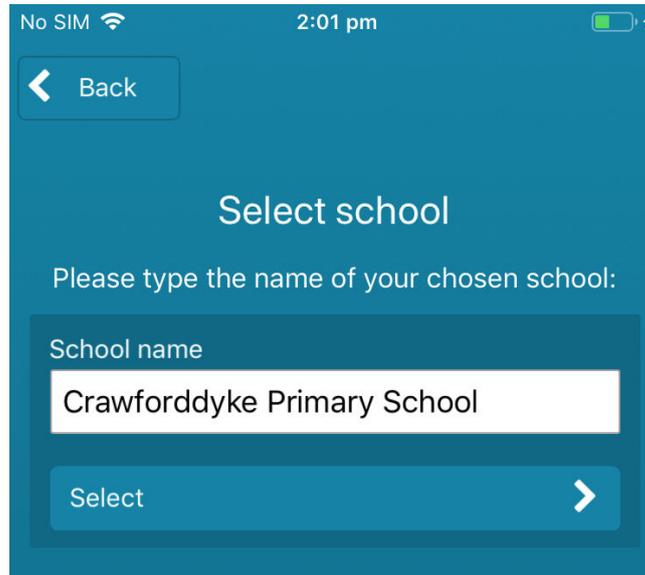


App User Guide For Parents

1. Download the app from the App Store Or Google Play Store by searching School App For Parents, once you download the app you will need to search for your school name and click on select.



2. Once you have the app downloaded you can locate the app by looking for this icon on your phone screen.

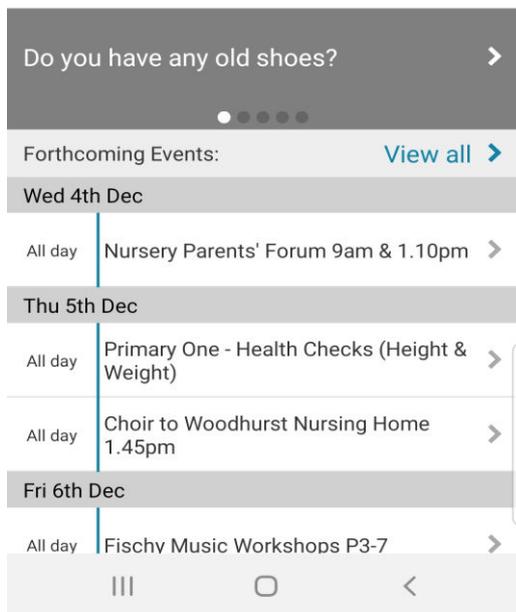
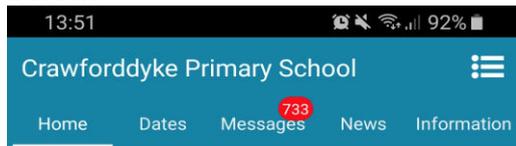


3. Once you have opened the app the first screen will be the splash screen, this will be seen until the app is loaded, if the app has a pin you will have to contact the school to obtain these details.

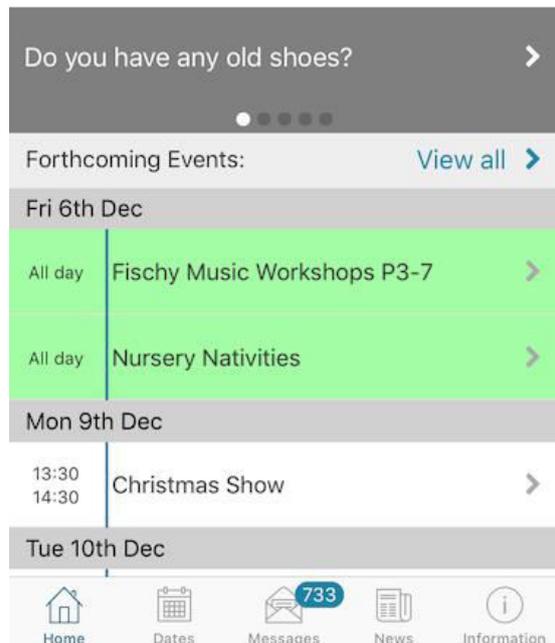
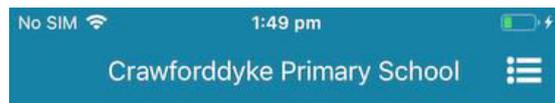


