



# SchoolSpeak Teacher

The slides for today have been added to the gotowebinar control panel. Please feel free to download them.



© 2018 Community Brands Holdings, LLC. All rights reserved.

---

---

---


---

---

---

---

---



# Welcome to the SchoolSpeak Family

© 2018 Community Brands Holdings, LLC. All rights reserved.

---

---

---

---

---

---

---

---

## SchoolSpeak is a School Management System

<b>Communication</b> <ul style="list-style-type: none"> <li>Customized portals - parent, teacher and student</li> <li>Email</li> <li>Texting</li> <li>Announcements</li> <li>Posting information</li> <li>Documents</li> <li>Video Links</li> <li>Summary Emails for weekly updates</li> </ul>	<b>SIS - Student Information System</b> <ul style="list-style-type: none"> <li>Student data</li> <li>Contact information</li> <li>Demographic data</li> <li>Parent releases</li> <li>Additional information -             <ul style="list-style-type: none"> <li>Emergency contacts</li> <li>Religions</li> <li>Doctor and dentist</li> </ul> </li> <li>Parent data</li> <li>Parents can update their own family data</li> </ul>	<b>Gradebooks</b> <ul style="list-style-type: none"> <li>SRG grading</li> <li>Traditional Grading</li> <li>Reports to evaluate student performance</li> <li>Specialized for SRG teaching</li> <li>Track daily attendance</li> </ul>
<b>Integrated Report Cards</b> <ul style="list-style-type: none"> <li>Standards</li> <li>Achievement</li> <li>Behaviors</li> <li>Reports may be published by teachers or admin</li> <li>Preview status to allow principals to review report cards before parents</li> </ul>	<b>Tools for Success</b> <ul style="list-style-type: none"> <li>Grades</li> <li>Gift tracking - time or money</li> <li>Nurse Report</li> <li>Records of Christ Report</li> <li>Forms used for registration, applications, inquiries</li> <li>Cafeteria slips</li> <li>Lunch order - daily or in blocks</li> <li>Notice</li> <li>Lesson plans for daily or unit based study</li> <li>Sync to Green, School Messenger or PowerSchool</li> </ul>	<b>Tools for the administrator to make it easy to maintain the application</b> <ul style="list-style-type: none"> <li>Pre-made reports</li> <li>Attendance</li> <li>Emergency contacts</li> <li>Volunteer disturbance reports</li> <li>Tools to help you:             <ul style="list-style-type: none"> <li>Customize permissions easily</li> <li>Move students from class to class</li> <li>Automatic alert emails when parents update profiles</li> <li>Tools to manage the gradebooks and report card processes</li> </ul> </li> </ul>

© 2018 Community Brands Holdings, LLC. All rights reserved.

---

---

---

---

---

---

---

---

### General Concepts

- Member – Anyone listed in SchoolSpeak
- Group – Way to organize members. May have resources
- Resources – Mini App within SchoolSpeak – gradebook, attendance, announcements, webpages, signups

© 2018 Community Brands Holdings, LLC. All rights reserved.

---

---

---

---

---

---

---

---



### General Overview

© 2018 Community Brands Holdings, LLC. All rights reserved.

---

---

---

---

---

---

---

---

### Important concepts

- Parents can see only what they have been given permission to view
- Classroom groups will typically have 4 sections:
  - Communication
  - Homework
  - Progress reports (gradebooks)
  - Report cards
- Schools can add groups/resources for extra curricular activities
- Take advantage of the mobile apps
- Expanding use of SchoolSpeak helps to bring the community closer together

© 2018 Community Brands Holdings, LLC. All rights reserved.

---

---

---

---

---

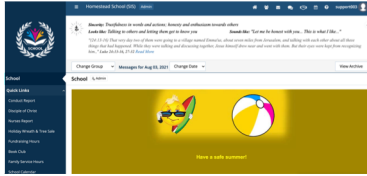
---

---

---

## The Homepage

- Each member has a customized homepage based on needs
- Groups listed on left, resources in quick links list and content in content area on right
- Menu tray in upper right



© 2018 Community Brands Holdings, LLC. All rights reserved.

