

Butler Parent & Guardian's Guide to the Mobile App Two Way Communication Tool

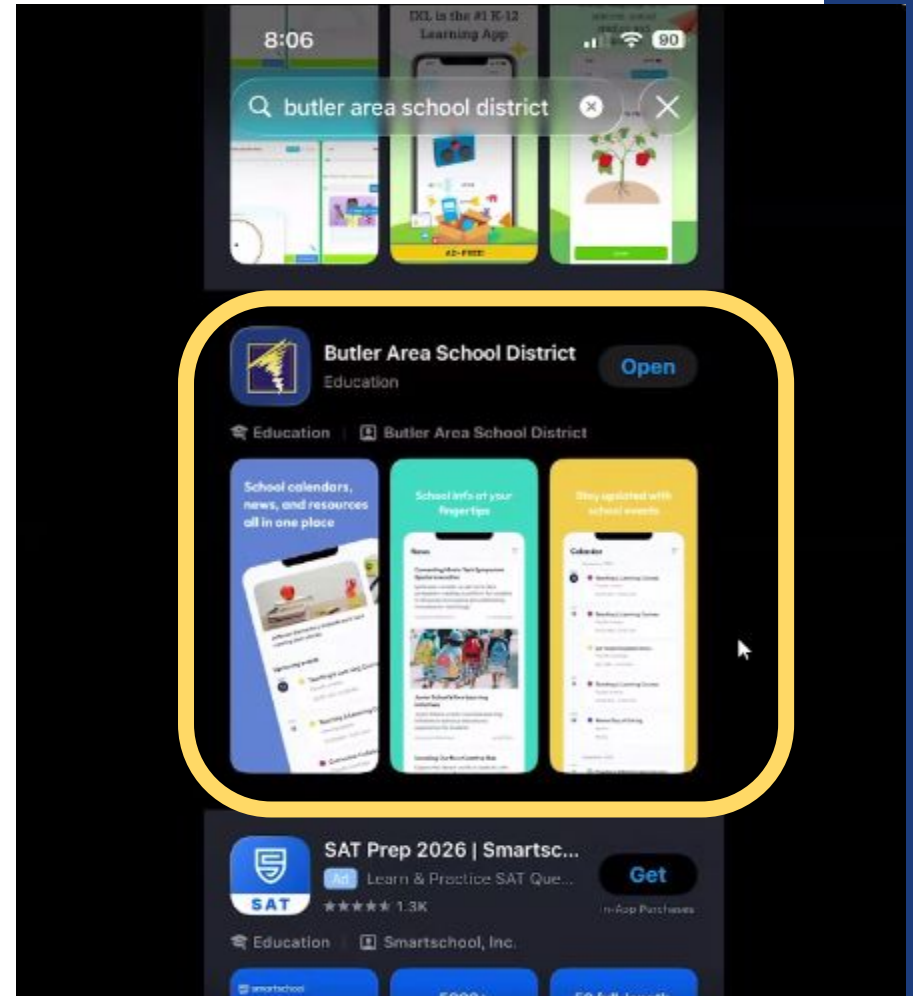


Download the App

Open the Apple App Store or the Google Play Store.

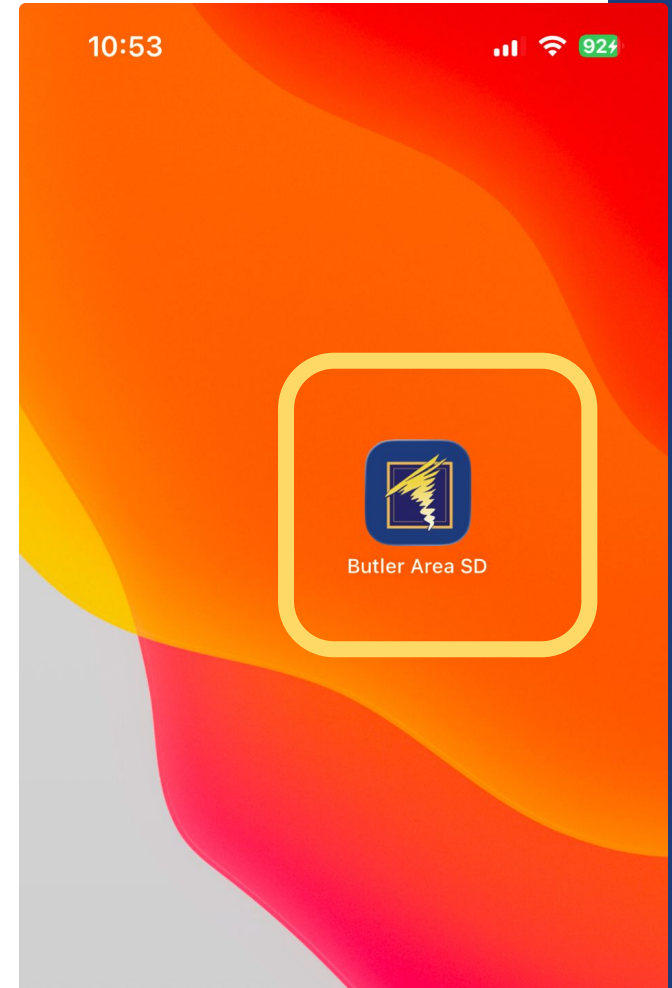
Search for “Butler Area School District.”

