Schools are allowed three accounts per site.

1) A PRINCIPAL account

2) A SECRETARY/OFFICE MANAGER account

3) A **GENERIC** account which the principal can share with school staff at the principal's discretion.

TYPES Fields:

All	If you select this option all members of your school will receive the message (including staff).
Student	If you select this option, only students will receive your message.
Faculty	If you select this option, teacher will receive your message.
Staff	If you select this option, staff members who are not teachers will receive your
	message.
Other	If you select this option it will send the message to any special groups you may
	have created.

HOW TO CHANGE A PHONE NUMBER:

Go to the field labeled **Home phone** on the student **Demographics** page in Powerschool. The number stored there is sent to BBConnectED every day at 4:00 pm - an hour before the attendance calls start going out.

UPDATING WRONG PHONE NUMBERS:

Every time you send a message using BB Connect, the system will e-mail a report to the account sending the message with phone numbers that were rejected. Please review this list often and update the contact information on Powerschool.

When a community member calls to inform you that they are receiving a message from your school but do not have any children in the system, you must: 1) Look up the phone number on Powerschool to identify the student with that phone number, 2) Contact the family using an alternate number found on the system or emergency card. BB Connect will not delete the wrong number until a new number is provided.

SINGLE LANGUAGE MESSAGES:

Sending bilingual messages is not recommended because it will increase the length of the message. When sending a message out to families, select STUDENT field, and select the language of the message. Using Powerschool data, BBConnectED is able to sort students by the home language they provided during registration. The only option for WCCUSD is English or Spanish, all other languages have the default setting of English as their home language.

2. Select Guardian Information under

HOW TO CHANGE HOME LANGUAGE:

This usually happens when a family receives a message in Spanish and would prefer to receive it in English or vice versa. Follow these steps:

1. Select State Providence.

Information	California Reporting Information.
Addresses Custom Screens	California Reporting Information
Demographics	Student Information
Emergency/Medical Family	Guardian Information
Modify Info Other Information	English Learners and Immigrant Information
Parents/Guardian	Authorizations/Prohibitions Waivers (EL Students)
Photo State/Province - CA	Program Eligibility
Transportation Dashboard	Lunch Program Eligibility
Dashboard	Concurrent (Non-Primary) Enrollments
	UC/CSU Information
	Pre-ID Exam Information
	Physical Fitness Tests
	Special Education and CASEMIS Information

3. Change the language in the **Parent Guardian Correspondence Language** field to English (00) or Spanish (01). Every night Powerschool will upload any changes to BBConnectED.

Please choose the Parent/Guardian contacts to be repo	orted on the Stud	lent Information extract and com	plete the corresponding fields for those contacts below
Parent/Guardian 1	(M) Mother	Parent/Guardian 2 (F) Fathe	er
Parents Information			
Mother's Name	Davila, Zulma	3	Format: Last, First
Father's Name	Abazan Andra	ade, Pedro	Format: Last, First
Guardian 1 - Name			
Last, First			Relationship
Guardian 2 - Name			
Last, First			Relationship
Other Guardian Information			
Parent/Guardian Highest Education Level*	(15) Decline	to State	
Parent/Guardian Correspondence Language	(01) Spanish		
	(Will default to	English if not set)	















Connect-ED[®]

QUICK START GUIDE

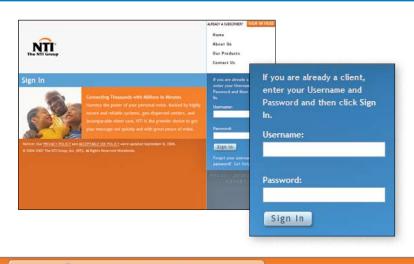
Send personalized messages to thousands of parents, faculty, and staff in minutes.



Connect-ED[®]

How to Send a Message

First, Sign in to the Connect-ED Service



STEP 1 Select or Create Message

From the Home screen, click on the button for the type of message you want to send: Community Outreach, Attendance Notification, Emergency Communication, or Single Survey.



To select a previously recorded message:

- **1.** Select a message from the screen.
- 2. Click Next to continue.
- 3. Proceed with STEP 2: Select Contacts.

