

SMSD Alert: Comprehensive Notification/Communication System



August 2014

SMSD 

SMSD Alert

Combines all communication/ notification capabilities into one solution.

- Phone
- Text (SMS)
- E-mail



How do people sign up?

Parents/Students/S
taff

Contact
information is
pulled from Skylert
the conduit that
integrates with
Skyward

Patrons

Must sign up
online

Parent SMSD Alert Management

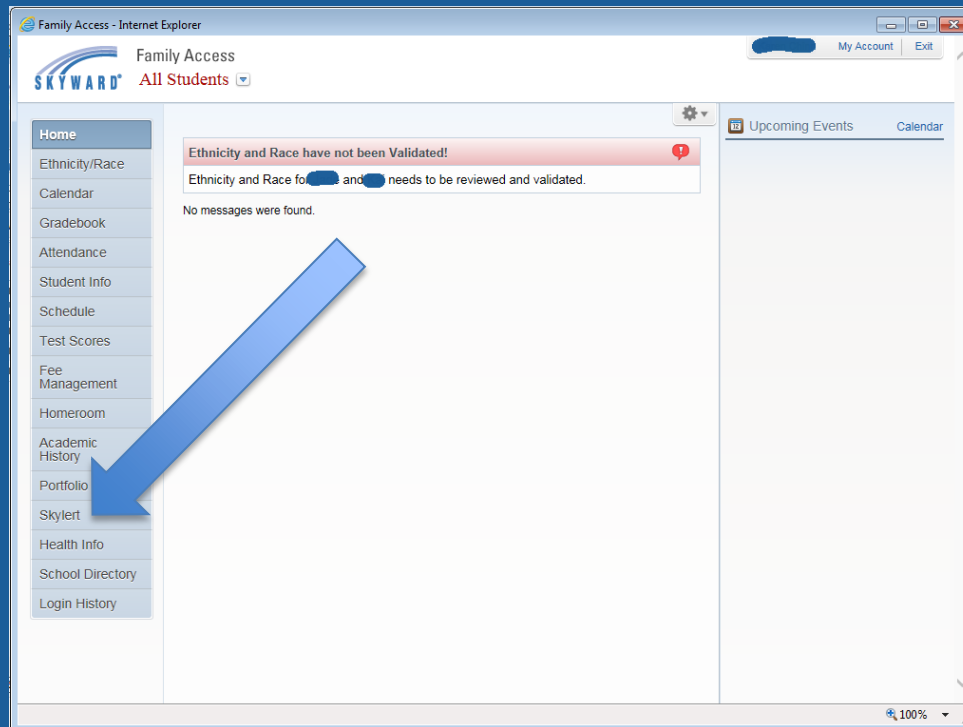
Each parent/guardian who wants to receive information via SMSD Alert (Skyward) must first show proof of identification and register for the system.

❖ skyward.smsd.org


(links will be available on the district's website and on the SMSD mobile app)



Parent SMSD Alert Management



Parent SMSD Alert Management

 Family Access My Account Exit

All Students

SkyAlert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

Save

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Student Broadcast	General - Phone and Email only	Survey
* Primary Phone: (913) [REDACTED]								
Family With [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone: (816) [REDACTED]								
Family With [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone: (913) [REDACTED]								
Family With [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home Email: [REDACTED]								
Family With [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With [REDACTED]

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Student Broadcast	General - Phone and Email only	Survey
Additional Phone 1: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Student Broadcast	General - Phone and Email only	Survey
Additional Email 1: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Email 3: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service	Student Broadcast	General - Phone and Email only	Survey
Phone 1: [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Phone 2: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Phone 3: [REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Parent SMSD Alert Management

Login with a user name and password

Manage preferences

- ❖ Up to 4 phone numbers
- ❖ Up to 4 email addresses
- ❖ Up to 3 SMS text contacts



Patron SMSD Alert Sign Up

<https://asp.schoolmessenger.com/smsd512ss/subscriber/>



The screenshot shows the 'Phone, Email, and SMS Text Messages' sign-up page for Shawnee Mission School District. On the left is a blue banner with the SMSD logo and name. The main area has a light gray background. At the top right is a language dropdown set to 'English'. Below the title, it says 'Get the latest communication from Shawnee Mission School District.' There are input fields for 'Email:' and 'Password (case sensitive):'. To the right of the password field is a link 'Forgot your password? Click Here'. Below the password field is a 'Sign In' button with a green checkmark icon. At the bottom left, there is a link 'First time user? Sign up now' with a red arrow pointing to it from the top right.