It should look similar to what is circled in yellow on the right.



The app icon has an image of the Butler tornado and says “Butler Area SD.”

Tap to open the app.

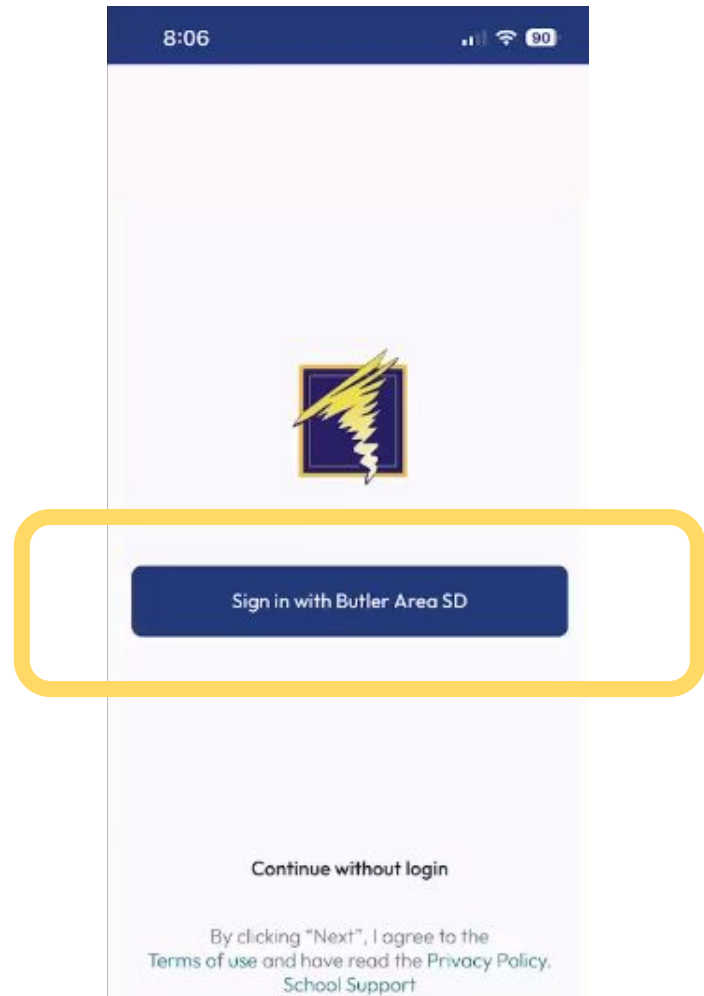


Sign In

Tap “Sign in with Butler Area SD.”

Note: For anybody who would just like to see the public content on the app, they can click “Continue without login.”

Secondary teachers will not be using the two way chat feature. However, secondary families can still see the general content on the app by clicking “Continue without login.”



Parent/s Guardians should click “Forgot password.”

Note: If you are a Butler teacher and a Butler parent, you will log in with your Butler email for teacher access. Then you will login with your personal email for parent access.

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Welcome to Butler Area School District

Our new login experience with enhanced security is here! [Read More](#)

Username

Username

Password

Password

Forgot password

Login

☒ Keep me logged in ⓘ

or

Continue with Google

By logging in, you agree to the [terms & conditions](#)

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Parents and guardians must use the email address that we have on file for them.

After you click “forgot password” you will be able to enter your email address and hit “send.”

You will receive an email at that email address. Tap the link inside to confirm. Then you will be able to choose a new password.

Once that process is complete, go back to the login screen and enter your email and new password.



Reset password

Password reset information will be sent to your email address.

