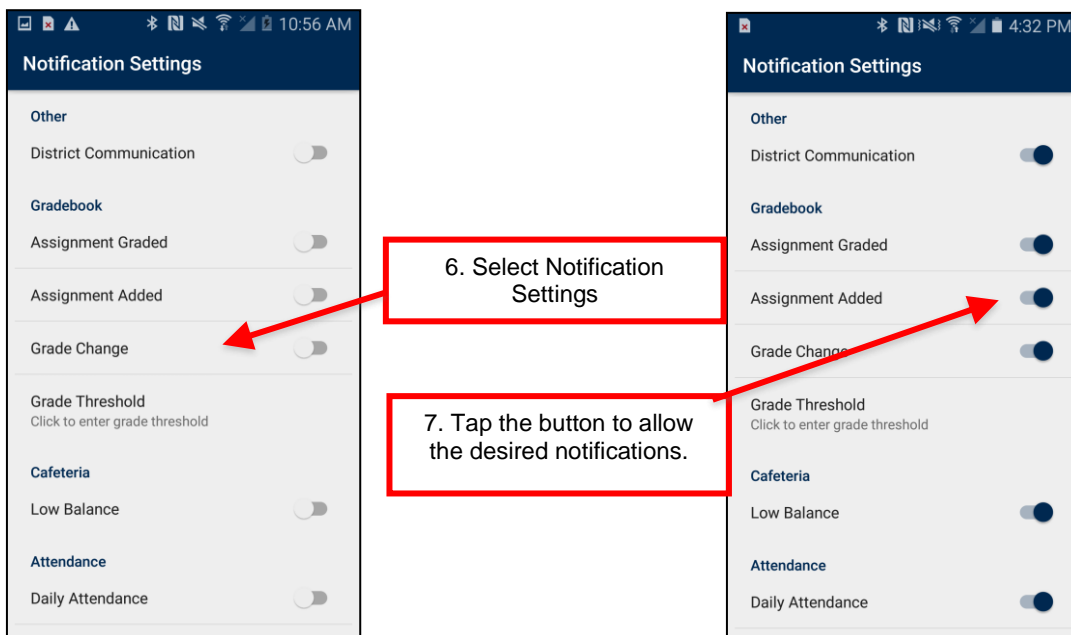
1. **Before** Using the App complete the following:
 - Log into the student portal for each active student.
 - Establish your unique password
2. Go to the Android app store and download the “**Realtime Link for Students**” app. Choose to enable push notifications when asked.
3. To log into the app the following information is needed
 - Portal username
 - Portal password





Menu: Settings must be maintained for each student.

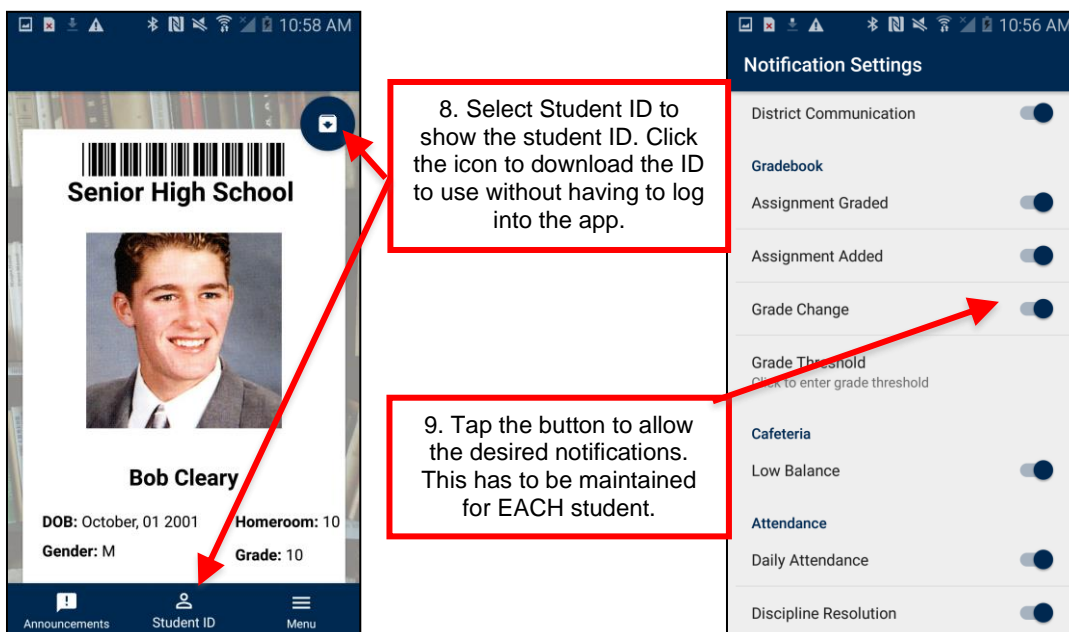
- **Latest Notifications:** History of the most recent notifications.
- **Notification Settings:** Tap and activate desired push notifications.
- **Open Student Portal In:** Clicking will launch the student portal
- **Log out:** Logs a user out of the app.



