

Contact Group

OurSchoolsApp

Help guide version 2.0



Contents

Introduction	2
Getting started – how to add to your app	2
Home	3
Add a new home item.....	3
Amend a home item	5
Delete a home item	5
Change the order of the home items.....	6
Information	7
Add information	8
Amend and Delete Information.....	9
Update order	10
News, Calendar and Contacts	10
Branding.....	11



Introduction

Welcome and thank you for choosing OurSchoolsApp.

OurSchoolsApp is an innovative tool to improve school – parent communication, by allowing schools to cascade information rapidly to parents, quickly and easily. Using the system has been designed to be simple – both for the school and the parents. Below is a brief guide on how to use the system, and to give some pointers on the sorts of information you could add.

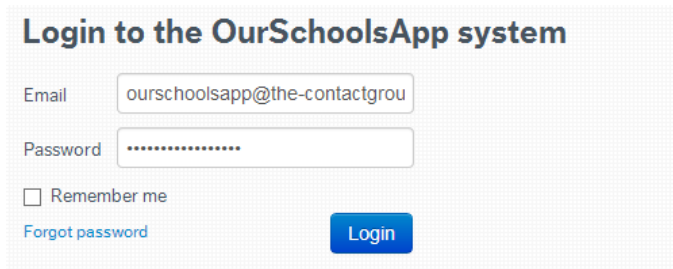
Please note: OurSchoolsApp should not be used to communicate sensitive or confidential information to parents. This is because theoretically, anyone can download the school’s app in the same way they can view your website.

Getting started – how to add to your app

Log into the application by accessing:

<http://www.ourschoolsapp.com>

Enter your login credentials and click the ‘Login’ button.



Once logged in the home page is displayed. There are a number of headings used:

- Home
- Information
- News
- Calendar
- Contacts
- Branding
- Help manual
- Logout



Home

The home tab enables icons to be added, amended and deleted from the app. The main OurSchoolsApp icons (Information, News, Calendar, Contacts and Settings) cannot be amended or deleted. These will link directly to the existing pages as before.

Schools can add links to external sites so that a more rounded approach to providing information to parents can be achieved.

OurSchoolsApp includes a number of external links to help get you started including Facebook, Twitter and Ofsted, so you don't need to add a logo for these if you choose to use them.

When the school website is updated, it can be difficult to alert parents to it. Adding the link to the updated page on the website on OurSchoolsApp means that the school can send parents notification of any new information.

Links should be chosen carefully as they will enable the parent to see the site, but not always navigate fully around the external site. This is because the 'back' button is designed to take the parent back to the OurSchoolsApp home page.

The order of the icons is entirely up to the school, as is the number. Of course, it is recommended that schools do not add too many icons, as this makes it unusable for a parent.

Add a new home item

Whilst the 'Home' tab is chosen, select 'Add' on the phone.

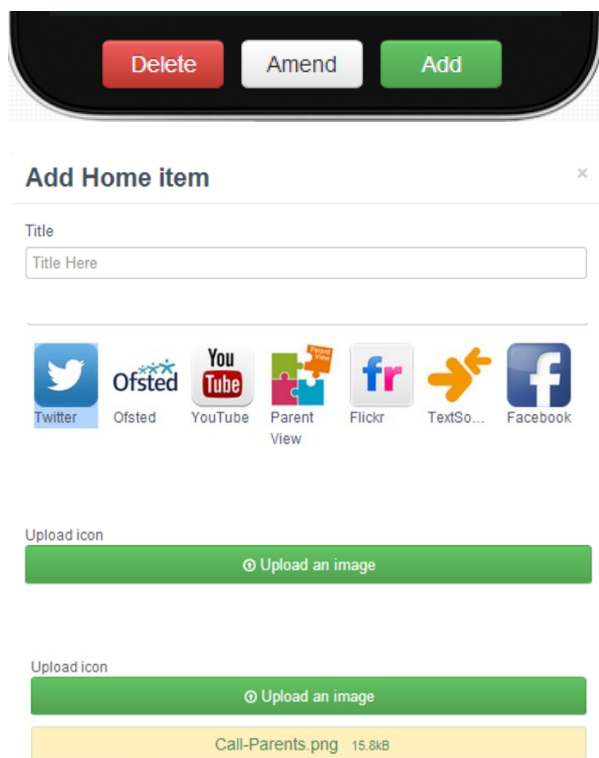
Enter the title of the home item.
Try to keep it short.

If the icon already exists e.g. Twitter, select it from the list.
(This saves having to upload your own).