Email

Back to login

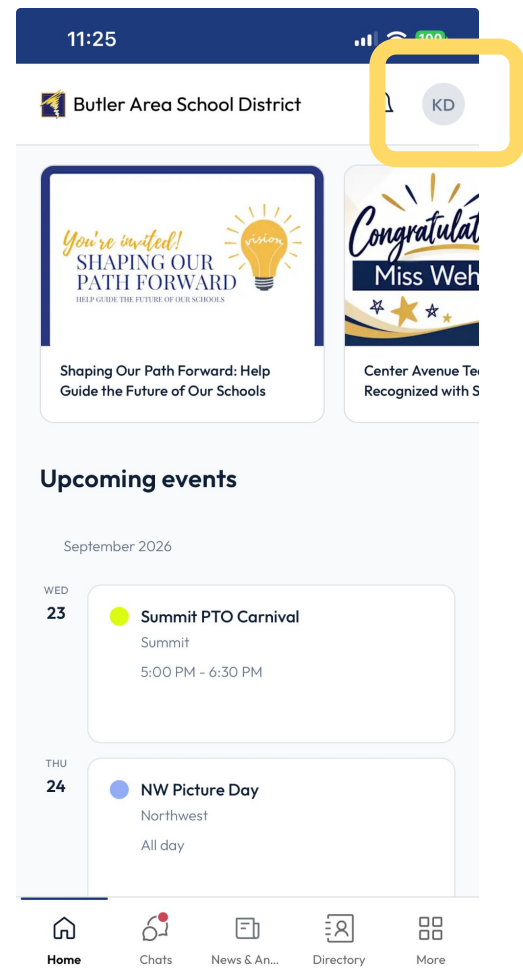
Send



Set Your Preferences

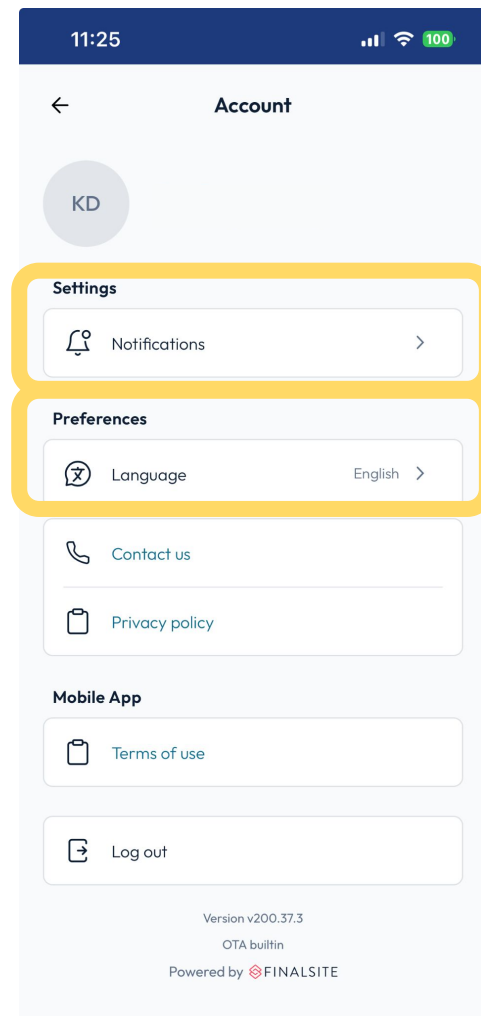
The app is customized to our school district. News will appear at the top followed by upcoming events.

At the top, you will see a circle with your initials. This is where you can change your language and notification settings.

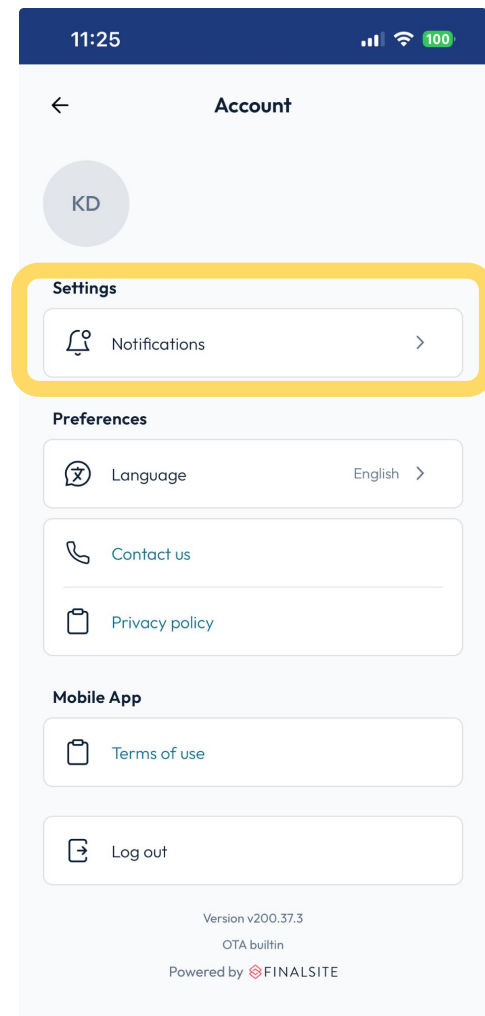


You can select how you would like to receive notifications from the app.

You can also select your preferred language.

