Teacher Messaging

In addition to receiving school/district messages and engaging in the SchoolMessenger app-based discussions just like any other SchoolMessenger App user, teachers have additional abilities that students and parents do not have.

Teacher Accounts vs Student/Parent Accounts

The below table lists what each account type is able to do, depending on their district settings. Users who are both a teacher and a parent will have the ability to do all of the below.

| Teachers	Parents and Students
• Receive SchoolMessenger broadcast messages sent from the school or district. • If enabled, create SchoolMessenger app groups and invite students, parents, and other teachers to participate in them. • Create and send messages to selected recipients (any combination of all/selected students/parents). • Delete any comments sent by any participant that have been posted in any of the message threads that they have initiated. • Delete entire message threads that they've initiated. • Engage in discussions and conversations in any of the forums that they've created or are a participant of. • View all members within a group (if they're the main group teacher).	• Receive SchoolMessenger broadcast messages sent from the school or district. • Engage in discussions and conversations in any of the groups they're a participant of. • Delete any of their own messages that they've sent to a message thread. • Leave teacher-created groups.

Create a Message

Creating a message is a very simple process. You select the recipients your message will be sent to, designate whether their comments will be visible to others in the group, only visible to the teacher, or not at all (comment not permitted).

1. Click on the [✉ **Messages**] menu option.

2. Click the [NEW MESSAGE ✏] button. The **Select Recipients** window appears.

3. Click the group that you would like to draw recipients from. You can draw recipients from multiple groups in one message, if required. You can select recipients by:

   - Clicking any of the **All** subgroup buttons.

   - Clicking the **Refine** button. You can select specific individuals from all subgroups.

   - Typing an individual's name in the "**To:**" field. The SchoolMessenger app will locate and display all records that contain the sequence of letters you typed in either the first or last name. Click to select the appropriate individual.
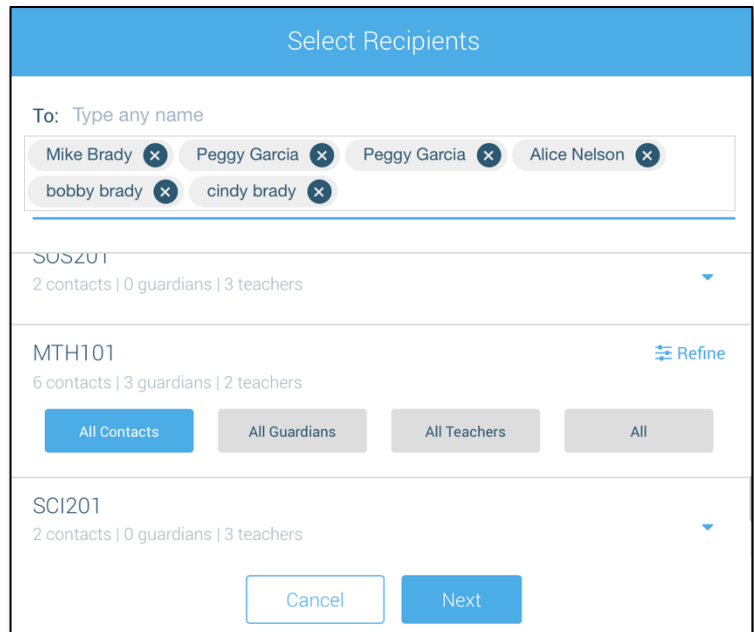
   You can remove individuals from the recipient list by clicking the **X** next to their name.