English

Phone, Email, and SMS Text Messages

Get the latest communication from Shawnee Mission School District.

Email:

Password (case sensitive):

[Forgot your password? Click Here](#)

First time user?
[Sign up now](#)



Help Spread the Word

Please encourage parents to check that the information on file is up-to-date. Also be sure every family has:

- Phone
- Cell/mobile number (SMS)
- E-mail



Sending Messages

You will need to log in to two portals:

Parents/Students:

<https://asp.schoolmessenger.com/smsd512>

Patron Subscribers:

<https://asp.schoolmessenger.com/smsd512ss/>



Sending Messages

- Bookmark these addresses on your computer and write them down or save them in case you are away from your office and need to access them.
- Download the mobile app to manage/send messages on devices – search for SchoolMessenger in the app store.



Logging into SchoolMessenger

You will use your district credentials:

Login = district user name

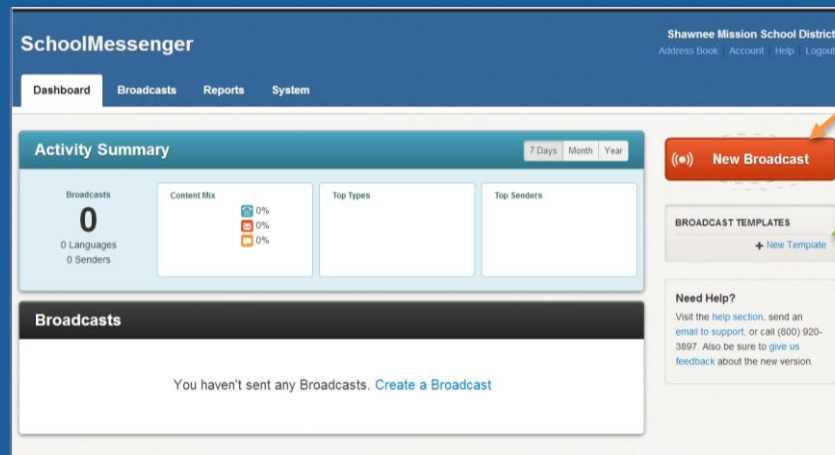
Password = same as your district

Active directory password



Using SchoolMessenger

- Account – check to ensure all information is correct. Includes broadcast defaults & other info.
- Dashboard



Sending a Message

Click New Broadcast

SchoolMessenger Shawnee Mission School District
[Address Book](#) [Account](#) [Help](#) [Logout](#)


Dashboard **Broadcasts** Reports System


[Lists](#) [Messages](#) **Broadcasts** [Templates](#) [Surveys](#) [Responses](#)

New Broadcast



1 **Subject & Recipients** 2 Message Content 3 Review & Send



Specify a subject and select the desired message type for this message.

Subject 

Type  General

Add message recipients using your available message recipient options and/or by adding yourself.

Recipients  Add Message Recipients Add Me 

Actions	Recipient/List Name	Count
 	No Recipients Specified	0
Total		0

[Continue](#)

Logged in as Leigh Anne Neal (adneeal)
Remote phone access #: (855) 670-6855

Service & Support: support@schoolmessenger.com | (800) 920-3897
Use of this system is subject to the [Privacy Policy](#) and [Terms of Service](#).



Sending a Message

- Enter a Subject
- Select a type (usually general)
- Click Add Me
- Click continue

Sending a Message

- Click the +Phone to create a broadcast voice message – you will generally use the call me to record process but the system will do text-to-speech
- Click the +Email to create an email message – will send a default embedded phone message via email if you do not send a specific email

Sending a Message

- Click the +SMS to send a text message. Note you will still have a 160 character limitation.
- There is a counter that will count the words up to 160 to show you the remaining characters allowed.