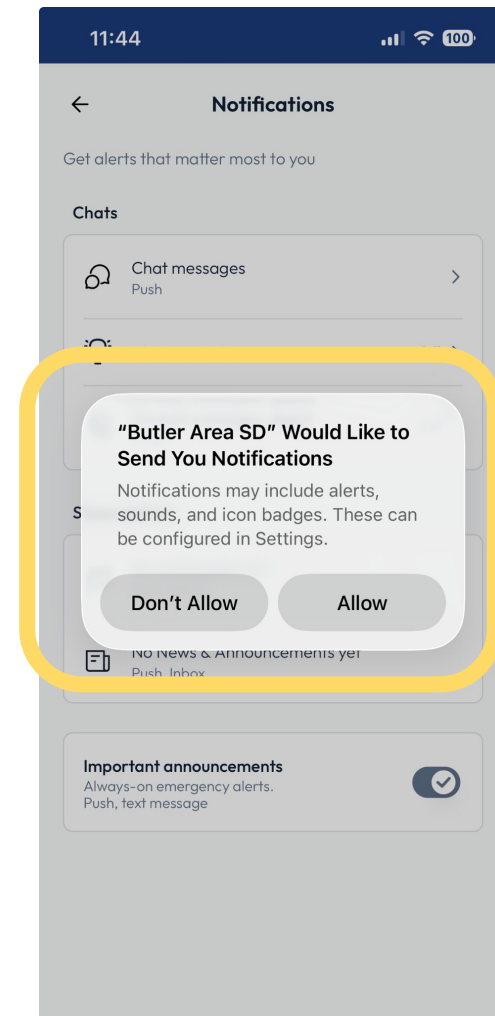


Tap notifications to set up your preferences.



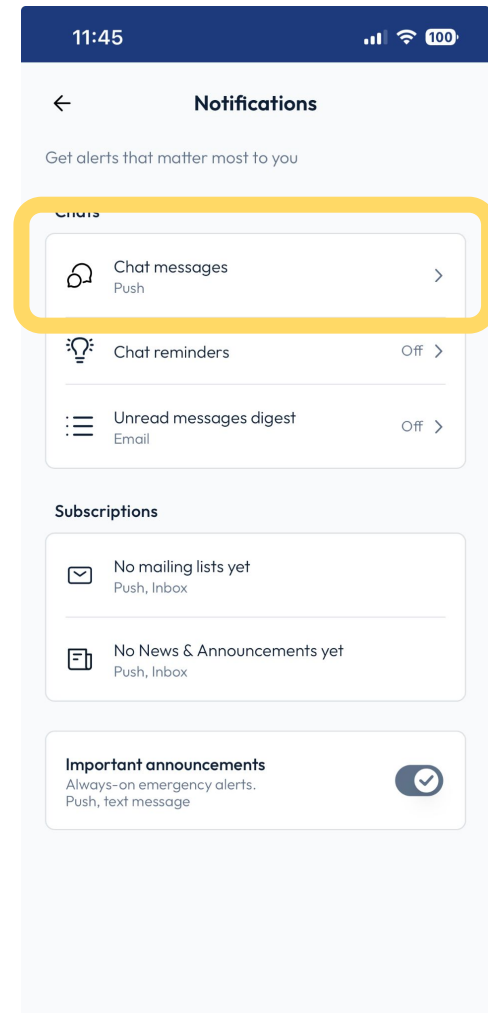
Tap notifications to set up your preferences.

A pop up window will appear. You can decide if you want to allow notifications or not.



If you tap “Chat messages” you will be able to turn your push notifications on or off.

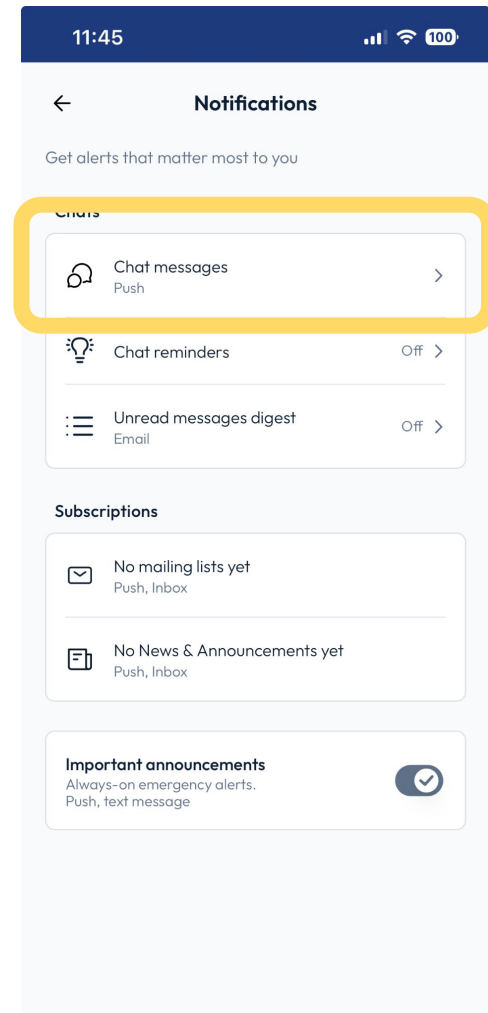
Push notifications will give you a notification any time somebody sends a message in the app. You also have the option to turn on a once daily email that’s a round up of everything from the day.