4. Click **Next**. The **Compose Message** window appears.
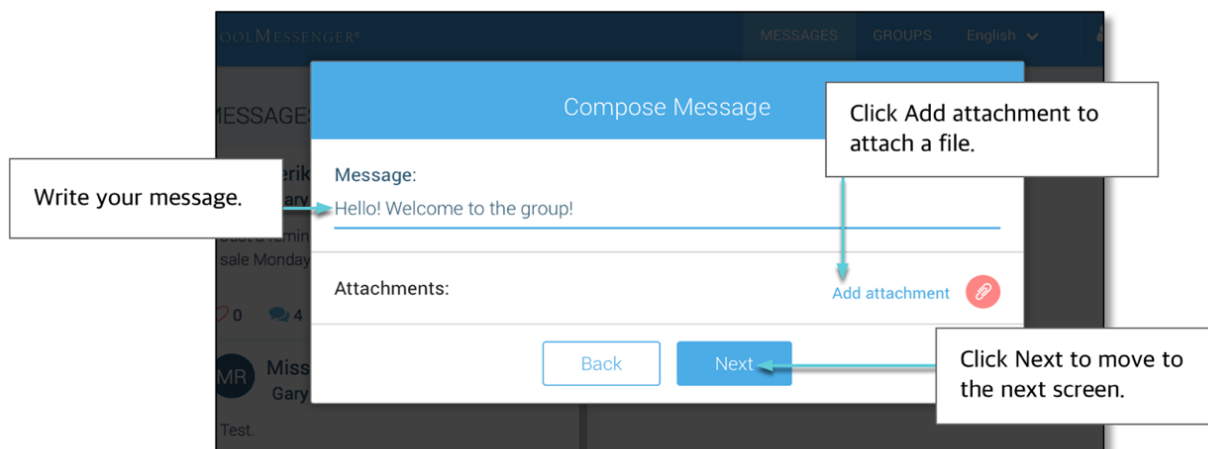
Add Attachments

Use attachments to send the following file types to parents, guardians and students:
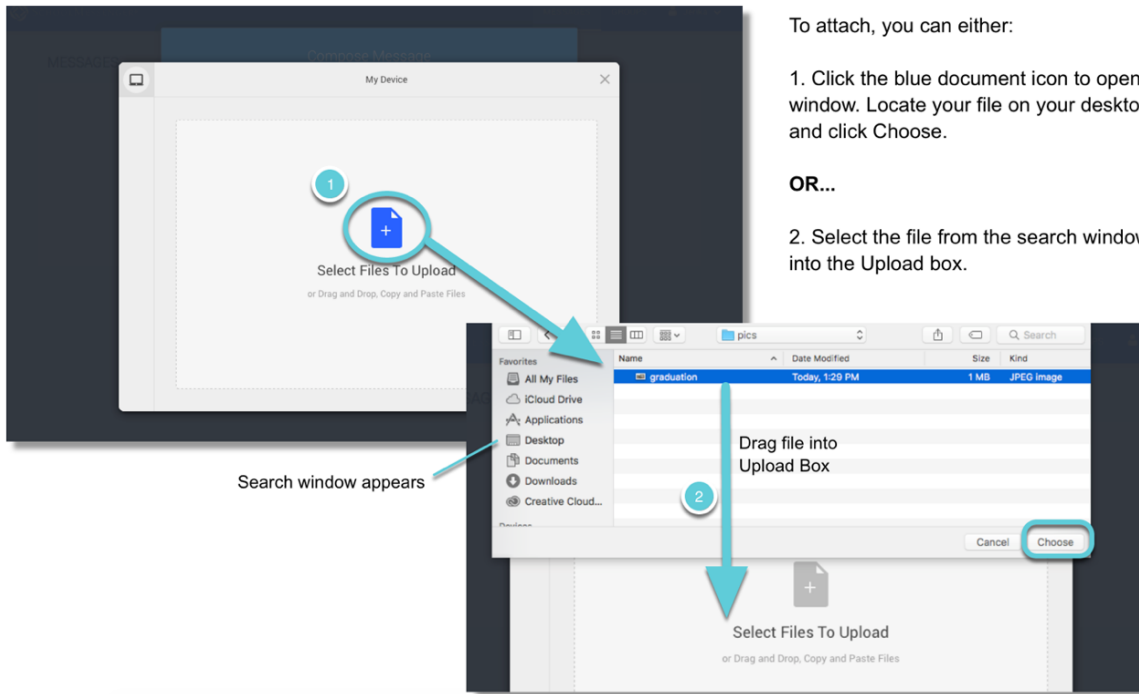
- images (PNG, JPG)

- documents (PDF, DOC, DOCX, PPT, PPTX)

- video (MP4)

- audio (MP3, WAV, M4A)

Note that the **max file size** is 20MB and you can only send **1 attachment** per message.

To attach a file, click the **Attachment icon:**

> Add attachment 🖉

After clicking the **Attachment** icon, the **Upload** box appears:

Select your Message Settings

If you're ready to send your message, select your **Message Settings**:

- **Everyone in the conversation:** comments to your message will be seen by the entire group