Sending a Message

- Custom lists can be created
- Skyward Internal ID # must be used rather than what we have used previously as the SMSD ID #.



Review and Send

- Once you have created all the messages and reviewed them, you will click send now.
- Options to save message content and receive an email report of the job upon completion.
- Also allows you to schedule the message to be sent at a later time.



Translation

- Translation to Spanish is available – some nuances of the language may not be accurate.
- If it is important to have the message translated for accuracy – plan ahead to ensure time for translation through the ELL office.
- Language identifier field in Skyward.
- Some schools created custom lists for Spanish-speaking families – those lists will have to be updated using the Skyward internal ID #.

Reporting Functions

- A report will be generated for each message communicated. It will show the calls attempted and report the activity – will allow you to follow up on disconnected numbers, etc.

Classroom Messaging

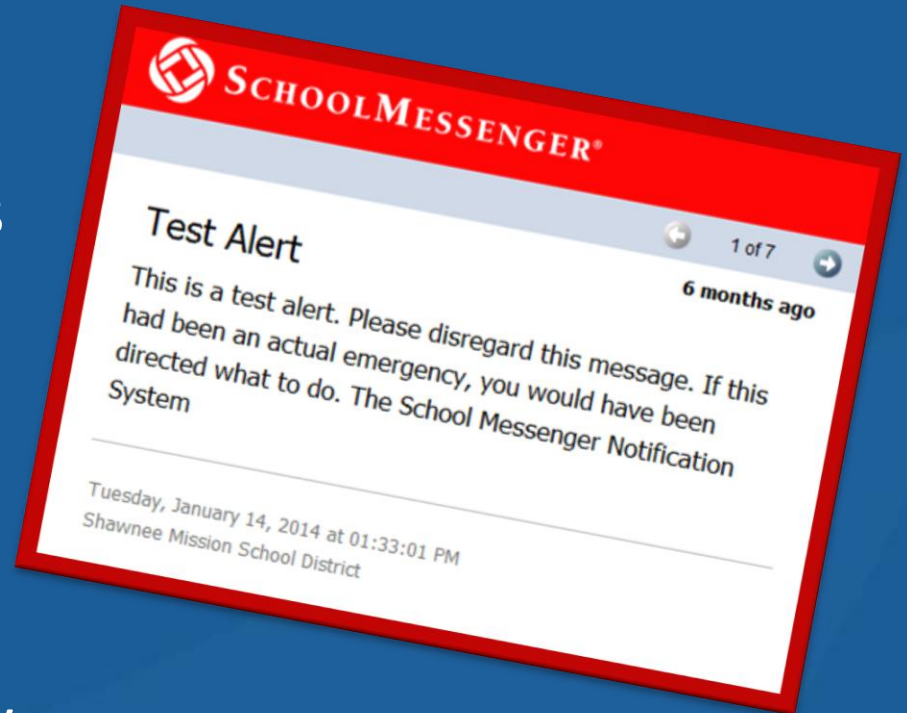
- Teachers will have access to their courses and sections only
- Use for communication with parents (i.e. classroom or school newsletters, permission forms, etc.) -- in lieu of email to parents
- Can attach any type of file – i.e. assignments, etc.

SMSD Activity Alerts for Coaches/Sponsors

- Using tags within Skyward is important
- Could set up a custom list using the Skyward internal ID #
 - Messages should be sent out as student alerts to ensure they get to the correct contact
- Could create a list from uploaded numbers

Desktop Alerts

- Messages will pop up on staff computers
- Process to send messages similar
 - Recipient – add me
 - Select SMS (text) or email and type Alert
 - Select social and type message desired
- Pop up message will show if computer is being projected.



Mobile Apps

- School Messenger – mobile app to download for you to send messages.



- SMSD Mobile app– a district app for parents, students, and patrons.



SMSD Alert: Comprehensive Notification/Communication System



Q & A

SMSD 