

# [Welcome to Q Communications for Parents/Guardians](#)

The Q Communications application is the communication platform used by CJUSD to communicate to parents, students and staff. This communication also allows for our parents and students to communicate directly with their teacher(s).

## How to access Q Communications

The Q Communication application is accessible through the Q Parent Portal. When you log into your Q Parent Portal account, scroll to the section titled School Links and click on the link labeled Q-Communication.

The screenshot shows the ParentConnection website interface. At the top, there is a navigation bar with the ParentConnection logo, a "Welcome" message for John Appleseed, and a "Signed In:" indicator. Below the navigation bar is a table with columns for Student Name, Grade, School Name, School Year, Birth Date, Advisor, and Counselor. The table contains one row of data for Johnny Appleseed, Jr. in grade 09 at Bloomington High School (T) for the 2020-2021 school year. Below the table is a sidebar menu with various categories, including Assignments, Attendance, Behavior, Contacts, Demographics, Enrollment, GPA, Grad Rqmnts, Marks, Schedule, Testing, and Transcript. The "School Links" category is highlighted with a red box, and a red arrow points to the "Q-Communication" link within this category. The footer of the page contains the slogan "The Window Into Your Student's Day at School" and a link to "Terms of Use".

Student Name	Grade	School Name	School Year	Birth Date	Advisor	Counselor
Johnny Appleseed, Jr.	09	Bloomington High School (T)	2020-2021			

- + Assignments
- + Attendance
- + Behavior
- + Contacts
- + Demographics
- + Enrollment
- + GPA
- + Grad Rqmnts
- + Marks
- + Schedule
- + Testing
- + Transcript