- **Me Privately:** only the teacher will see comments sent by individuals

- **Comments not allowed:** no one will be able to send a response

- **Commenters' names:** check the box to allow everyone to see everyone's names
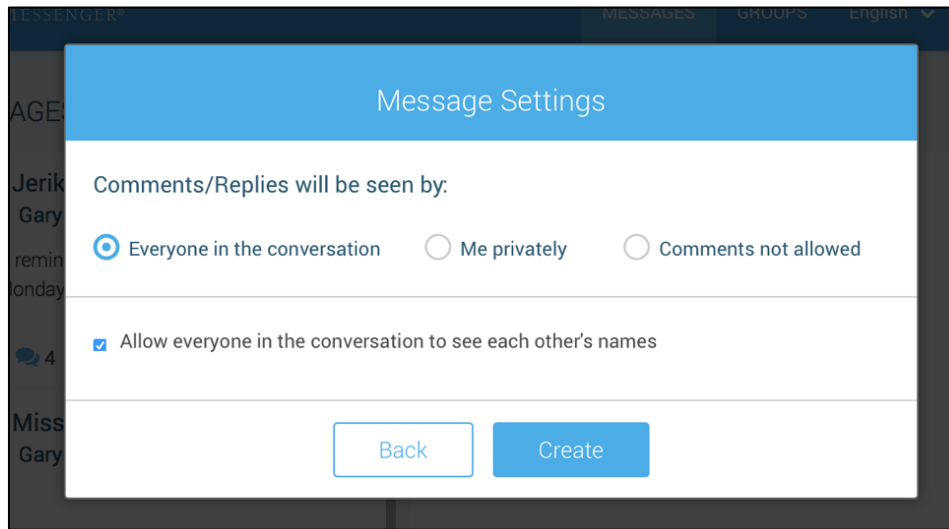
Replies Disabled

If your replies have been disabled by a system administrator, you will only have 1 option when sending your message – "Comments not allowed":
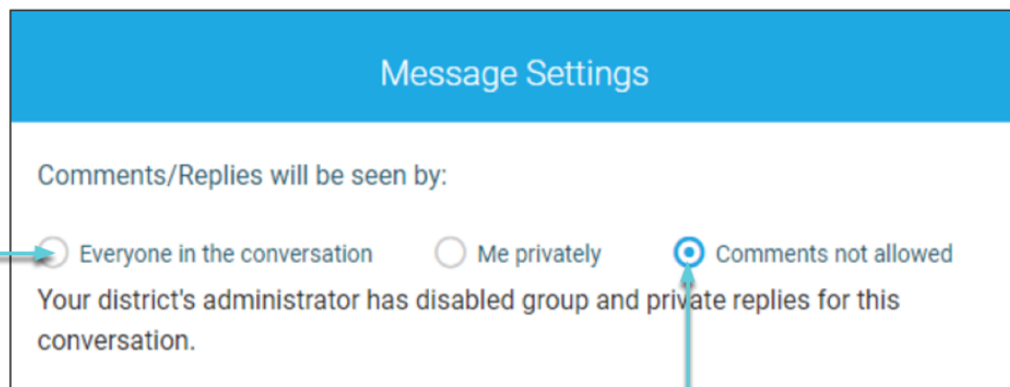
All other options are greyed out.

"Comments not allowed" is the only option Teachers can select if Replies are disabled.

Delete an Entire Message Thread or a Member Comment

- **Teachers** can delete whole message threads or single comments.

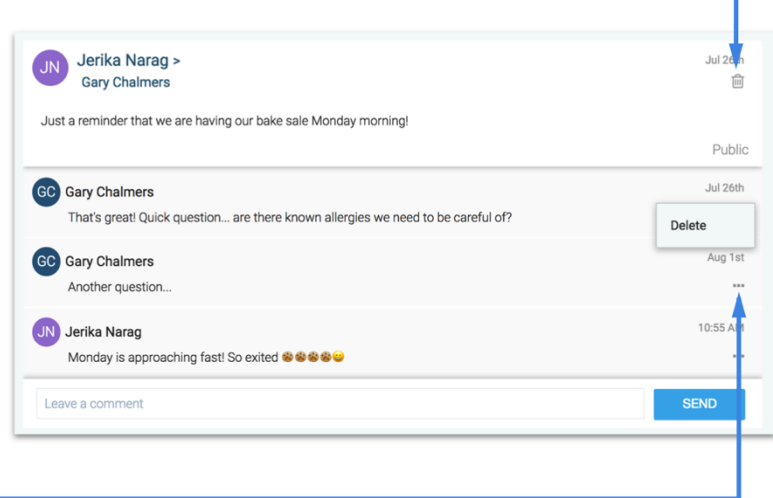- **Parents and students** can delete their own comments.

Delete an entire message thread

1. Click on **Messages** in the menu.
2. Click on the trash bin icon in the message header to delete the entire message thread
3. Confirm the deletion of the entire message thread

Delete an member comment

1. Click on **Messages** in the menu.
2. Click on the three dots **(. . .)** next to the comment that you wish to delete
3. Click Delete (it's the option that will pop up in place of the dots). Confirm the deletion in the next screen.

