


Teacher Quick Start Guide

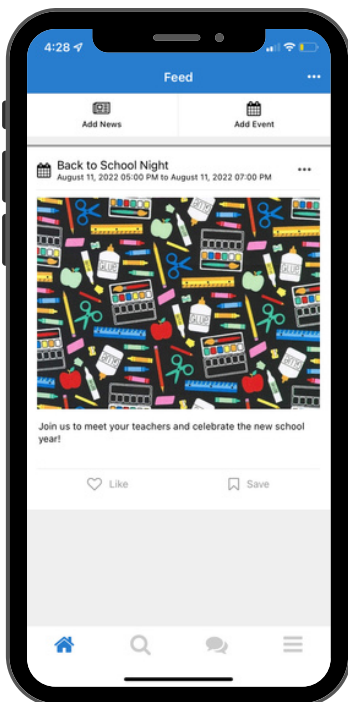
Here are three (3) ways you can get started on the mobile app or your desktop:

1 - Post a news item


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 strategies you are working on in the classroom. You can add images, attachments, audio recordings, and embed videos.

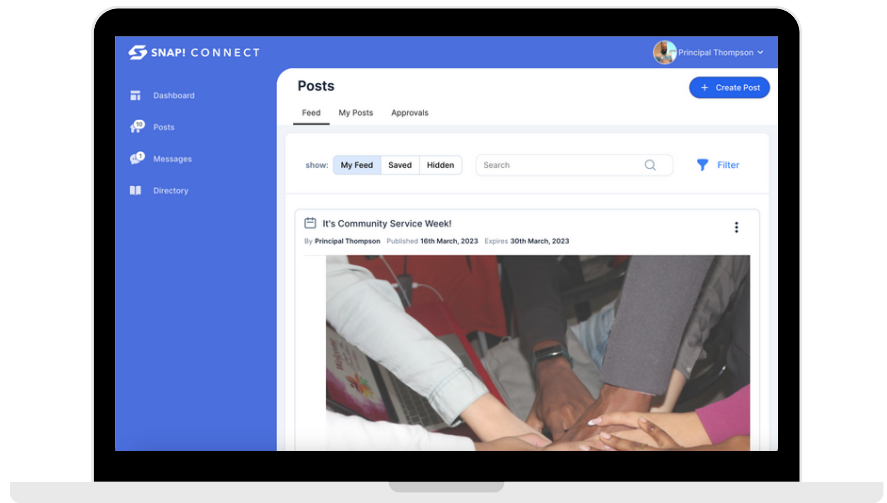
On mobile

Tap  at the top of your feed to begin a new post.



On desktop




Click  and select **News**. Add a title and the content of your news item. Select recipients, and publish.



2 - Send a message

You can send a message to any individual(s) or group(s). Please note, if you send a message to more than one user it will behave like group texting; all replies will be seen by all recipients.


If Message isn't an option, that means the person has not yet activated their account.

- Tap  to go to the directory. You can use the search bar at the top, or scroll down to view [My Students' Guardians](#).
- Tap  or .
- Type or dictate the message.
- Tap [Send](#).



3 - Send an invitation

You can resend digital invitations to your entire class or a specific user at any time. To invite an individual from the mobile app, follow the steps below:

- Go to the person's directory listing by scrolling through the sections or using the search bar.
- Tap .
- The individual will receive a text and/or email invitation.