To upload your own icon, click 'Upload an image'.

This will open your folders where you can select an image from.

Choose the image and click 'Open'.
The image will appear as a filename.



If you wish to use a different image, click 'Upload an image' to overwrite this one.

If the image is too big to be viewed, the 'crop' tool will appear so that a selection of the image can be used. To use the 'crop' tool, drag the image guidelines around the image that you wish to crop.

When the required image has been selected, click 'Crop' to choose this as the icon.



The image guidelines have been designed to enable a square image to be selected, to ensure that it fits with the required icon size.

Insert the URL (web address) you want to link to.

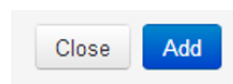
It's important to include the `http://` or `https://` otherwise it won't work.

If the link is one of the popular ones e.g. Facebook, then the first part is filled in for you.

The URL can be tested to check it works by selecting 'Test URL'.

If you wish to add this as a home item, then select 'Add'.

If you do not wish to add it as a home item, then select 'Close'.



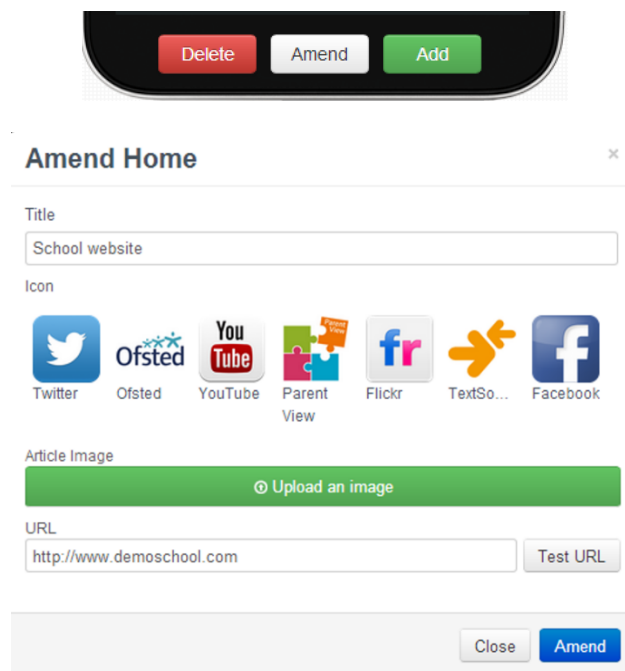
The home item will now be viewable by the users.



Amend a home item

Whilst the 'Home' tab is chosen, choose an icon to change and select 'Amend' on the phone.

A window will appear which enables the details to be changed, including the title, image and URL.



The screenshot shows a mobile interface with a floating action menu at the top containing 'Delete', 'Amend', and 'Add' buttons. Below it is a dialog box titled 'Amend Home' with a close button (x) in the top right corner. The dialog contains the following fields and options:

- Title:** A text input field containing 'School website'.
- Icon:** A row of seven icons: Twitter, Ofsted, YouTube, Parent View, Flickr, TextSo..., and Facebook.
- Article Image:** A green button with a camera icon and the text 'Upload an image'.
- URL:** A text input field containing 'http://www.demoschool.com' and a 'Test URL' button to its right.
- Bottom:** 'Close' and 'Amend' buttons.

Please note that the main OurSchoolsApp icons – News, Calendar, Information, Contacts and Settings - cannot be amended.

Delete a home item

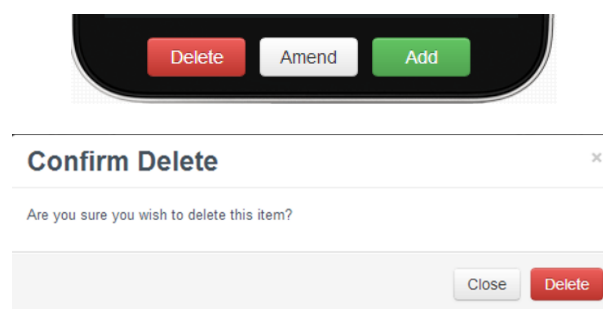
Whilst the 'Home' tab is chosen, select 'Delete' on the phone.

A window will appear which requests confirmation that the item is to be deleted.

This action cannot be reversed.

To confirm the deletion, click 'Delete'.

To cancel the deletion, click 'Close'.



The screenshot shows a mobile interface with a floating action menu at the top containing 'Delete', 'Amend', and 'Add' buttons. Below it is a dialog box titled 'Confirm Delete' with a close button (x) in the top right corner. The dialog contains the following elements:

- Text:** 'Are you sure you wish to delete this item?'
- Bottom:** 'Close' and 'Delete' buttons.