🙃 Se	lect or 0	Create a Community Outr	each Message				
_		Message	from the list below or click Create Net	w Message.			
				Search:			0
Viewir	ig 1-15 (of 27 messages		Go to page	0	O Page:	1 of 2 🕥
	Туре	Message Title	Language	Last Update▼	Duration	Preview	
Ο	0	State Testing	English	4/27/2007	19 secs	۲	EDIT
	6	Report Cards	English	4/10/2007	5 secs	۲	EDIT
	0	Spring Break	English				

1. Go to www.ntigroup.com and

2. Enter your Username and Password

Did you forget your Username and/or

Password? Click Get Help Here. Enter your e-mail address or Username. We will send your Username and Password to you by e-mail.

top right corner of the screen.

and click Sign In

click SIGN IN HERE located in the

- To record a new message:
- 1. Click 🔁 Create New Message
- 2. Select 🛈 In My Voice
- 3. Type in a *Title* for your message.
- 4. From the drop-down menu, select the *Language* you are using to record this message.
- 5. Click Next to continue.
- 6. Follow the on-screen instructions and voice prompts to record your message using a telephone.



- recording your message.
- 8. The title of your message will appear in the message list. Click () Next) to continue.
- 9. Proceed with STEP 2: Select Contacts.

QUICK START GUIDE

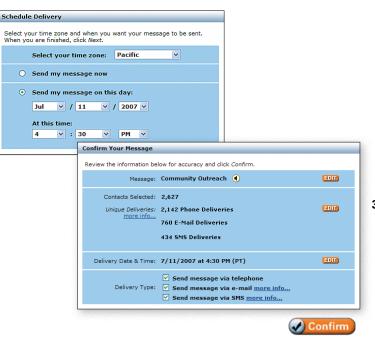
STEP 2 Select Contacts

deselect the c	heck box n	next to an	ny conta	message. To rem act or group curn quickly remove al	ently selecte	d. You		
To add more	contacts to	the sele	cted list	t, return to the Co	ontacts List	view.	Selected	
🙆 Call List Impo	rter) << To	o load a p	prepared	d list of recipients	, use our Ca	I List	Contacts: 44	80
Importer ata = Group	ata = Grade	e ### = 1.2	anguage	6			Selec	ted
and the second second second				Staff 1 = Other				
				our list of contact	S.			cts: 480
Type:	1000		ender:				Group	
Language:	ALL	~ 0	Grade:	ALL 🗹 G	Group: ALL		Grade	s: 0
	161718191AI	ALCIDIFIFI				21	Langu	ages: 0
😑 Deselect All			GHI 1	KLMNOPONS		2		
Presence All Viewing 1-45	5 of 493 re				So to page:		O O Page: 1	
Presence All Viewing 1-45	5 of 493 re	cords		G	So to page:		• • Page: 1	of 11 0
Desciect All Viewing 1~45 Type Name A	5 of 493 re Alvin	cords Select	Туре	G : <u>Name</u> •	o to page: Select	Type	• • Page: 1	of 11 0 Select
 Pessiect All Viewing 1-45 Type Name - Abbott, 	o of 493 re Alvin Alycia	cords Select	Туре	G : <u>Name</u> + Archer	Go to page: Select ☑	Type ±	• Page: 1 Name + Bell, Karyl	of 11 0 Select
Deselect All Viewing 1-45 Type Name - 1 Abbott, 2 Abbott,	5 of 493 re Alvin Alycia Arthur	cords Select	Ivpe 1 1	G Name + Archer Arellano	So to page: Select V	Type 1 1	• Page: 1 Name + Bell, Karyl Bennett, Jason	of 11 Ø Select
 Descient All Viewing 1-45 Type Name 4 Abbott, Abbott, Abbott, Abbott, 	5 of 493 re Alvin Alycia Arthur	cords Select	Type 1 1 1	G Name + Archer Arellano Austin	So to page: Select V	<u>Ivps</u> ± ±	O O Page: 1 Anme + Bell, Karyl Bennett, Jason Berges, Nicole Bernal, James	of 11 0 Select

- Filter List—Use the Filter drop-down menus to view only those contacts that meet your criteria:
 - Type (Student, Admin, Faculty, Staff, Other)
 - Gender
 - Language
 - Grade
- Select Contacts—Select from the list of contacts you are viewing by checking the box to the right of each name, or by clicking Select All to select all of them.
- **3. Verify Contacts**—Verify that the number of contacts selected is correct and click **Next**.