4. Once the app is loaded you will be greeted by your home screen, with your home screen layout is different between Android and Apple, with Android, the tabs for navigating around

the app are at the top of the app and with Apple they are situated at the bottom, please see below:



Android



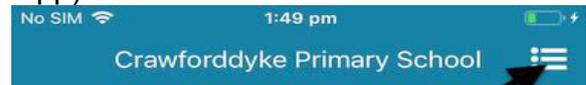
Apple

With the home screens you will see today's and forthcoming events, if there are no events for today, you will see a message there are no events for today.

- You can also add more than one school to your app by clicking on three lines in the top right hand corner (see image below) and follow step 1 to add your second school (please note you can add up to 5 schools on the same app).

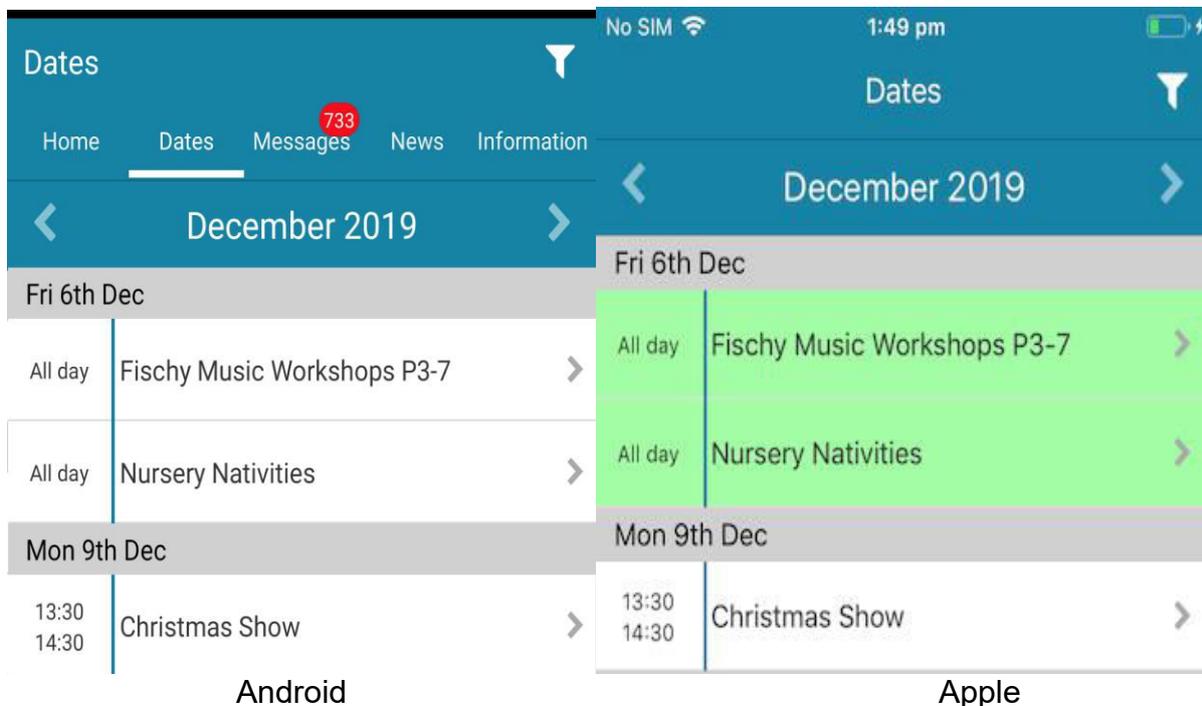


Android



Apple

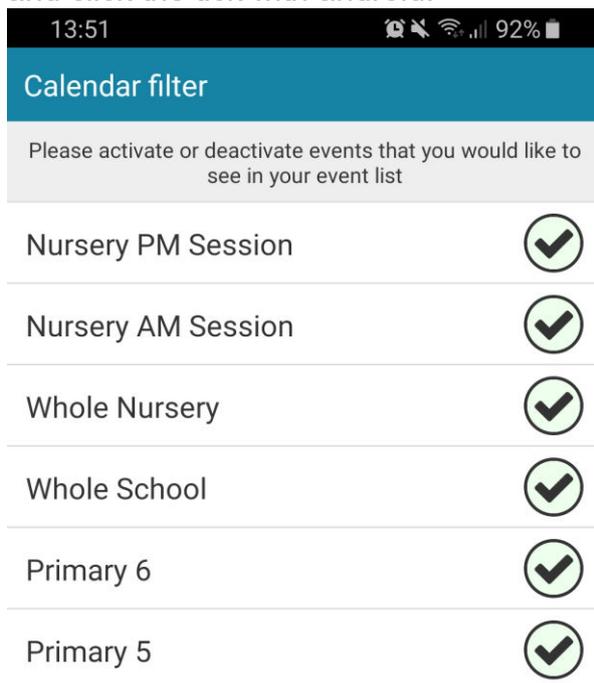
- The next tab along is your dates tab, this will display all your events for the month. You also have functionality to click on an event and this will show you all of the event information and a map of the location of the event. You can also tab forward to future events and tab back for previous events.



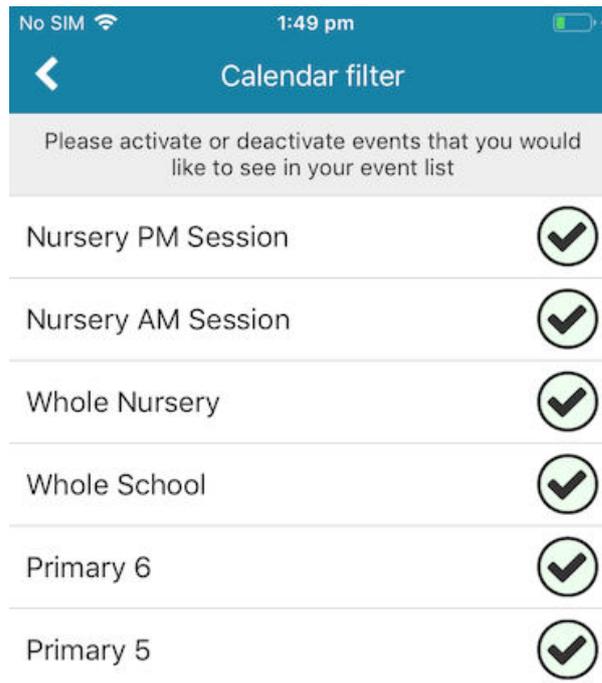
Android

Apple

7. Also at the top right you can click on calendar filters, in Android this is the square with the plug this section enables you to select the department/filter which applies to you so for example, so to give an example if you only have a child in year 5 then would untick all other options apart from year 5/6 and whole school, and only these events will appear on your calendar once you have selected your filters then all you have to do is click back with Apple and click the tick with android.

