

## Using Classroom Messaging Through School Messenger

Classroom Messaging in School Messenger allows teachers to quickly and easily give parents an update about their student's behavior and progress. There are nearly 200 premade messages to choose from. OrangeUSD has also created Remote Learning Messages through School Messenger that can be accessed from your OUSD Dashboard. This is a quick guide to get you started. You can also work on the self-paced guide at the following link - <http://ior.ad/6VVB>



Once logged in, access the Broadcasts tab as shown below.

The screenshot shows the 'SchoolMessenger' interface with the 'Broadcasts' tab selected. Under the 'Classroom' sub-tab, the 'Classroom Messaging' section is active. The 'My Classroom Messages' header is visible. Below it, there are controls for 'Pick Comments', 'Date Options' (set to 'Today'), 'View By' (with options for 'Contacts' and 'Comments'), and 'View' (with options for 'Compact' and 'Expanded'). A 'Student ID' input field and a 'Filter' button are also present. At the bottom, a message icon and the text 'No Classroom Comments' are shown.

Click the **Pick Comments** button.

In the comment picking screen, shown below, select one or more students, then select the messages you would like to send home by checking the box next to the message. If you have selected multiple students and attached a message to them, you can further modify each individual student by selecting the student on their own and adding additional messages as needed.

The screenshot shows the 'Classroom Comments' picking screen. At the top, it says 'Done Picking Comments' and '5 Hours 3 Minutes left until cutoff'. Below this, there's a 'Section' dropdown set to 'FOR610-1006'. A list of students is shown, with '99999 - Grace Winegardner' and '10000 - Marguerite Dickens' selected. A 'Press and hold shift key to multiselect' tip is visible. The main area displays a grid of pre-made comments with checkboxes. The first column has a checked box for 'Arrived on time today' and an unchecked box for 'Cannot test until incomplete assignments are finished'. The second column has unchecked boxes for 'Arrived on time yesterday' and 'Chewed gum in class'. Each comment has a 'Remark' link and a location pin icon. At the bottom, there are two summary rows: '3M Completed all of the week's assignments on' and '3M Completed all required work on time'.

When you are done, click the **Done Picking Comments** button. The message will be sent automatically at the time scheduled by the system administrator.