Please note that the main OurSchoolsApp icons – News, Calendar, Information, Contacts and Settings - cannot be amended or deleted.

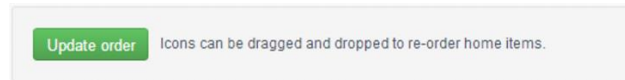


Change the order of the home items

The home page has been designed so that a school can decide which icons it wishes to add to app and in a desired order. This allows a school to fully customise the information that is delivered to parents.

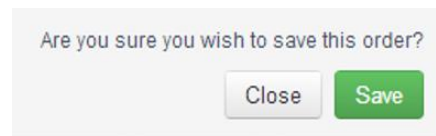
Whilst the 'Home' tab is chosen, select 'Update order'.

The icons can be dragged and dropped around to create a new order.



To confirm the new order, click 'Save'.

To cancel the new order, click 'Close'.



Information

You have the freedom to organise your items to suit your school. To get you started we suggest entering some of the following in the Information section:

- A welcome from the Headteacher
- An overview of the school and its values
- Details of the school uniform
- Details of school catering
- Details about the governing body and parent teachers association
- School term times
- School transport
- Prospectus information
- School clubs
- Pastoral care
- Policies for attendance, anti-bullying etc.

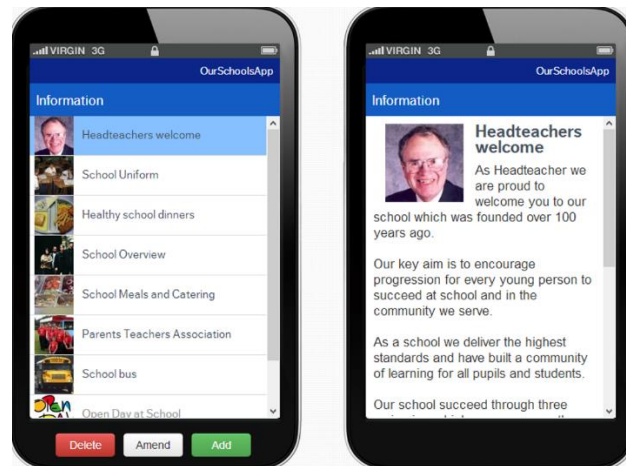


Add information

To add a new information article, select the 'Add' button.



Add the title which will be displayed on the main screen.



To add an article image, select 'Upload an image'.

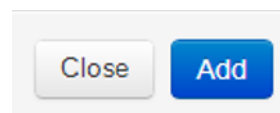
The main text for your article is entered in 'Body Text'.

Title

Article Image

Body Text

When completed, click 'Add'.



As soon as this is pressed, a push notification will be sent to anyone that has downloaded the app onto their phone and selected your school to view.



Amend and Delete Information

To change an existing information article, choose the item and select the 'Amend' button.

To change the image, select 'Upload an image' and add a new image. It needs to be square, so you may need to crop the picture for it to fit in the app correctly.

Text can be changed within the 'Body Text'.

The status can also be changed from 'Active' to 'Inactive'.

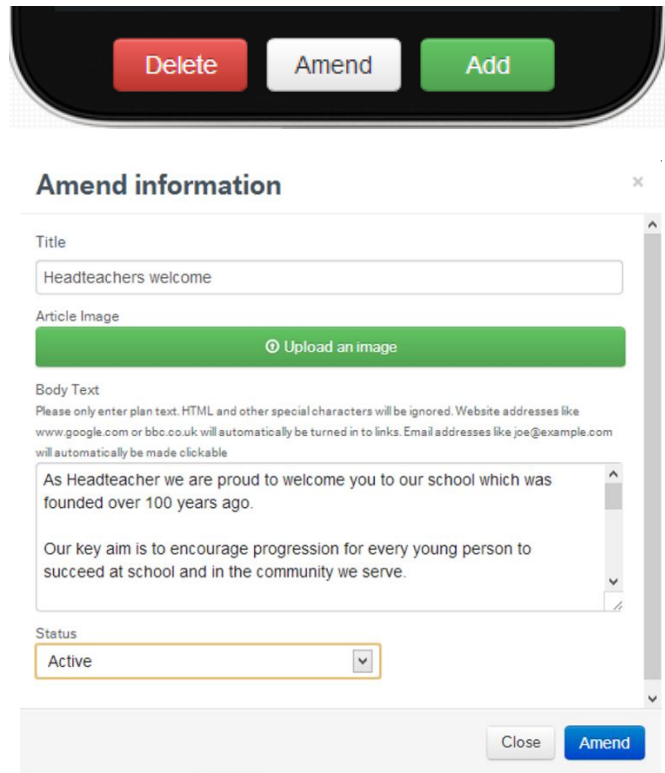
When complete, click 'Amend' to make the new changes or 'Close' to leave the original as it was.