If you tap “Chat messages” you will be able to turn your push notifications on or off.

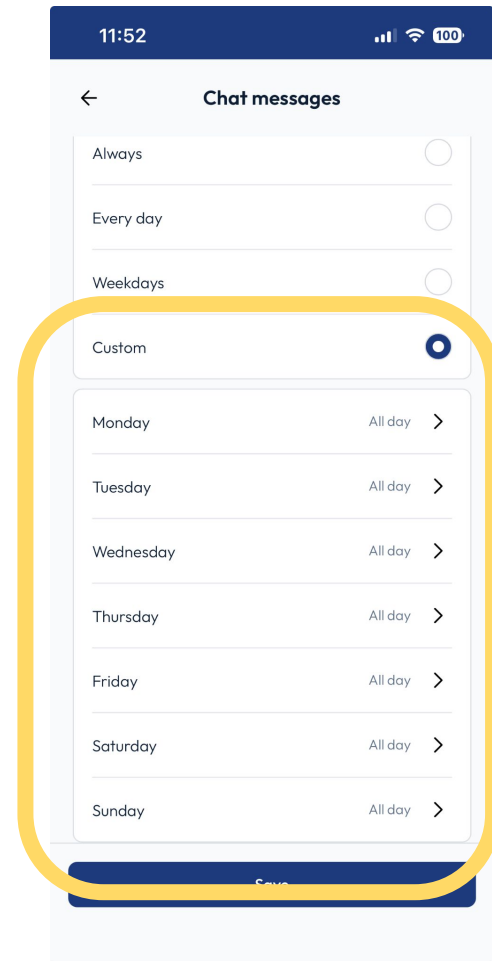
You will have the option to select if you want to receive a push notification every time somebody sends a message. If you want the notifications, leave “always” selected.

You can also customize your notifications based on the day of the week and the time of the day (next slide).



If you select “custom” you can then look at the days of the week and determine what time of day you will allow push notifications to be shared.

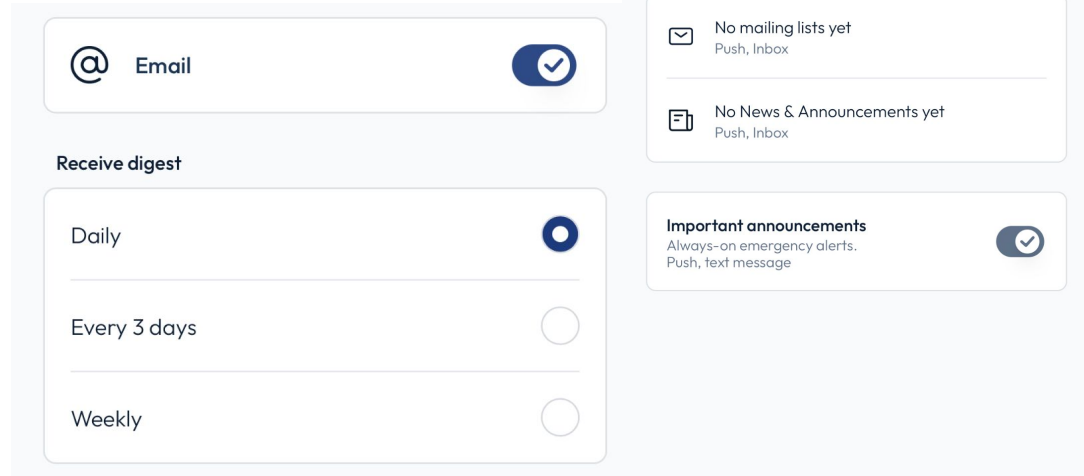
Once done, it will prompt you to save your changes.



You can also request an email at the end of every day that will include a “digest” – aka a summary – of all of the unread messages from the day.

Just tap “Unread message digest” and then turn “@email” on.

Then leave “daily” selected if you want this every day. You can also select to get it every three days or once a week.

