Introduction for Teachers

Your school's mobile app provides students & parents with a single place to find everything to do with the school, their classes, and their extra-curricular activities! With push notifications directly to their smartphones, branded with the school logo, messages actually get read and parent & student engagement improves. And you can reach everyone regardless of their access to technology, thanks to options for text messages or email.

It's designed to make your work easier! Continue using the online tools you do today. Send messages or update the app from anywhere, using your mobile device or desktop. Schedule messages ahead of of time. Built-in translation lets you communicate with parents in their preferred language.

Optional two-way messaging lets you safely and efficiently engage with individual parents and students. Messages sent during quiet hours will be delivered early the next morning.

It's easy to get started because your school administration has set up a staff account for you and listed your classes in the app.

Are you a club sponsor or coach? All the instructions below apply to any kind of group that could be listed in the app, not just classes.

Students & Parents

To receive your messages and view other information you share, ask your students & parents to subscribe to your class in the app. If they haven't already, students (and parents) should check out the App Information Sheet at:

- fkss.appazur.com/help/flyer

to learn how to get the app for their iPhone, iPad, Android or Chromebook.

If they don't have a smartphone or tablet, they can access fkss.appazur.com from any computer, and click the **Web App** button. They will be prompted to allow notifications in their browser. Once they have signed in, by default, they will receive email notifications. They can go to the account settings screen and turn off email notification, or opt-in to text message (SMS) notifications to their cell phone. Parents & students can update their own contact information, so you don't have to worry about that.

Try Your App Dashboard

The Dashboard is where you'll send messages and share other information with your class. You can access it from the app or in your desktop web browser.

App

On the Sign In screen, choose the **school credentials** option, and sign in with your usual email and password on the next screen, if prompted.

Once you are signed in, open the menu and scroll to the bottom, where you should see a **Dashboard** menu item. (If you do not see **Dashboard** listed, ask your app administrator to add you to the staff accounts.)

Desktop

In your web browser, visit: fkss.appazur.com/dashboard.

On the Sign In screen, choose **Yes** when prompted to sign in with your **school credentials**, and sign in with your usual email and password on the next screen, if prompted.

You'll want to bookmark this page for future use.

Other Classroom Tools

If you are happy with the software you are using in your classroom, you can keep working the same way you do today. If you're sending email, posting to a website or social media, or maintaining an online class calendar, you can link these so that the same information will also be shared in the app automatically:

Learn more: Dashboard Guide - Classroom Apps

If you're using Microsoft Teams™, Google Classroom™, Seesaw™, FreshGrade™, Remind™ or other tools, the above link will explain how these teaching tools fit together.

Send a Message

Try sending a message to welcome your students/parents to your class.

- From the Dashboard's **Home** page, find the **Message to Class/Group** menu, and click **Add**.
- Enter the text of your message.
- Select the class(es) that you want to receive the message.
- Click **Send**.

Learn about all the other options like scheduling and translation: Dashboard Guide - Messages

Tips

- If your class is not listed, contact an app administrator. It may need to be added to the app, or you need to be given permissions.
- Put as much information into the first line as you can, because recipients will see a short notification that links to the rest of the message.
- Each recipient will receive your message according to their preferences: push notification, text message (SMS), or email.

Calendar

If you add your important class dates and events to the app, students & parents will see them listed all in one place along with school events.

Learn more: Dashboard Guide - Calendar

Links and Information

You can link or upload all the required documents and websites for your class to make it easy for students & parents to find all the information you need.

Learn more: Dashboard Guide - Links

The Dashboard can also help you make your documents easy to read on a small phone screen:

Learn more: Dashboard Guide - Documents

Assignments

Do you post assignment instructions online? If so, you can continue to do so as you do today, or, send a Message via the Dashboard or set up a class calendar in the app. If you send a message, you can include a link to any website.

What's Next?

- Link your class in the app to any online posts, calendars, websites, or documents for your class.
- Keep your class calendar up-to-date.
- Use **Messages** regularly to keep parents and students informed.

Remember, you can also benefit from your app for field trips, clubs, teams, and other extracurricular activities.

Documentation & Support

From the Dashboard's **Home** page, find the **Help and Support** section. Here you will find the **Dashboard Guide**, Training Videos, and a **Contact Support** link if you need phone or online assistance.

Student Privacy

Appazur™ Solutions is a proud signatory of the Student Privacy Pledge .

Provided by Appazur™ Solutions. Learn more at appazur.com.

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