Proceed with STEP 3: Schedule Delivery.

STEP 3 Schedule Delivery SChedule Delivery



- Schedule—Select your *time zone* from the drop-down menu. Select either *Send my message now* or use the drop-down menus to schedule delivery by selecting *Send my message on this day* and *At this time*. Click Next to continue.
- Verify—Make certain that all of your message information is correct, or click on the appropriate EDT button to make a change.
- 3. Confirm—Under *Delivery Type*, indicate whether the message should be sent via telephone, e-mail, SMS, or any combination of these. When ready, click **Confirm**. On the Log screen, your message status should indicate *Scheduled* or *Sending*. Your message will be sent at the scheduled delivery time.

Questions?

Answers to most common questions can be found by clicking on the HELP button. If you still have questions, or if we can be of service in any way, please call NTI's 24-hour Client Care line at (866) 435-7684 or e-mail us at support@nticonnected.com.

Send a Single Survey Message

lect the message you would like to send from t	he list below, or click <u>Create</u>	New Message.	-	-	_	
Create New Message		Search:			0	
ewing 1-3 of 3 messages		Go to page:		G Page:		
Type Message Title	Language	Last Update *	Duration			
Back-to-School	English	7/22/2005	40 secs	۲	(1010	
Bake Sale	English	7/22/2005	38 secs	•	(1010)	
G Faculty Meeting	English	7/21/2005	24 secs	۲	(1010	
		Go to page:	0	O Page:	1 of 1 🕥	
e and Language > Script Your Messages > ssage Title: Single Survey Language: English	Design Your Report Reco	ord Your Messages	-			
Back urvey Question - Enter the message you would lik				• Nes		
message is to introduce the Connect-ED service mes school-to-parent communication service th allow me to send periodic and personalized me important school information in a timely manue Connect-ED service, we will be able to to you immediately in the event of an emergency. To ensure the Connect-ED service is as effectiv possible, please help us make sure we are com ing with the correct homes.	e as the event of a municat-	ect-ED service, we will be sol information in a timely o supports my ability to re	able to deliv manner. The ach you imm	er Connect- ediately in		
Unified High School, please PRESS ONE. If you are not a garent, student or employee a Unified High School and have received this me error, please PRESS TWO. Thank you. CELEATION Insworing Machine Missage - Erker the message Helio parents, this is Glenn Covas, principal of	Title and Language Script After sending a survey, the r Question	esults will be returned to yo	ou in a report note Respon dent or em	like the one t use Report ployee at E	below.	High School?
Answering Hatchine Mescage - Eritar the neccage Multip parents, this is Geen Coves, principal of Holp, calling with an important announcement message is to introduce the Connect-ED servic new school-to-parent communication service to allow me to send periodic and personalized me With the Connect-ED service, we will be able to important school information in a timely mann Connect-ED service also supports my ability to you immodiately in the event of an emergency	After sending a survey, the r Question Question Containing Your Report - Sample will added as you for Your Script Helio parents, this is Gen	esults will be returned to yw Ser Are you a parent, stu og of the series of the series are fly denotible your one of the obsystem of the series of the obsystem of the series of the obsystem of the series of the series of the obsystem of the series of the series of the obsystem of the series of the series of the series of the obsystem of the series of	to in a report nple Respondent or em Total Res YES NO	like the one i see Report: ployee at it ponses =	below. agle Unified # of responses you can recogn mode. but so na the up	High School?
United high School, please PRESS ONE. If you are not a garmet, student or employee a Unified high School and have received this me error, please PRESS TWO. Thank you.	After sending a survey, the r r Question: Question: Control of the sending of the sending of the sending control of the sending of the sendin	exuits will be returned to yu Ser Are you a parent, stu or you a parent, stu or you a parent, stu or you are you a parent, stu or you are you a parent or you are you and you and you and you you are you and you and you and you and you you are you and you and you and you and you you are you and you and you and you and you and you you are you and you and you and you and you and you and you you are you and you and you and you and you and you and you you are you and you you and you and	to in a report aplicities por dent or em vision and response in the second seco	Note the one is non-Reports ployee at 2 ployee at 2 p	agle Unified = of responses you can reconses wholes = 100 otheracte then as 100 otheracte index of the source = 100 otheracte = 100 ot	High School?