Jerika Narag >
Gary Chalmers   Jul 26th

Just a reminder that we are having our bake sale Monday morning!

Public

GC Gary Chalmers   Jul 26th
That's great! Quick question... are there known allergies we need to be careful of?

Delete

GC Gary Chalmers   Aug 1st
Another question...

JN Jerika Narag   10:55 AM
Monday is approaching fast! So exited 😄😄😄😄😄

Leave a comment   SEND

Responding to a SchoolMessenger App Message

Anyone receiving a SchoolMessenger app-based message created by a teacher may read the message, and, **if enabled**, read the comments of other group members and reply.

The circumstances are defined by the teacher who created the original message or your district admin. Messages may be configured so that:

- comments can be entered and read by everyone

- comments can be entered by group members but will be received privately and read only by the teacher
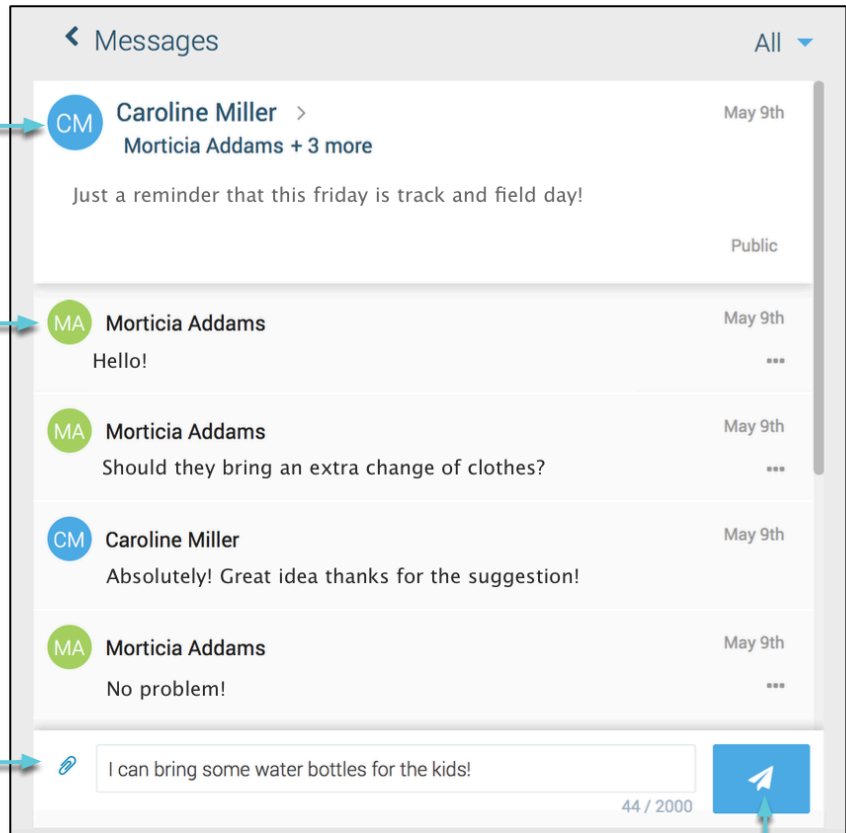
- no comments are allowed.

The below is an example of how a message thread appears to a recipient:

Teacher Caroline has created a message thread.

Participant Morticia has commented on it, and, as a public comment, it is readable by all group members.

The currently logged-in group member is in the process of entering their own comment. The same comments box is used for both public and private messages.

To send and post the message that has been entered, the user clicks the send button.

< Messages   All ▼

CM Caroline Miller >   May 9th
Morticia Addams + 3 more
Just a reminder that this friday is track and field day!
Public

MA Morticia Addams   May 9th
Hello!   ...

MA Morticia Addams   May 9th
Should they bring an extra change of clothes?   ...

CM Caroline Miller   May 9th
Absolutely! Great idea thanks for the suggestion!

MA Morticia Addams   May 9th
No problem!   ...

📎 I can bring some water bottles for the kids!   ➤
44 / 2000

Add an Attachment to a Reply

Use attachments to send the following file types in your reply:

- images (PNG, JPG)
- documents (PDF, DOC, DOCX, PPT, PPTX)
- video (MP4)
- audio (MP3, WAV, M4A)

Note that the **max file size** is 20MB and you can only send **1 attachment** per message.

After clicking the **paperclip icon**, the **Upload box** appears.