

Quick Reference Guide

Audience: Families.

Purpose: Learn how to **message back and forth** with your child's teacher and School Leadership and **stay up to date** on classroom and school news through bulletins.

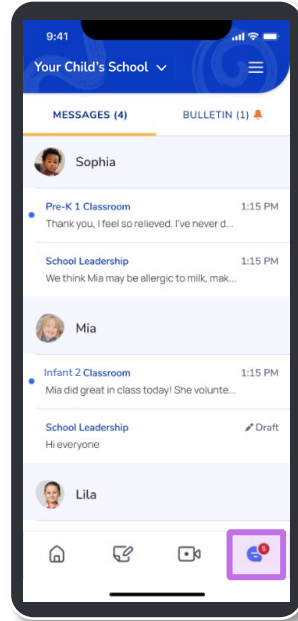
LEARNING CARE GROUP'S FAMILY OF BRANDS

Messaging Landing Page.

1

Tap the **message** tab on the bottom right to access the messaging landing page. You can use two types of messages - 1) messages to your child's assigned classroom(s) and 2) messages to your child's School Leadership.

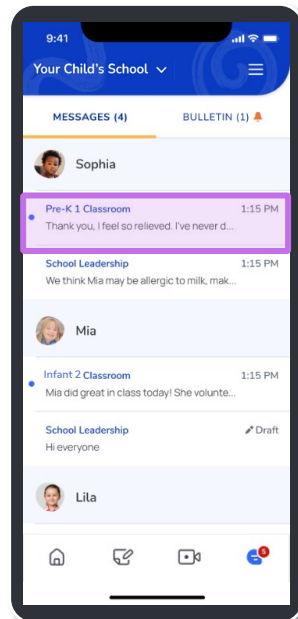
Quick note: The messaging feature allows for two-way communication, you can use it for quick updates for your teacher, or questions for School Leadership.



2

Tap **your child's classroom** to message directly with their teachers.

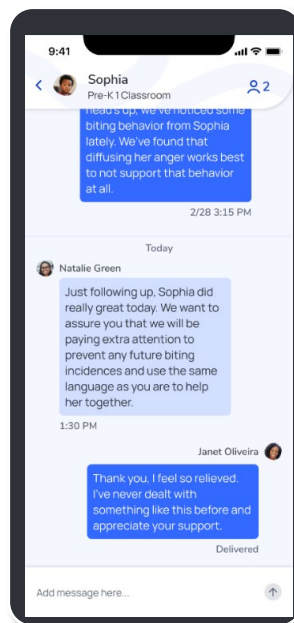
Quick note: Teachers may be in class and unable to respond to a message immediately.



3

Tap **“Add message here...”** to send a message to all teachers that are currently in your child’s classroom.

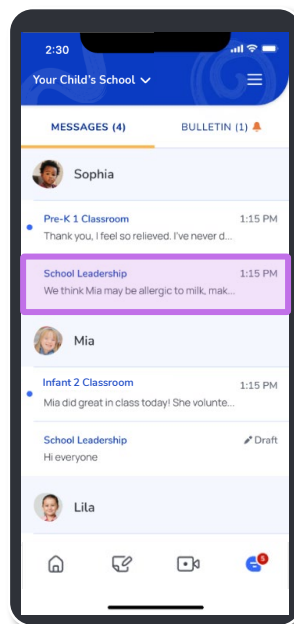
Quick note: All teachers that are currently in your child’s classroom can see and respond to your message.



4

Tap **your child’s School Leadership thread** to message directly with their School Leadership.

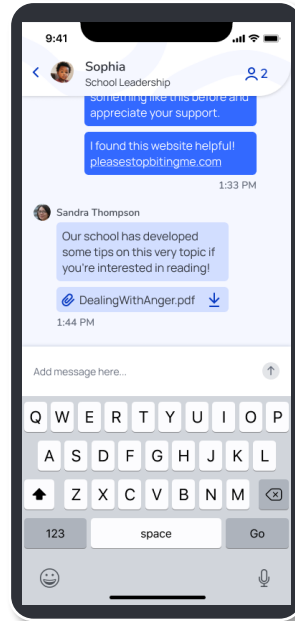
Quick note: School Leadership may not be able to respond to a message immediately but will get back to you as quickly as possible.



5

Tap “Add message here...” to send a message to your child’s School Leadership.

Quick Note: Messages sent to School Leadership cannot be seen by classroom teachers.



Messaging Landing Page - Bulletin

1

Tap the **Bulletin** button to find general announcements for your child’s classroom and school.

Quick Note: Bulletins provide general announcements– you cannot respond to them directly. Alerts are for bulletins of high importance and will be visually distinguished. Alerts can be sent via SMS if legal guardians are enrolled via settings.