Notification Settings / Types:

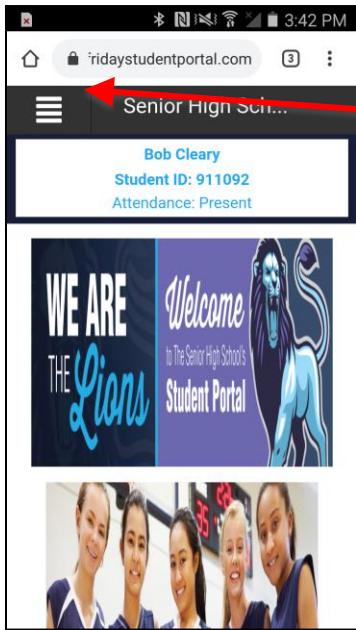
- **District Communication** – Districts can send two types of push notifications. [School Closing Notification](#) or [School Emergency Notification](#). These are manually sent by the district.
- **Gradebook Assignment Graded** – This push notification is sent daily and will list, student's first name, graded received, course title.
- **Gradebook Assignment Added** – Daily push notification. The message will contain the student's first name, course title, assignment title and due date.
- **Gradebook Grade Changed** – Once activated, the grade threshold can be established. If a student's gradebook average ever falls below the threshold, a push notification will go out stating the students name and that his grade in the course have fallen below the selected number.
- **Low Balance** – This is a manual push notification that will alert users when cafeteria account balances are low. This is will function for districts using Realtime's cafeteria module.
- **Daily Attendance** – There are either automated push alerts or manually generated ones.

Note: Notifications have to be enabled on the phone, **in addition** to the notification settings in the app. Students **must** have notification settings **selected** or they will not receive notifications.

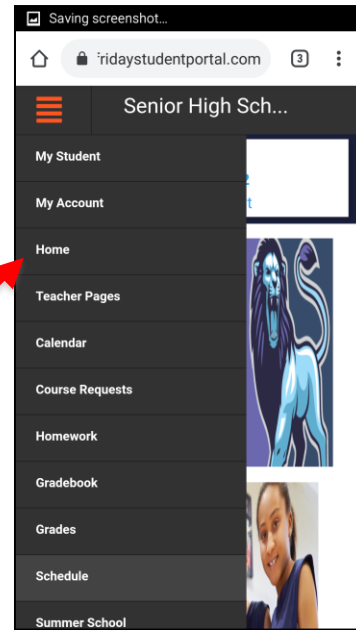


Open Student Portal in Browser

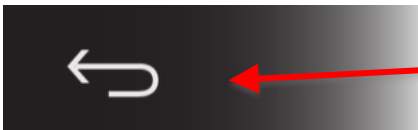
Android Devices bring users out of the app and into the browser. You may be able to use the up button at the bottom of the device to get back to the app, navigating back to the app may be easier depending on the navigation steps within the portal.



1. Click the menu icon for portal menu options.



2. Choose desired next step.



3. On Android, use the Up button on the device to move back.

Logout

After 15 minutes the session will expire and a log in will be required. New headlines will populate upon logging into the app.

Getting Help

Please contact your school district for assistance. Please provide them the following information:

- Provide the error message or a detailed description of what occurred.
 - A statement such as “The application crashed” will not assist in diagnosing the issue.
- Provide the screens that were involved in the issue.
 - User was on the menu screen and clicked Log In to Student Portal
- Username and Student ID
- Device type / model

Note: The Android launches the porting into a browser, so use of the up button or going back to the app icon to get back into the app may be necessary. This is not a full-featured browser by design, and some features may not work.