United high School, please PRESS ONE. If you are not a garmet, student or employee a Unified high School and have received this me error, please PRESS TWO. Thank you. ELETAT: Answering Hatshine Mesoage - Exter the message Helio parents, this is Gleon Covas, principal of high, call part of the state of the message Helio parents, this is Gleon Covas, principal of high, call part of the state of the message Helio parents, this is Gleon Covas, principal of high, call part of the state of the message Helio parents, this is Gleon Covas, principal of high, call part of the state of the state of the message of the state of the state of the state important school information in a timely mane parent, student or employee at Gagle Unified Joyan Immediately in the event of an emergency. School, please call our of ficet at State State 1 parent, student or employee at Gagle Unified Joyan Immediately in the event of an emergency. School, please call or up ficet at State State 1 parent, student or employee at Gagle Unified Joyan Immediately up to how the Man deducatil parent, student or employee at Gagle Unified I colsing. I area your child's participal and educatil are so many exciting initiatives underway here the strutted with your Unified Staffy and educatil are so many exciting initiatives underway here	After cending a survey, the r Question: Question: Control of the survey of the control of the survey of the Survey of the survey of the Your Scrutt Helio parents, this to Ger Helio parents, this survey for Much the Control-Survey of the Survey of the survey of the Sur	esuits will be returned to yw Ser Are you a parent, stu og of the series of the series of the series of the series of the series of the series munication service that and personalized mass rice, we will be abit to be service, munication service that and personalized mass rice, we will be abit to in a time be abit to of an emergency. service is as effective service is as effective service is as a fection set or employee at Explo	to in a report apple it caspor dent or em Total Res Yes NO C C C C C C C C C C C C C C C C C C	Note the one it is a frequent to player at t	agle Unified = of responses you can reconses wholes = 100 otheracte then as 100 otheracte index of the source = 100 otheracte = 100 ot	High School?
Unified high School, please PRESS DNE. If you are not a garent, student or employee a Unified high School and have received this me error, please PRESS TWO. Thank you. CETATO Answering Machine Massages of the message Helio parents, this is Glenn Gows, principal of high, calling with an important announcement message is to introduce the Connect-D servic we school-to-parent communication service ti allow me to send periodic and personalized me with the Connect-D Service, we will be able to important school information in a timely mann preset, student or employee at Eagle Unified You have received this message in error and parent, student or employee at Eagle Unified School, please call our office at SS-SS-S23 Your number removed this message in deviced privilege to serve any sour child's principal and educatio are student or work you child work and educatio are student or work with a deduced privilege to serve any sour child's principal and education envisued with the Connect-Old Service, we may encoded privilege to serve any sour child's principal and education envised with the Connect-Old communication systement invised with the Connect-Old communication systement privilege to serve any sour child's principal and education any exciting initiatives underway here through the Connect-Ol communication systement through the Connect-Old communication system	After sending a survey, the r Question Question Contention of the sending of the sender of the sender of the Helio parents, this is Gier high, calino with an impo- message is to unroduce to new school-to-parent can leave mate bace parent of the connect-BD send Someto ta dea parent Connect-BD service also you unmediately in the et To ensure the Connect-CD sender of the To ensure the Connect-CD sender of the To ensure the Connect-CD sender the to possible, please help us n ing with the connect-CD senders the to the to are a percent, stude	exults will be returned to you Ser Are you a parent, stur of the you a parent stur of th	bu in a report dent or em void and respective void and respective	Note the one it is a frequent to player at t	agle Unified = of responses you can reconses wholes = 100 otheracte then as 100 otheracte index of the source = 100 otheracte = 100 ot	High School?

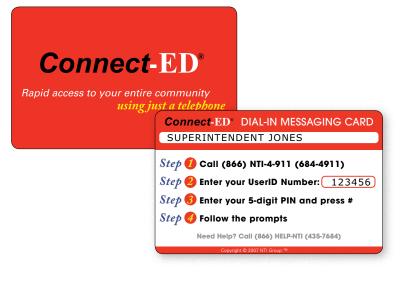
A **Single Survey** message allows you to ask *Live Delivery* call recipients a question. Recipients can respond using the numbered keys on their phone. You can provide them with up to five options, from which they may choose one.