7

---

---

---

---

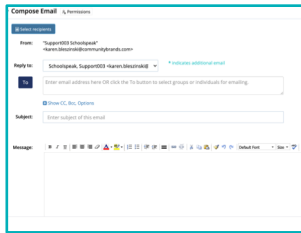
---

---

---

---

## Email



TO button – use the groups to send emails

- Options:
- Attachments
- Signature
- Reply To

Option – Auto BCC – default 50 or more – recommend 2 or more

Double check – can verify the number of people on the list

Admins can determine who can email

© 2018 Community Brands Holdings, LLC. All rights reserved.

8

---

---

---

---

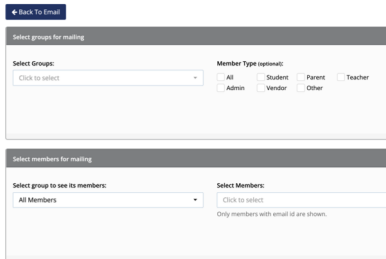
---

---

---

---

### Select from groups and members



© 2018 Community Brands Holdings, LLC. All rights reserved.

9

---

---

---

---

---

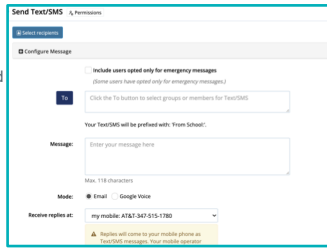
---

---

---

## Texting

- Requires the mobile number and mobile carrier in profile
- Parents can opt out of non-emergency texts
- Admin access only to begin




---

---

---

---

---

---

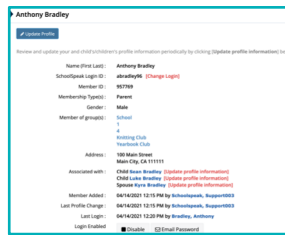
---

---

---

---

## The Profile



- Each member has a profile
- Custom information for that person
- There profile fields may be different for students, parents and teachers
- Parents are encouraged to update their own and their students' profiles.
- Admins can make fields mandatory or not
- Admins can setup SchoolSpeak to bring parents to the profile update automatically at the beginning of the school year

---

---

---

---

---

---

---

---

---

---

## Attendance

- Attendance based on homeroom by default
- Use All Present if all there
- Mark the exception only
- Comments may be seen by parents
- Reports are available
- Can update during the day
- If school is using lunch order can be included

---

---

---

---

---

---

---

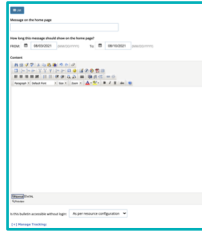
---

---

---



### Announcements - Bulletin Resource



Time based announcements – select the time it should display to the parent

Manage tracking

Attachments

Redirect to other sites

Email option

Summary Email

Great for newsletters, announcements

---

---

---

---

---

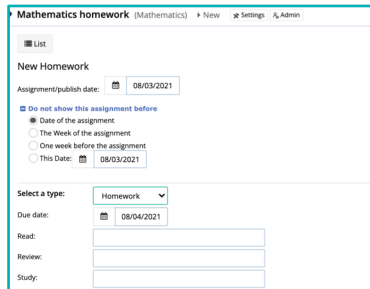
---

---

---

### Homework

- Based on subject
- Can link to outside sources



---

---

---

---

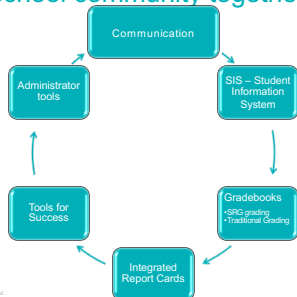
---

---

---

---

SchoolSpeak is the *solution* that brings your school community together



---

---

---

---

---

---

---

---



**Thank you!**

If you have any questions,  
please contact your  
SchoolSpeak Support  
Via chat

Via email – [schoolspeak-support@communitybrands.com](mailto:schoolspeak-support@communitybrands.com).

© 2019 Community Brands Holdings, LLC. All rights reserved.

---

---

---

---

---

---

---

---