



SchoolSpeak 


Admin 1

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Overview

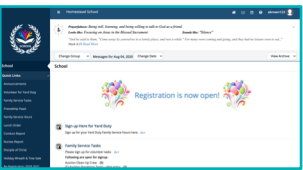


Key Points

- Member - all persons in SchoolSpeak
- Groups – ‘Containers’ to organize members. May have resources
- Resources – ‘Mini applications’ that do a task

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Overview



- Each user will have a custom view based on their needs
- Determined by the administrator and family story
- Quick Links – Resources that have been added
- Content area
- Tool bar
- Disciple of Christ

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Associations

Name	Relationship	Privileges
Owen Brown ✓	Child	
Lucas Brown ✓	Child	
Karen Brown ✓	Spouse	Can edit this profile

- There is no family ID in SchoolSpeak
- Admins will build families based on the associations
- Tool – Add Family

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Student Profile

Edit member details - Owen Brown

Medical information - print view

Personal history: Birthdate, Last Name, First Name, Middle Name, Gender, Ethnicity, Religion, Race, Height, Weight, Blood Type, Allergies, Medications, Immunizations, Vaccinations, Physical Exam, Vision Exam, Hearing Exam, Dental Exam, X-rays, Lab Tests, Other

Emergency contacts: Name, Phone, Email, Address, City, State, Zip, Country

Diocesan Fields: Diocese, Parish, Pastor, Sacraments, Confirmation, Baptism, Marriage, Annulment, Divorce, Death, Burial, Cremation, Other

NCEA fields: NCEA ID, NCEA Name, NCEA Address, NCEA City, NCEA State, NCEA Zip, NCEA Country

Volunteer clearance: Name, Address, City, State, Zip, Country, Clearance Status, Clearance Date, Clearance Expiration Date

- Custom fields are easy to add
- Sample
 - Medical
 - Emergency contacts
 - Sacraments
 - Diocesan Fields
 - NCEA fields
 - Volunteer clearance

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Working with associations as an admin

Father, Mother and Guardian have same potential access

Privileges may be changed based on family needs

To change privileges on child go to child profile

Edit member association (Owen Brown) [Edit] [View]

Add/Edit member association:

Last Name Brown ✓ ⇐ Member from group

Select the member to be associated: Owen, ANTHONY ⇐ Select member

Select association type: Father

Grant privileges:

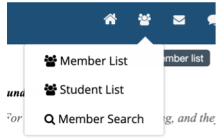
- ⇐ Associated member can edit profile.
- ⇐ Associated member can view Grades and ReportCards.

Add reverse association:

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Member Icon



- Groups typically have multiple types of members
- Classroom group – Has teachers, students and parents
 - Grade community
- Member list – all members of group
- Student list – Just the students
- Search

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Profile Summary View

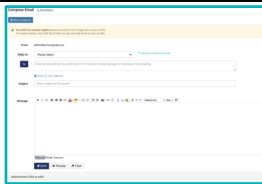
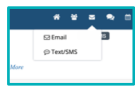


- Login ID
- Member ID – unique identifier
- Groups membership
- Contact information
- Associations
- Disable/Enable
- Admins can see all completed fields other member types see an abbreviated list

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Email



Simple interface

Use TO button

All using SchoolSpeak use the same email information

Use Group or member ties to determine recipients

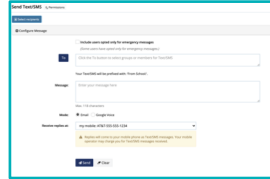
Reply To for admins

Admins will determine groups that can be emailed to and the members who are allowed to email

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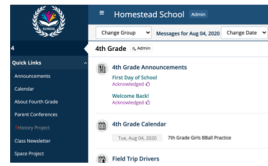
Text



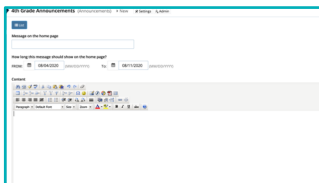
- Simple interface
- Can use the same concept of groups/members using the TO button
- ** Mobile number and mobile carrier are required in the profile
 - Make those mandatory
 - Parents can opt for only emergency text messages

Communication Resources

- Bulletin - Time
 - Announcements
 - Newsletter
 - Time based communication
- Webpages – Non-expiring
 - About
 - Parent student handbook
 - Landing pages
 - Information



Bulletin



- Time based
- After time expires will remove itself
- Attachments
- Redirect
- Templates



Questions?

Contact support using the CHAT icon
SchoolSpeak Support Site
New Groove site
Setup an appointment

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