



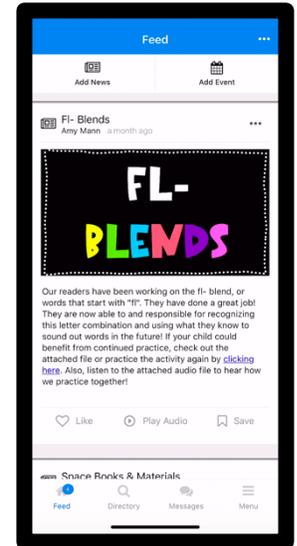
We are excited to partner with you and your school community!  
**Here are three ways you can get started on the mobile app or your computer:**

### 1 Post News:

A news item is any information that you want to share with a group. This can replace a flier, newsletter, or email. It is also an opportunity to share information for which you didn't previously have the platform, such as strategies you are working on in the classroom.

You can add images, attachments, and audio recordings and you can embed videos.

On the mobile app, tap Add News at the top of your Feed to begin a new post. On your computer, click the green plus sign and select Add News. You can then add a title, create the content of your news item, select your recipients, and publish it!

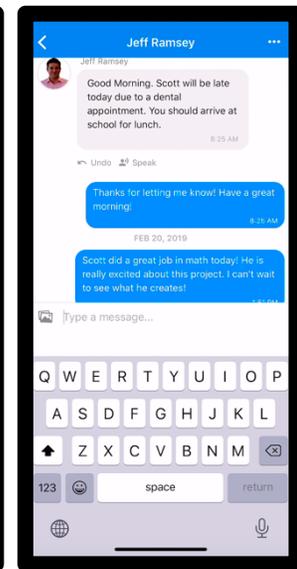
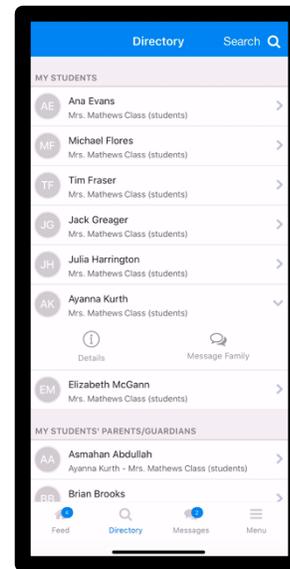


### 2 Send a Message:

Sending an in-app message is simple!

- Go to the person's directory listing by looking through the sections such as My Students' Guardians or using the search bar at the top.
- Tap the Message or Message Family button.
- Type or dictate the message.
- Tap Send.
- *Note: If Message isn't an option, that means the person has not yet activated her or her account. You can invite them instead!*

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



### 3 Send Invitations:

You can resend digital invitations to your entire class or a specific user at any time! To invite someone from the mobile app, follow these steps:

- Go to the person's directory listing by scrolling through the sections or using the search bar.
- Tap the invite button.
- The person will receive a text and/or email invitation.
- *Note: If Invite isn't an option, that means that they have already activated their account - that's great! Sent them a message instead!*