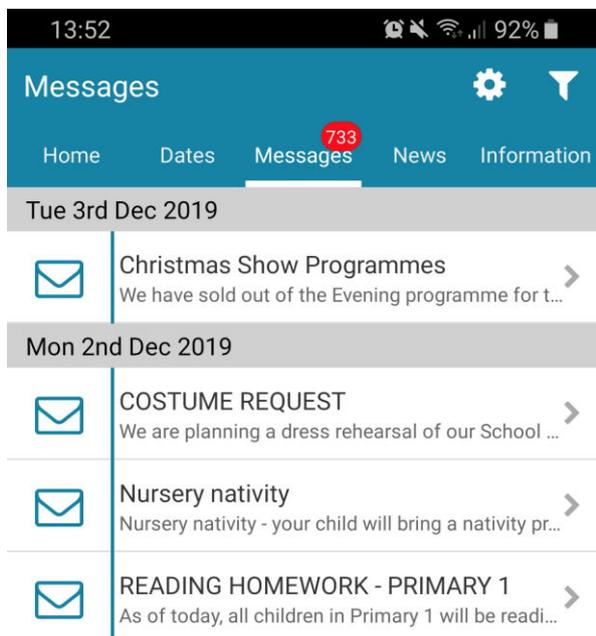


Android

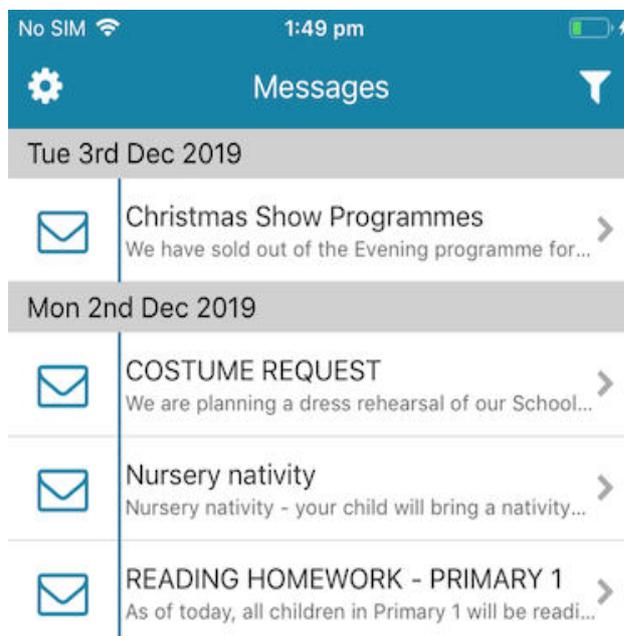


Apple

8. The messages tab along brings you into your messaging section of the app, this is where you can read all the messages the school has sent out, you can also use the search function to find a certain message also. In apple you will also be able to see how many messages you have that are unread this will be symbolized by a red circle with a number on it.