- **1**. Sign in to your account.
- 2. Click (? Single Survey and follow the easy steps below:
- Click (Create New Message). (If you wish to use an existing message, click the radio button next to the desired message and follow the instructions detailed in STEP 2 and STEP 3 shown earlier in this guide).
- 4. Enter a *Title* and select the *Language* in which your messages will be recorded.
- You will need to script and record two messages: one for *Live Delivery* recipients and one for voicemail and answering machines.
- 6. Design your report.

Next

- Type a concise form of your Survey Question.
- Label each numbered response according to your script.
- Click Next to continue to STEP 2 and STEP 3.

Send a Message Using Only a Telephone



Using Your Dial-In Messaging Card

When you don't have access to the Internet, you can still record and send a message using only a telephone and your **Dial-In Messaging Card**. Please keep your card with you at all times.

Simply follow the instructions printed on your Dial-In Messaging Card, then follow the voice prompts. Messages will be sent immediately.

IMPORTANT: Before using your Dial-In Messaging Card, you must (1) log in to *Connect*-ED online (2) create a Dial-In PIN on the Account Information screen.



REFERENCE GUIDE

Managing contacts, attendance messages, and results



Connect-ED®

Working with Message Results

You can obtain a *Message Delivery Statistics* report after a *Connect*-ED message has been completed.

- 1. Sign in to your **Connect-ED** account and click on the *Log* tab.
- **2.** Click **SUMMARY** to see message results. This comprehensive report includes:
 - ► Total contacts selected
 - Total unique deliveries (phones called)
 - Successful and unsuccessful deliveries
 - Bad numbers

Resending Messages

- 1. Click @ Resend Messages in the *Message Delivery Statistics* window.
- 2. Check each *status* box to resend the message to those contacts.
- 3. Click **Submit Resend** and follow the onscreen prompts to schedule delivery.

Correcting Bad (Non-Working) Numbers

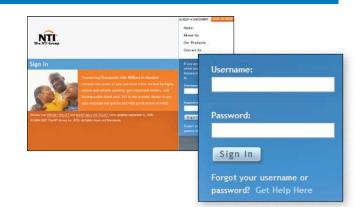
Regular use of the *Download Bad Numbers* report can help you keep contact information up-to-date and increase successful message deliveries.

- 1. Sign in to your **Connect-ED** account and click on the *Log* tab.
- 2. Click **SUMMARY** to see message results.
- 3. Click 🚯 Download Bad Numbers
- **4.** Open the report (you may wish to print or save it). It provides a detailed list of phone numbers that need correction.
- Update contacts with current, working numbers in your Student Information System (SIS) or staff database. Your SIS will update your **Connect-ED** database with the next upload.

Correcting Wrong (Incorrect Recipient) Numbers

- 1. Sign in to your *Connect*-ED account and click on the *Contacts* tab.
- 2. Enter a phone number (7 or 10 digits, NO dashes) in the Search box and click on the blue arrow, at right.
- 3. Contact(s) associated with that number will appear on your screen.
- **4.** Go to your Student Information System and correct any wrong numbers for those contacts.

NOTE: Regularly update your Student Information System to keep contacts current. If you update contact information *only* in the *Connect*-ED service, changes could be overwritten (and lost) with the next SIS upload.



To log in to the Connect-ED service, go to www.ntigroup.com and click SIGN IN HERE located in the top right corner of the screen.

Message Del	ivery Statistics		S	ite: EAGLE ELEMENTARY
elow is a sur vere contacte		age results. Click	Details for a list of ind	ividuals and where they
88%	12%			
	Successful Delive	eries		
	Answering Machine	e	74	DETAILS
	Live Delivery		189	DETAILS
	Unsuccessful Del	liveries		
	Bad Phone Numbe	r	12	DETAILS
	Busy		5	DETAILS
	No Answer		20	DETAILS
	Total Unique De	liveries		* DETAILS
	Select Statuses	to Resend:		
	Answering M	lachine		
	Live Delivery	y		
	Bad Phone N	Number		
	Busy			
	No Answer			
	💪 Submit Resent	4		
	Total E-mails Se	ent	96	DETAILS
	Ownload	d Bad Numbers	🚯 Download All De	tails
	•			of calls that are placed. ne number and raised by
	have an Additional P			