To delete an existing information article, choose the item and select the 'Delete' button.

A confirmation screen will appear. To permanently delete the item, select 'Delete' or 'Close' to leave the original as it was.

Using the 'Delete' or 'Amend' functions will not send out another push notification. It will just update the app automatically in the background.

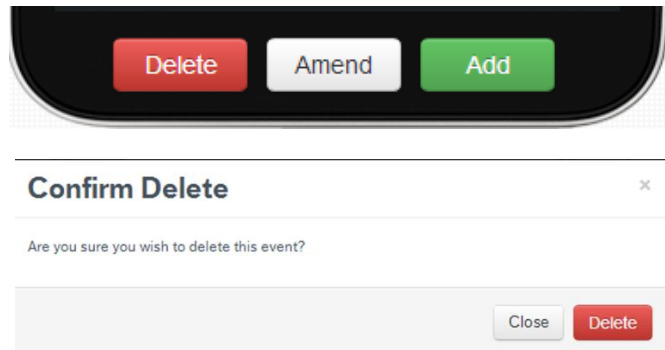
If you have an important event that needs to change then it is best to delete it and add a new one, so a new push is sent with the correct date/time information. However, for a simple spelling mistake use the 'Amend' option to quietly amend the article.



The screenshot shows a mobile app interface with three buttons: 'Delete' (red), 'Amend' (grey), and 'Add' (green). Below is a dialog box titled 'Amend information' with a close button (x). The dialog contains the following fields:

- Title:** A text input field containing 'Headteachers welcome'.
- Article Image:** A green button labeled 'Upload an image'.
- Body Text:** A text area with a placeholder: 'Please only enter plain text. HTML and other special characters will be ignored. Website addresses like www.google.com or bbc.co.uk will automatically be turned in to links. Email addresses like joe@example.com will automatically be made clickable'. The text area contains two paragraphs: 'AS Headteacher we are proud to welcome you to our school which was founded over 100 years ago.' and 'Our key aim is to encourage progression for every young person to succeed at school and in the community we serve.'
- Status:** A dropdown menu currently set to 'Active'.

At the bottom of the dialog are 'Close' and 'Amend' buttons.



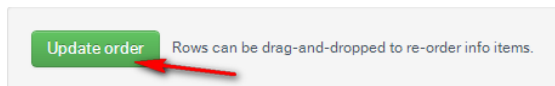
The screenshot shows the same mobile app interface with 'Delete', 'Amend', and 'Add' buttons. Below is a dialog box titled 'Confirm Delete' with a close button (x). The dialog contains the following:

- A question: 'Are you sure you wish to delete this event?'
- At the bottom are 'Close' and 'Delete' buttons.



Update order

To re-order an article, drag the article and drop it into the new order you would like it to appear in. What is shown on screen will be how it displays on the handset. When complete, select 'Update order'.



News, Calendar and Contacts

News, Calendar and Contacts can be amended in the same way, with the exception that items cannot be re-ordered.

News and Contacts appear as they are added.

Calendar events appear in chronological order.

News

- Any non-confidential school news
- Team success in sports
- Details of impending Ofsted inspections
- General info about exam success

Calendar

- School plays
- Sports days
- Open days
- School trips

Contacts

- Staff
- Governors
- Heads of Department
- Leadership team



Branding

To choose your colour scheme, select 'Branding'.

Select 'Amend branding'.

Add your school name by inputting it into the text box.

Select the custom colour from the colour picker area.

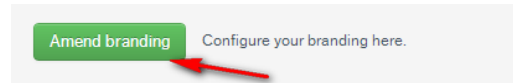
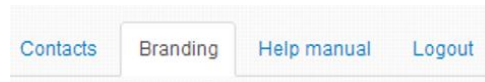
This will be displayed on the top section of the app.

To add a school logo, select 'Upload an image' and choose the required image.

Depending on your chosen second colour, select either a white or black theme.

This will determine the text colour.

Click 'Amend' to confirm the changes.



Amend branding

School name

Demo School

Custom colour

#2b82d3

School logo

Upload an image

Theme

White



If you have any feedback please call 0844 448 4422 or email technical@the-contactgroup.com.