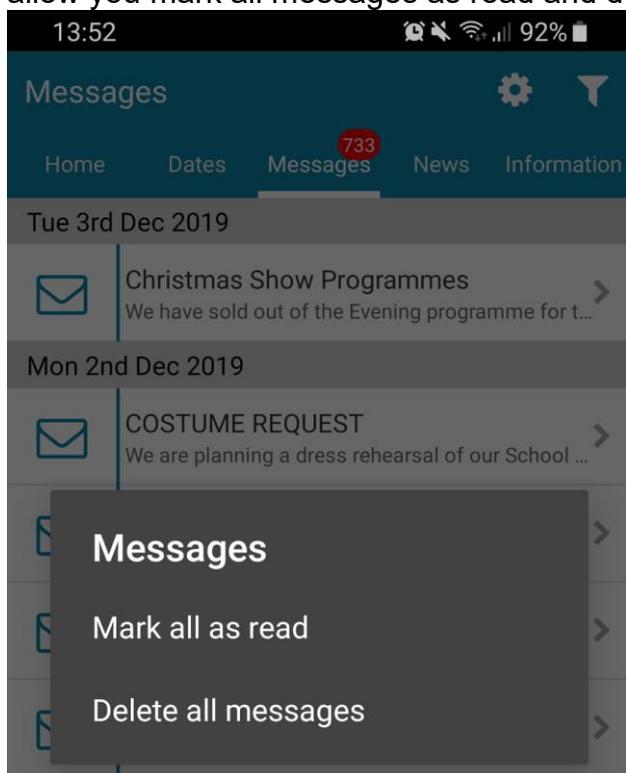


Android

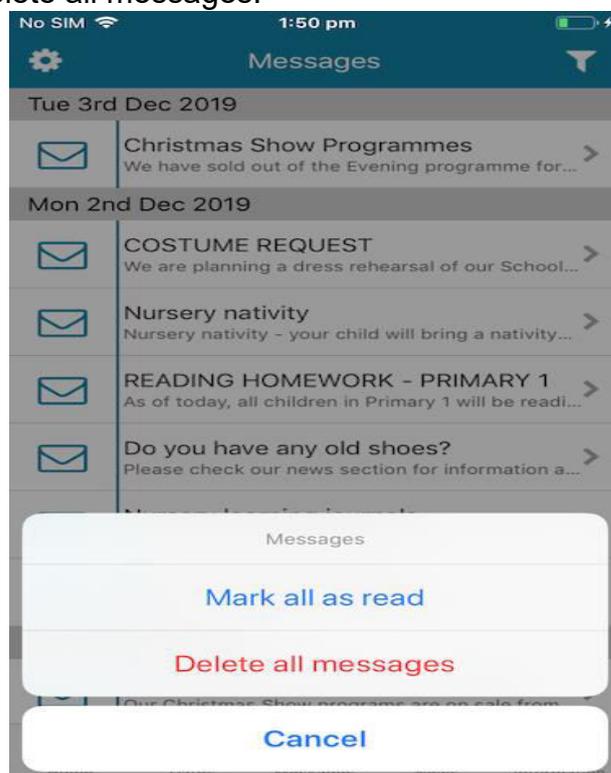


Apple

9. In the messages section you also have a cog in the top bar, if you click on this cog this will allow you mark all messages as read and delete all messages.