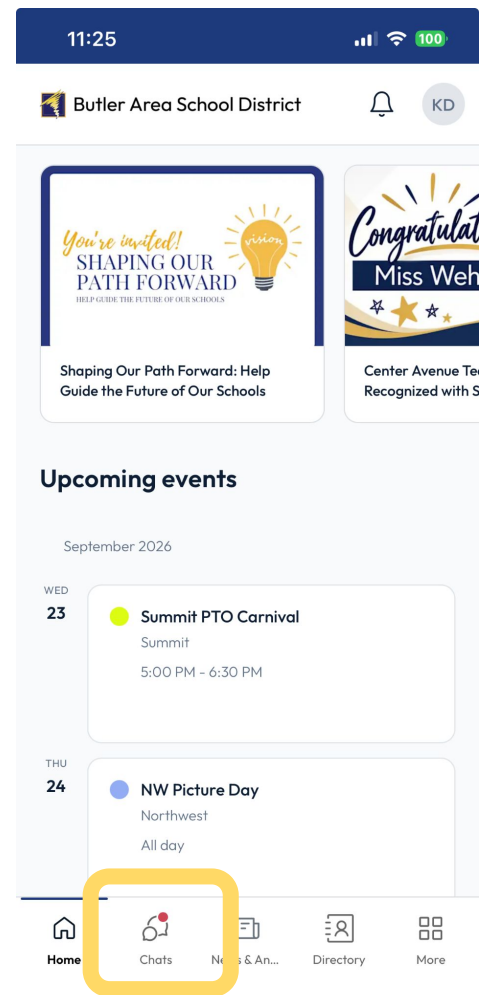


Two Way Chat

Head back to the home screen and look for the chat icon at the bottom.

This is where you can chat with your families.

You must be logged in to have the option to chat. All of the other content is available without logging in.

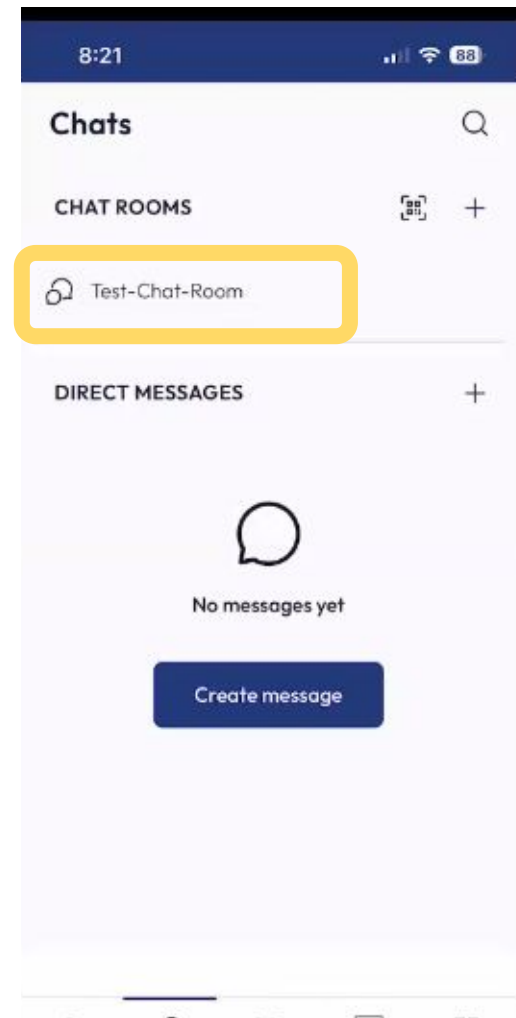


You should see your child's home room class listed here (where mine says "Test-Chat-Room.")

Click on the name of your class to see the chat.

You will see a feed including all the messages from your child's teacher.

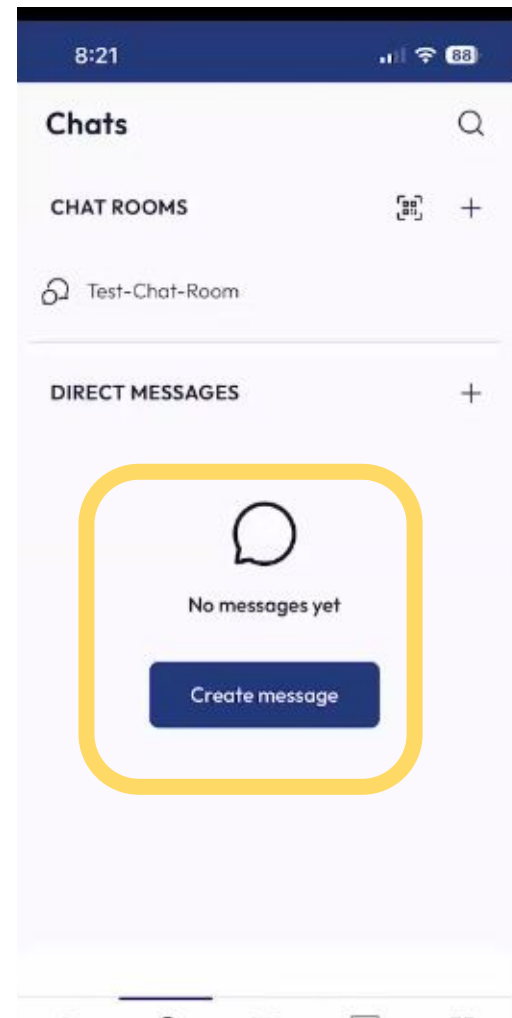
You will not be able to respond to the whole class in this chat. However, there is another way to reach your child's teacher.