Contacts					_					-
🔂 Add Ne	w Contact	(a) Import (Contacts	😥 Create	New Grou	P				
		rade 111 = L								
1 = Stude	ent 1 = Adn	nin 1 = Facu	ity 💶 = sta	# 1 = 08	her					
Filters: Up	e this area t	o view and m	lahage the c	oritacts an	d groups	in your ac	count:		RESET	FILTERS
Туре	ALL		Gender:	ALL						
Language	ALL	~	Grades	ALL		Group:	ALL		~	
012	34567	89ABC	DEFGH	IJKL	MNOP		UVWXYZ	Search: 999	5552345	ø
Viewing 1-	1 of 1 recor	rd					Conneh	9995552	345	
Type No.	* 200					Prim	Search	3333332	.545	
1 Abt	oott, Alan					999-55	5-2345			DELETE
the second	in the second second					and the second second	5-2345			12211017

REFERENCE GUIDE

Setting Primary, Additional and Attendance Phone Preferences

Contacts	_			_		
Add New Contact			pup			
💄 = Student 🚊 = Admin						-
Filters: Use this area to v	ew and manage	the contacts and group	s in your account.		RESET FILTER	RS
Type: ALL	⊻ Gen	ider: ALL 💌				
Language: ALL	⊻ Gr	ade: ALL 🕑	Group: ALL		~	
012345678	PABCDER	GHIJKLMNO	PORSTUVWX	YZ Search:	ABBOTT	0
Viewing 1-1 of 1 record		And the second cost of the second	Carachi	ABBOTT		0
Type Name 4			Search:	ABBOT		
Abbott, Alan			999-555-2345			
			190000000000000000000000000000000000000			
Contacts				_		
🚱 Add New Contact) 🌀	Import Contac	ts 🛛 🚱 Create New Gro	up			
11 = Group 11 = Grad						
1 = Student 1 = Admin						
Filters: Use this area to vi			s in your account.		RESET FILTER	RS
Type: ALL		ider: ALL 🗸				
Language: ALL	M Gr	ade: ALL 💌	Group: ALL		*	
012345678	PABCDEF	GHIJKLMNO	PORSTUVWX	YZ Search:	ABBOTT	o
Viewing 1-1 of 1 record				Go to page:	0 @ Page: 1 of 1	Ø
Type Name 4			Primary Phone			
Abbott, Alan			999-555-2345		EDID DELET	E)
						(TTT)
				Go to page:	EDIT DEL	
Back to Contacts					😑 Delete 🛛 💋 E	Edit
Your Contact's Informa	tion					_
Below is the information		Alan Abbett Click Edit	to make any change	r or Delote to del	to this Contac	dit
When you are done, click	Back to Contac	ts.	to make any change	is of Delete to del	ete uns contac	
Contact Type:	CTUDENT					
Contact Type:	STUDENT					
Contact ID:	55555555					
Contact Name:	Alan Abbott					
Contact Name:	Alan Abbott					
Primary Phone:	(818) 808-17	36				
E-mail Address:						
SMS Phone:						
Edit Contact						
Edit your contact's inform	ation and click s	Save.				
The Primary Phone is the called with Outreach Mess	number that wi	II be called with all stand dditional Phone to the de	lard Outreach Messa	ges. If you would	like an additional number	
* = Required data field	Leges, second A	one to the ut				
Contact Type*:	Student 💌					
Contact ID:	55555555					
	,					
Contact Name:	First:	Alan	Last *	: Abbot	t	
Phone Settings:	Primary	Home 💌	Atten	dance: Home		
Phone seconds:	· ·····ai y · ·	I nome	Attend	ance. Home		
	Additional:	Work	TTY:	N/A	<u> </u>	
		N/A Home		(au.).		
Phone Numbers:	Home *:	Work 36 Mobile	Home	(Alt.): (555) 555 - 1234	
	Work :	Home (Alt.) Work (Alt.)	Work	(Alt.): (555) 555 - 5678	
		Mobile (Alt.)	_	,	-, ,	
	Mobile :	(555) 555 - 6789	Mobile	e (Alt.): (555) 555 - 0123	
SMS Number	Text Measure		_			
SMS Number:	Text Msg:	() -				

By default, the *Connect*-ED service sends Attendance Notification, Community Outreach and Interactive Survey messages to one Primary telephone number. Follow the steps below to view or update a contact's phone number preferences:

- Sign in to your **Connect-ED** account and click the *Contacts* tab.
- Use the Search field to find a contact (you can search by first name, last name, phone number or Student/Staff ID) and click on the blue arrow at right.
- **3.** Once you've found the desired contact, click **EDIT**.
- 4. On the Your Contact's Info page, click Getting.
- Use the *Primary*, *Additional* and *Attendance* drop down lists to select which phone numbers will be used (*Home, Home Alt, Mobile, Mobile Alt, etc.*).
 - Primary (required) Specify which number will be used for Community Outreach and Interactive Survey messages.
 - Attendance Specify that Attendance messages should be sent to a number other than the Primary number.
 - Additional Specify when a contact should have *all* messages sent to an additional number.