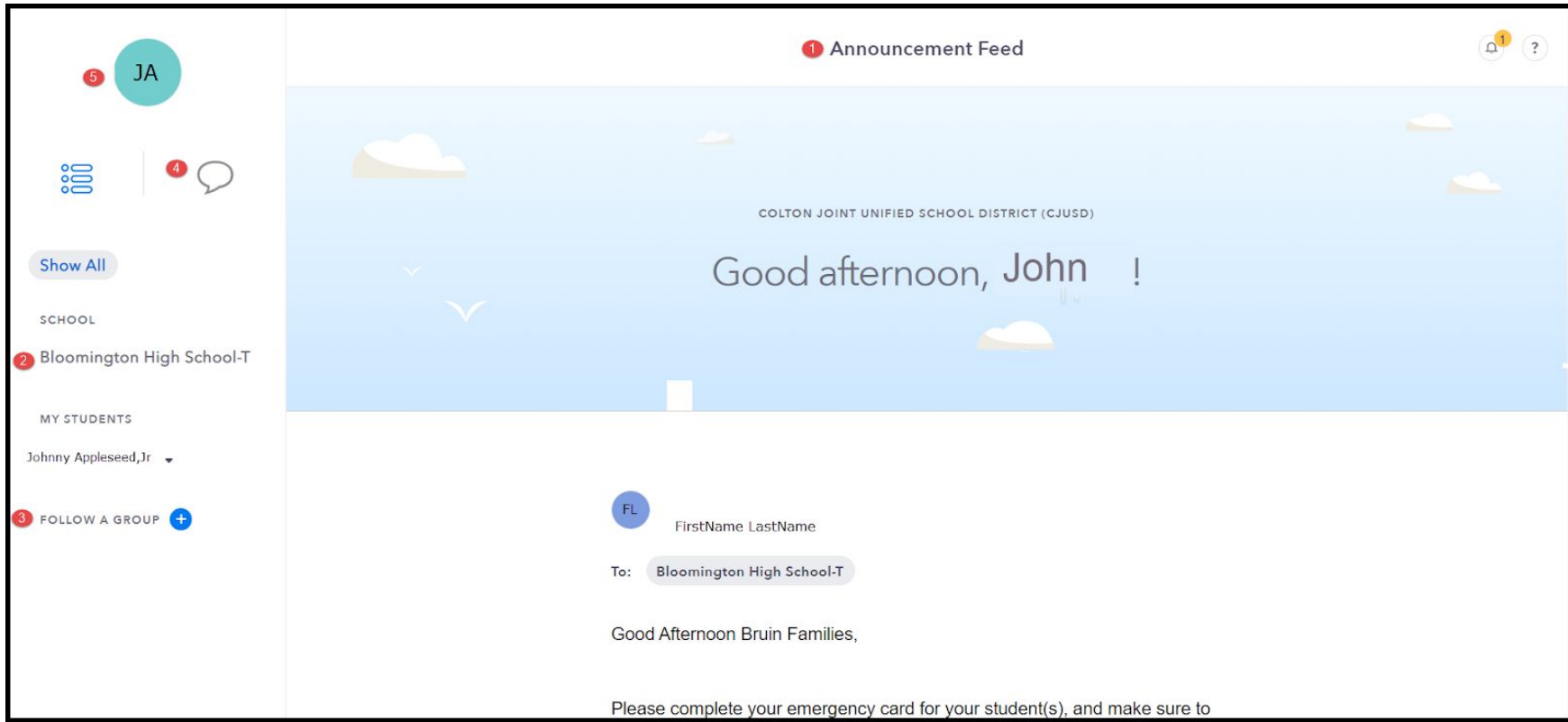
**Bloomington High School**

- **School Links**
  - Q-Communication
  - Q-Communication

*The Window Into Your Student's Day at School* [Terms of Use](#)

## Announcement Feed

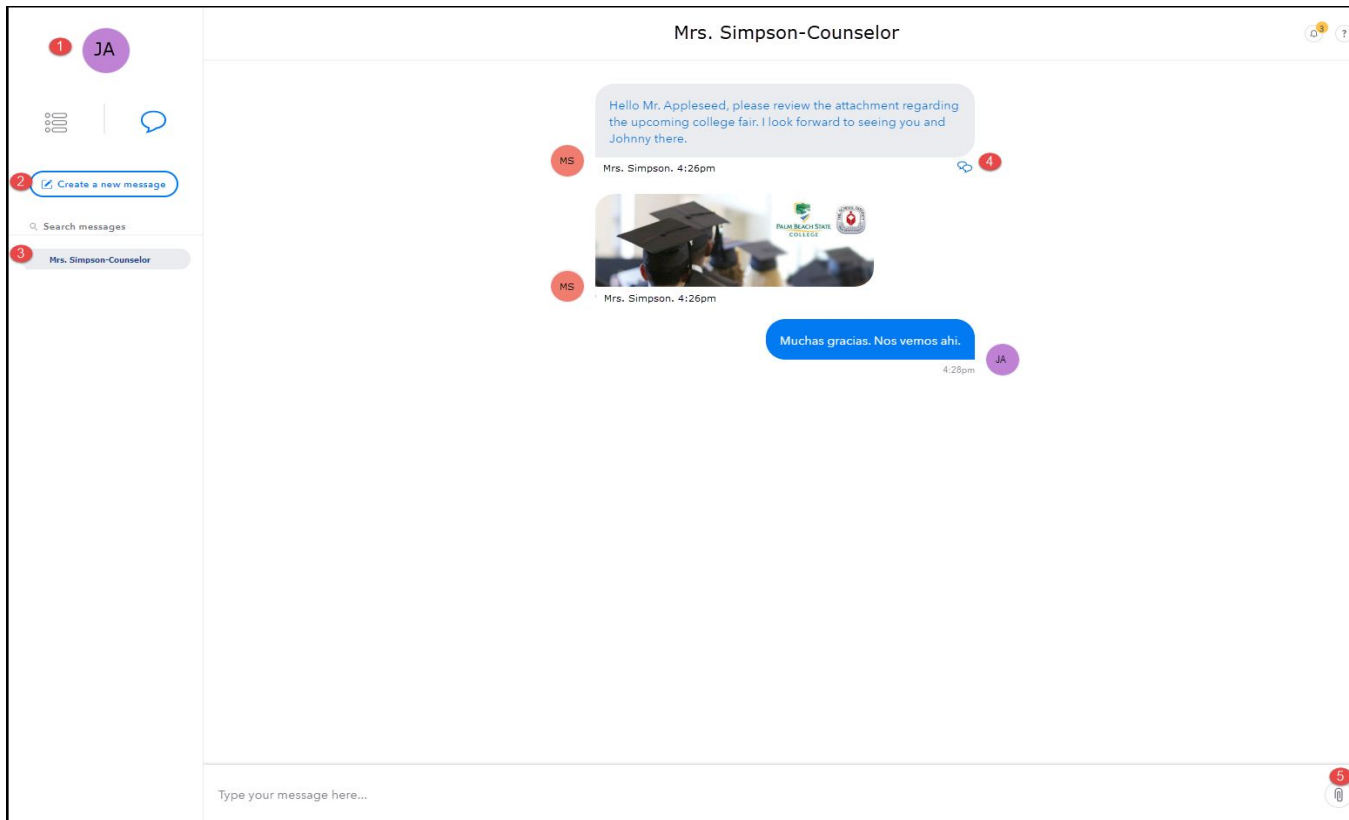
The Announcement Feed is the page you will land on when you first log in.