Parents have the option to send a direct message to their child's teacher(s).

Likewise teachers can send a direct message to a child's parents.

Click "Create message" to get started and search for your child's teacher's name.



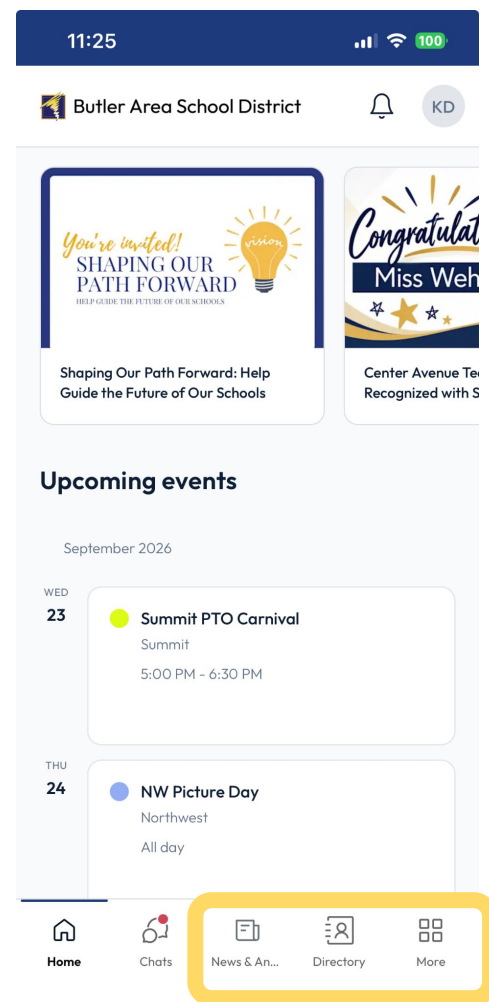
Additional App Features

At the bottom, you will see several other icons.

News & Announcements.

Directory

More



News and Announcements will show you everything that has been posted to the news section of our website.

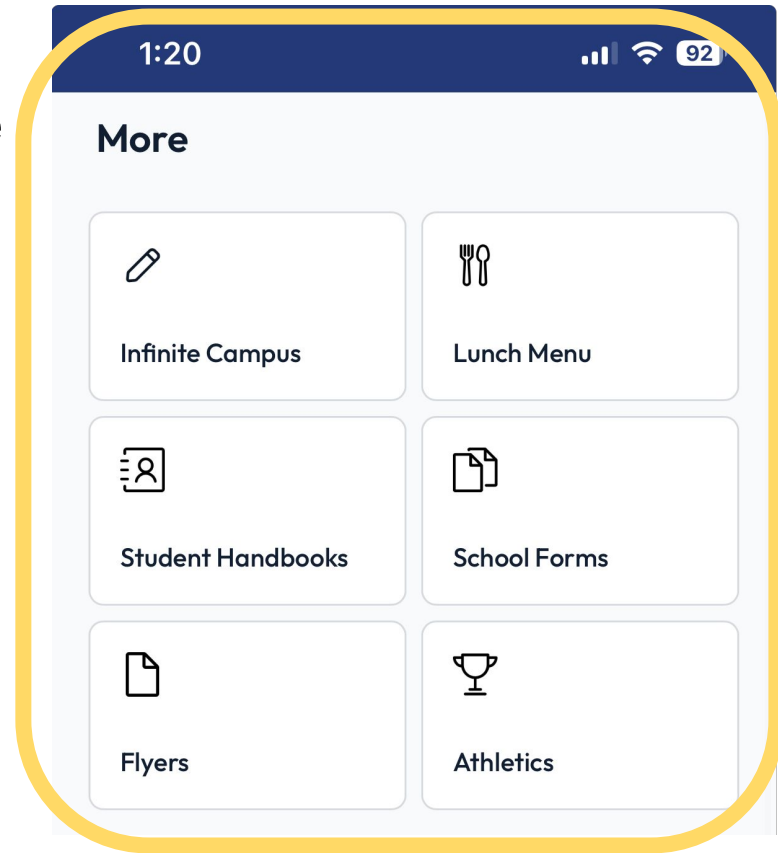
The default view shows all news from every building.

You can tap the three horizontal lines at the top to personalize your view to be school specific.