NOTE: Emergency Communication messages will be sent to all numbers for each selected contact.

6. When finished, click <mark> Save</mark>

Questions?

Answers to most questions can be found by clicking (HELP) at the top of any screen. If you still have questions, or if we can be of service in any way, please call NTI's 24-hour Client Care line at (866) 435-7684 or e-mail us at support@nticonnected.com.

Viewing a Contact's Message History

our Contact's	Information		
Below is the info When you are d	ormation you entered for Alan one, click Back to Contacts.	Abbott. Click Edit to make any changes or L	Delete to delete this Contact.
Conta	CT Type: STUDENT		
Cor	tact ID: 55555555		
Contec	Name: Alan Abbott		
Primary	Phone: (818) 808-1736		
E-mail A	ddress		
SMS	Phone:		
	Gender:		
Grade	r/Class: 12		
La	nguage:		
	Groups: (none assigned)		
Message	History: View Measage Histo	in .	
	Message History	· View Message History	
Contact Messa	pe History		
Below is a comp	elete history of all the messag	es sent to Alan Abott.	
Delivery	Message	Sent To Status	
11/8/2006 3:58 PM (CT)	Attendance Message	818-808-1736 Answering Machine	

You can easily view a complete message history for each contact, displaying:

- When each message was initiated
- The title of each message
- Where each message was sent
- The result of each message delivery (Live Delivery, E-mailed, Busy, etc.)
 - **1.** Sign in to your account and click the *Contacts* tab.
 - **2.** Locate a contact using the *Search* field (*search by first name, last name, phone number or Student/Staff ID*) and click on the blue arrow.
 - 3. Once you've found the desired contact, click **EDIT**.
 - 4. Click *View Message History*, located at the bottom of the screen.
 - 5. Click on **Overload Contact History** to download this information to a spreadsheet.