1. **Announcement Feed** - The chronological feed of announcements from the district, schools, classes and groups that you or your child belong to.
2. **Schools, Classes, Groups** - to filter your feed down to a specific school, class or group, click on the name within the side menu
3. **Follow Groups** - click on the plus button next to groups to view the groups you can follow in your school
4. **Direct Messages** - Use Direct Messages to start a one-to-one conversation with a teacher
5. **Settings** - Update your profile, preferred language, and notification settings. Click on the avatar with your initials located in the top left hand corner.

## Direct Messages

This feature gives you the ability to send and receive direct messages between you and your child's teacher(s).

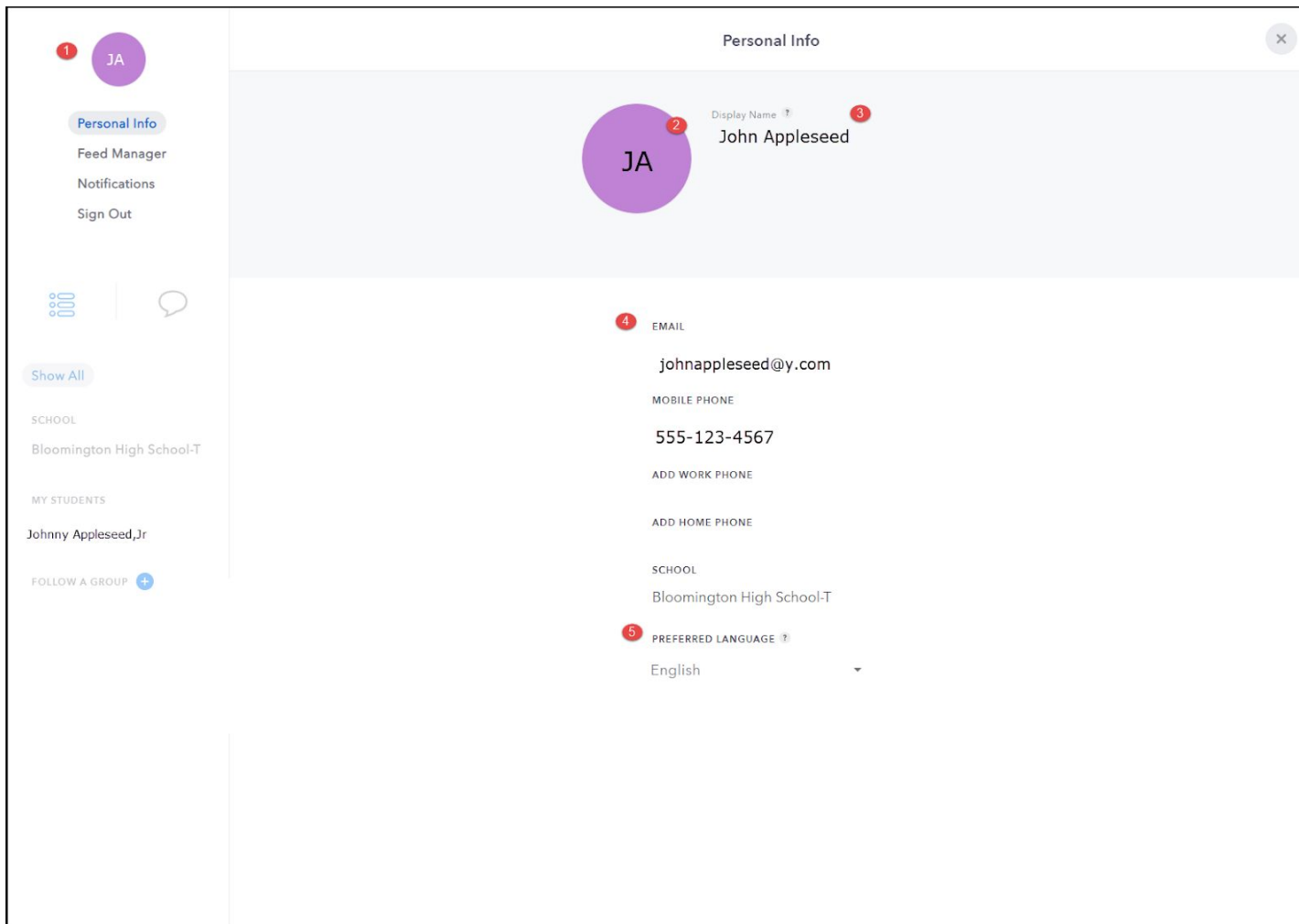


1. **Direct Message Toggle** - click on the  icon to create/view Direct Messages
2. **Create a new message** - After clicking on the "Create a new Message" button type in the name of your recipient, type your message and send it.
3. **Message Archive** - Here you can easily jump back into your conversations
4. **DM Auto-Translation** - When sending a message, the app instantly translates it for all parties based on their preferred language (which can be edited in the Personal Settings). If you want to view the original message just tap this translation toggle.
5. **Message Entry/Send Attachment** - here you can either type your message or send an attachment (click on the paperclip icon to upload an attachment). When you begin typing, the Send button will replace the Attachment button.

*Note: Direct Messages are delivered instantly inside the app. Depending on how the recipient has notifications set up, he/she will be notified via email or SMS text if a message is received while offline.*

## Profile Settings - Personal Information

This area of the application allows you to view your contact information and select your Preferred Language.



1. **Settings Menu** - click on your avatar to open your settings
2. **Photo** - to upload or change your profile photo just click on the avatar and follow the upload instructions
3. **Display Name** - click on your name to edit how your name will be displayed within the app
4. **Contact Info** - this is the contact information we have on record for you, and cannot be edited within the app
5. **Language Preference** - adjust your preferred language to receive translated announcements and direct messages.

## Profile Settings - Feed Manager

The screenshot shows a user profile settings page with a sidebar on the left and a main content area on the right. The sidebar includes a profile picture with initials 'JA', navigation options like 'Personal Info', 'Feed Manager' (highlighted with a red '1'), 'Notifications', and 'Sign Out', and a 'Show All' button. The main content area is titled 'Feed Manager' and has a close button 'X'. It is divided into sections: 'SCHOOLS' with 'Bloomington High School-T', 'GROUPS' with a plus sign and a red '2', and 'CLASSES' with 'No classes added yet'. A group named 'Club Orchid' is listed under 'GROUPS' with an 'Unfollow' button and a red '3' next to it.