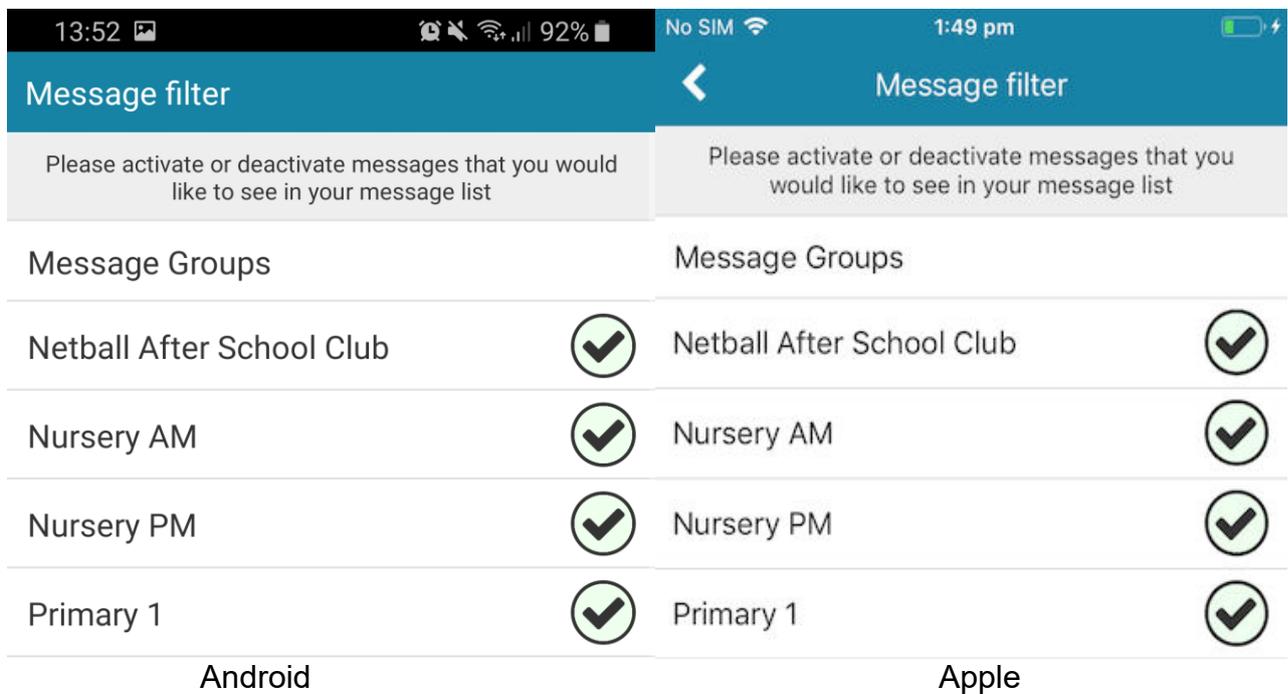


Android



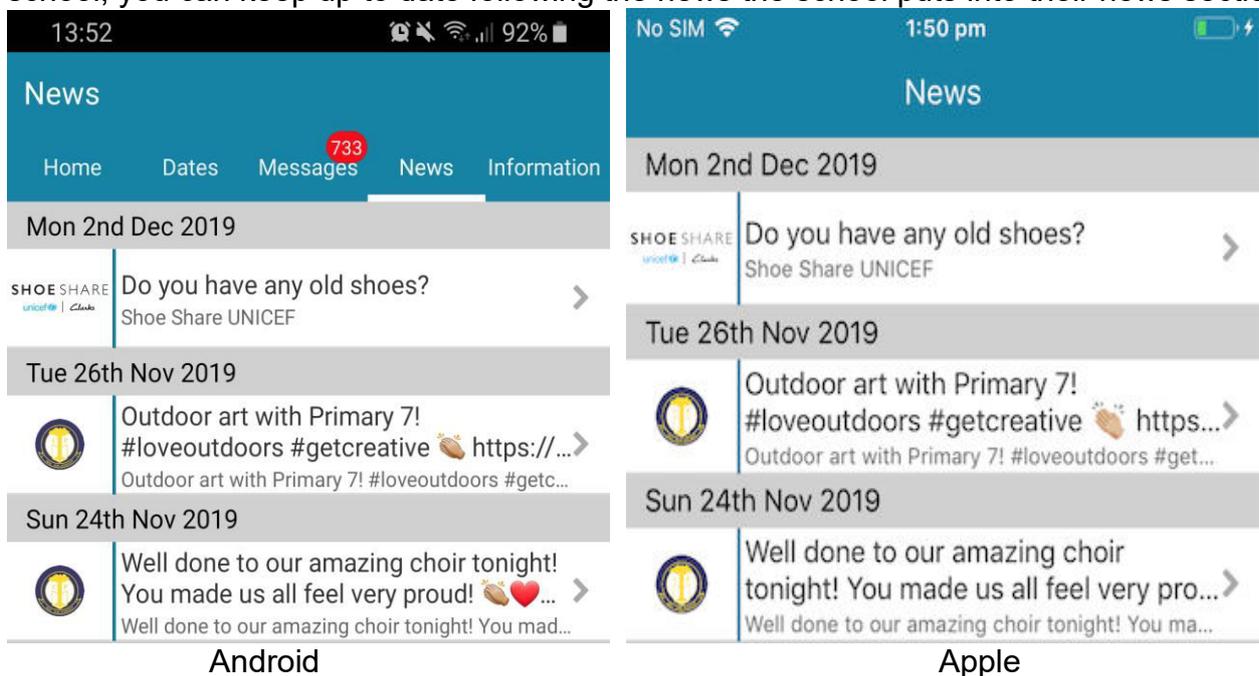
Apple

10. One big benefit of the messages section is that you can choose what messages you receive you can do this by clicking on message groups, you will find these by clicking on the funnell on the top right hand corner, this will open up the filters shown below:

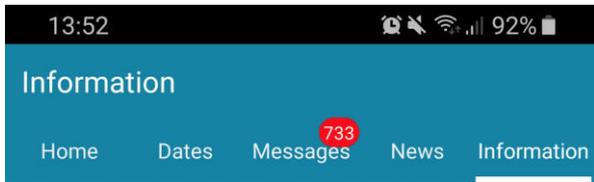


Above you can select what message groups you would like to receive messages from so to give an example if you only have one child in primary 1 then would untick all other options apart from primary 1 and whole school and you would only receive messages sent to that year group, so that you are not bombarded with messages, once you have selected your message groups then all you have to do is when your child moves on is retick the message group.

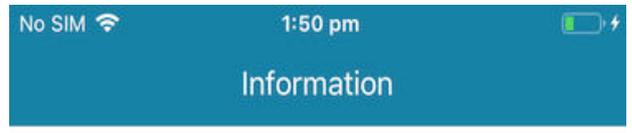
11. The next screen is your news screen, this contains all the news that has been posted by the school, you can keep up to date following the news the school puts into their news section.



12. The last screen on the app is the information section contains all the links to school information, in this section the school can upload such things as websites, text or documents.



Android



Apple