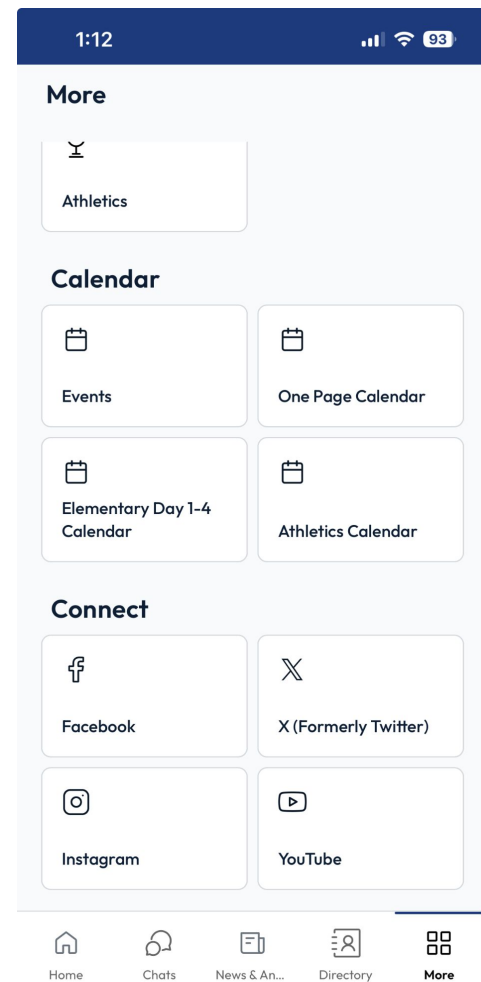


Clicking “More” on the bottom right will open up the option to view more helpful information. This includes:

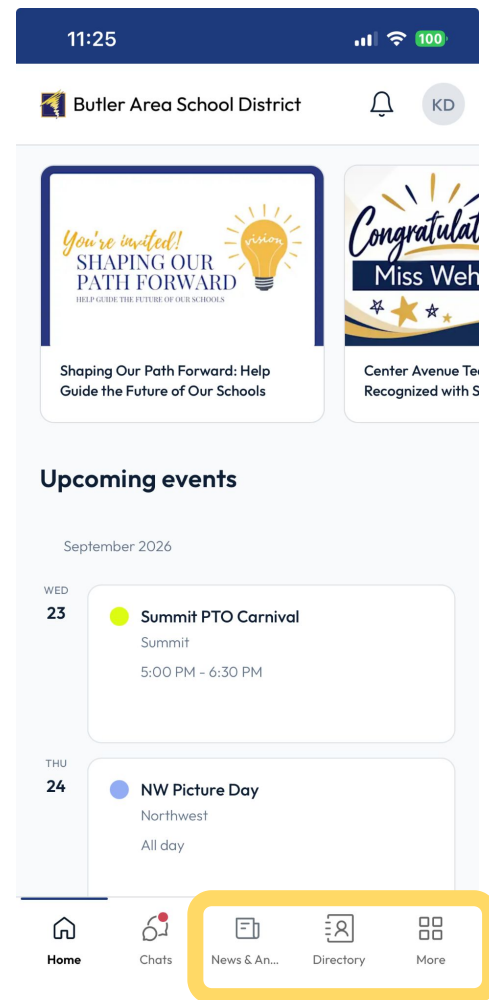
- A link to the Infinite Campus Portal.
- The lunch menu.
- Student handbooks.
- School forms.
- Flyers
- Athletic website



Below the first grouping, you'll find a calendar section and links to our social media.

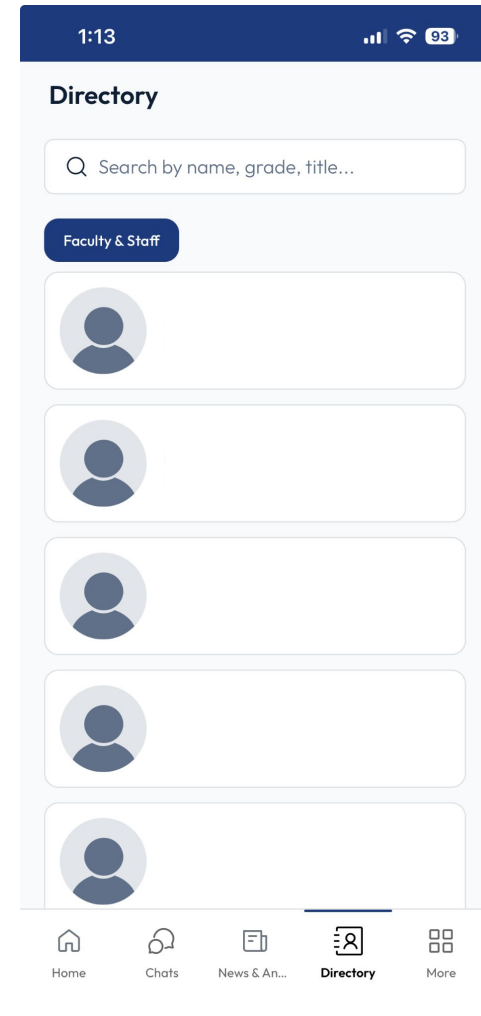


Back on the main screen, you can also select “Directory.”



You can search the directory by name, grade, or school.

The teacher's names will appear next to the person icon in a list.



Thank You!