Creating Attendance Messages for Daily Use

	will also be delivered to e-mail and TTY	
Language: English		
Script:	• (optional)	
and the second se	ed on emails sent to your recipients and	to TTY devices.
Language: English Script: Please type your <u>Text-to-Speech</u> me buttons below to insert data from the cech phone number. Usten to a samp Insert: 2005/2007	Coptional) ssage below. Ublize the full power of Ter- recipient's account. This will personalize be Text-to-Speech message: Chalsh kip school: School: Coption	PERIOD
Your child, [FIRST_NAME], was al [SCHOOL_PHONE_NUMBER] to ve	bsent on [DELIVERY_DATE]. Please o rify your child's absence. Thank you	all the office at ∫
four child, [FERST_NAME], was a [SCHOOL_PHONE_NUMBER] to ve	esent on (DELIVIEY_DATE). Please (nfly your child's absence. Thank you	
		all the office at
	CEEAU Concel	Save this script for future use
	CEEAU Concel	Save this script for future use
and ange Setup Script Setup Ver ange faller the instructions beliew for	Ify message Materia	Save this script for future use
Lape Setup Script Setup Ver asee Setue the instructions below for may Please to be seen your message nore powerful the impact.	It in the state of	Save this script for future use
age Setup Script Setup Ver ase follow the instructions below for The Please try to be your message	International Content of Content	Save this script for future use
age Setup Script Setup Ver ase follew the instructions below for "po Please try to beep your message here powerful the impact.	International Content of Content	Save this script for future use
and and Setup Script Setup Ver ase follow the instructions below for top Please by to keep your message over powerful the impact. (44.4-3727).	CERSIE Conce Mry message: Attendance Message is brief (under 1 minute). Our experience Your script for this call: Helds, this is Principal Strahl from Helds, the is Principal Strahl from	Save this script for future use
Iaca Iaca Setup Script Setup Ver ase follow the instructions below for Top Please by to keep your message ser powerful the impact. (as4-3727): 2. Enter Viser ID 133961.	CERSIE Conce Mry message: Attendance Message is brief (under 1 minute). Our experience Your script for this call: Helds, this is Principal Strahl from Helds, the is Principal Strahl from	Save this script for future use
Inc. Script Setup Ver ase follew the instructions below for for Please try to keep your messing fore powerful the impact. 1. (cel (477) VTL-ASAP (cel + 37277) 2. Enter Vier ID 133961. 3. Enter Vier ID 133961.	CERSIE Conce Mry message: Attendance Message is brief (under 1 minute). Our experience Your script for this call: Helds, this is Principal Strahl from Helds, the is Principal Strahl from	Save this script for future use
Intel Setup Script Setup Ver asse follow the instructions below for my my Prease ty be long your message fore powerful the impact. 1. Cell (977) NTL-ASAP (644-3277) 2. Enter User To 133961. 3. Enter Message Box To 803303. 4. To RECORD, press 1.	CERSIE Conce Mry message: Attendance Message is brief (under 1 minute). Our experience Your script for this call: Helds, this is Principal Strahl from Helds, the is Principal Strahl from	Save this script for future use
Ison Ison Seriet Setup Ver ase follow the instructions below for Tip Please by to keep your messing not be powerful on impact. 1. Call (977) NTI-ASAP (44-3727) 2. Enter Viser 10 133961. 3. Enter Message Box 10 803303. 4. To RECORD, press 1. To FINISH, press #. To LISTEN, press 2.	CERSIE Conce Mry message: Attendance Message is brief (under 1 minute). Our experience Your script for this call: Helds, this is Principal Strahl from Helds, the is Principal Strahl from	Save this script for future use
Insta Insta Setup Script Setup Ver Sase folice the instructions below for Tip: Picase try to keep your message source powerful does instance (44-3272) 2. Enter User: ID 133961. 3. Enter Message Box ID 803303. 4. To RRCORD, press 1. To FIDNISH, press #.	CERSIE Conce Mry message: Attendance Message is brief (under 1 minute). Our experience Your script for this call: Helds, this is Principal Strahl from Helds, the is Principal Strahl from	Save this script for future use
Ison Ison Seriet Setup Ver ase follow the instructions below for Tip Pieses by be keep your messing to be powerd the impact. 1. Call (927) NT-ASAP (648-227). 2. Enter Uner ID 133961. 3. Enter Message Box ID 803303. 4. To RECORD, press 1. To FINISH, press 9. To LISTEN, press 9 and hang up. 6. Click Save	CEASE Concerned Information of the sease Information of the sease Information of the sease Information of the sease New script for this call: New scr	Save this script for future use

1. Sign in to your **Connect-ED** account and click on the **Messages** tab.

- 2. Click on 父 Attendance Manager
- 3. Click 🔂 Create New Message
- Select the way you would like each message to be created. Create one message for each desired language. These messages will be used on a daily basis. *Blend It!* or *Text-to-Speech* are recommended.

NOTE: Text-to-Speech is available for English or Spanish only.

Create a message using the Blend It! option:

- A. Type your voice greeting *Message Script* in the desired language.
- B. Type the *Text-to-Speech* part of your message, clicking the orange buttons (*such as* ▲ FIRST NAME), ™ DELIVERY DATE or O PERIOD) where you wish to insert specific information for each Attendance message recipient. Click () Next.
- **C.** Record the *Voice Greeting* portion of your message using a telephone and following the on-screen prompts. When finished recording, click **C** Save Message.
- **D.** Click **Done**. To create messages in other languages, go to step **3**.

Create a message using the Text-to-Speech option:

- A. Type your message, clicking the orange buttons (such as ▲ FIRST NAME).
 THE DELIVERY DATE or PERIOD) where you wish to insert specific information for each Attendance message recipient. Click Next.
- **B.** Review the message and click **G** Save Message
- **C.** Click **Cone**. To create messages in other languages, go to step **3**.

For Attendance messages in languages other than English or Spanish, we recommend selecting the *In My Voice* option (Step 4, above) and recording a voice message in each language.

Connect-ED® is a service of The NTI Group, Inc. (NTI). © 2007 The NTI Group, Inc.