1. **Feed Manager** - this is where you can edit what appears in your announcement feed and what you are notified about
2. **Add** - to start following new group, click on the plus button to browse the public groups in our district
3. **Unfollow** - to stop following a group just click the Unfollow button

## Profile Settings - Notifications

The screenshot shows a user profile page with a sidebar on the left and a main content area on the right. The sidebar includes a user profile icon with initials 'JA', links for 'Personal Info', 'Feed Manager', 'Notifications' (highlighted with a red notification badge), and 'Sign Out'. Below these are icons for a list and a message, a 'Show All' button, and sections for 'SCHOOL', 'MY STUDENTS' (listing 'Johnny Appleseed, Jr'), and 'GROUPS' (listing 'AAPAC'). The main content area is titled 'Notifications' and contains a table for 'REMOTE NOTIFICATIONS' with columns for 'Call', 'SMS', and 'Email'. The table lists various notification types with checkboxes for each method. 'Emergency Announcements' is noted as being non-configurable.

Notification Type	Call	SMS	Email
Direct Message Received	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General District Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General School Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Class Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Announcements (Emergency announcement notifications cannot be disabled)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1. **Notification Settings** - Here you can click/unclick the check boxes to update these settings. The Emergency Announcements is the only notification you cannot make changes to.

## Activity

Announcement Feed

COLTON JOINT UNIFIED SCHOOL DISTRICT (CJUSD)


Good evening, John!

EM

To: Bloomington High School-T

Good Afternoon Bruin Families,

Please complete your emergency card for your student(s), and make sure to include your email so that you can log in to the Parent Portal and keep your student's grades, and current information. Emergency card drop off from 8 am to 11 pm behind the gym starting Monday, August 3rd to Wednesday August 5th. Textbook pick up is also available if your student still needs

1. **Activity Alert** - view the Activity Panel by clicking on the activity  "bell" icon
2. **Activity Panel** - the Activity Panel shows you a quick overview of the activity related to your account. Click on anything within the Activity list to be taken to that specific Announcement or Direct Message conversation.