

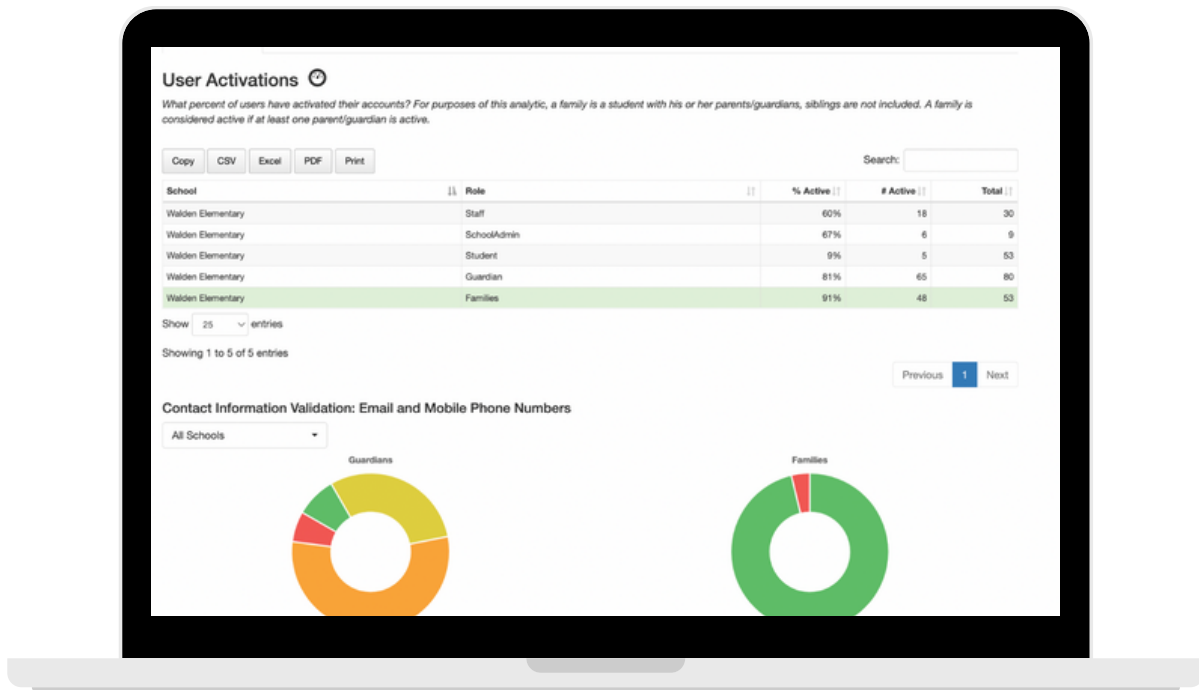
Admin Quick Start Guide

Here are three (3) ways you can get started on the mobile app or your desktop:

1- View the Analytics Portal

The Analytics Portal makes it easy to measure and improve engagement with visual reports on guardian reach, participation, activation, and engagement.

- From the Dashboard, select [View Connect Analytics](#) in the top right corner.
- The analytics portal will automatically open in another tab. Use your Snap! Connect log-in information to log in.
- First, you will see the [User Activations](#) tab. This will give you a visual report on what percentage of your community has activated their account, sorted by role type.
- To get a visual report on teacher participation, you can view [Teacher Posts](#) to see how recently teachers have engaged with the Snap! Connect feed and which teachers have live news and/or events.
 - The [Teacher Messaging](#) tab gives additional insight into teacher participation by identifying the number of teacher-to-teacher and teacher-to-guardian conversations.
- For a visual report on guardian messaging, you can click on [Parent Messaging](#) to see what percentage of active guardians have sent a guardian-to-guardian message or guardian-to-staff message for a given time period.



2 - Add An Admin Account

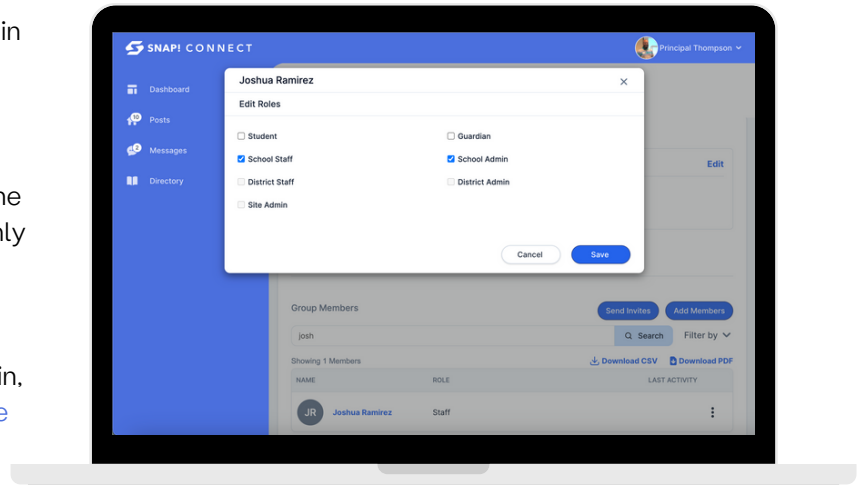
Anyone with an Admin account can give an Assistant Principal, school counselor, or any other school staff member Admin permissions on Snap! Connect.

- Click [Directory](#) in the left-hand navigation menu and select the [Groups](#) tab at the top of the screen.
- Use the search bar or scroll to find your school group.
- Click on your school's name or click on the three dots to the right and select [Group Details](#).
- Use the search bar or scroll to find the member whom you wish to make an admin.
- Click the three dots to the right of their name and select Edit Roles.
- Select the checkbox next to School Admin
- Click [Save](#).

Optional:

If needed, click [Edit Permissions](#) to change the user's permissions. These permissions will only pertain to that group, or groups that are hierarchically lower than that group.

If you are granting administrative access to someone who is not a traditional school admin, we recommend removing the "Can Moderate Messages" permission.

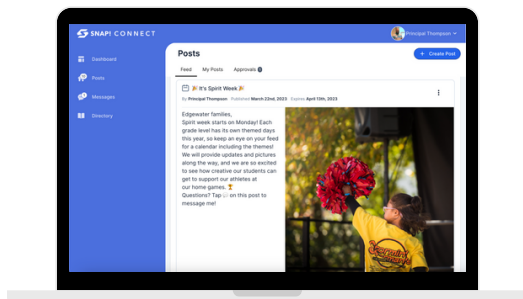


3 - Post Welcome News for Staff and/or Guardians

A news item is any information that you want to share with a group. This can replace a flyer, newsletter, or email. It is also an opportunity to share information for which you didn't previously have the platform, such as celebrating classroom successes! You can add images, attachments, audio recordings, and can embed videos.

On desktop

From the dashboard, click [Create Post](#) or click [Posts](#) from the menu bar on the left and click [+ Create Post](#). You can then add a title, create the content of your news item, select your recipients, and publish it!



On mobile

Tap on [Add News](#) at the top of your feed to begin a new post.

