

# How to Use School Messenger to Communicate with Parents:

**Step 1:** Go to the your school Home Page and click on **School Messenger** under **Staff Only** or go to: <https://asp.schoolmessenger.com/fresnounified/start.php>

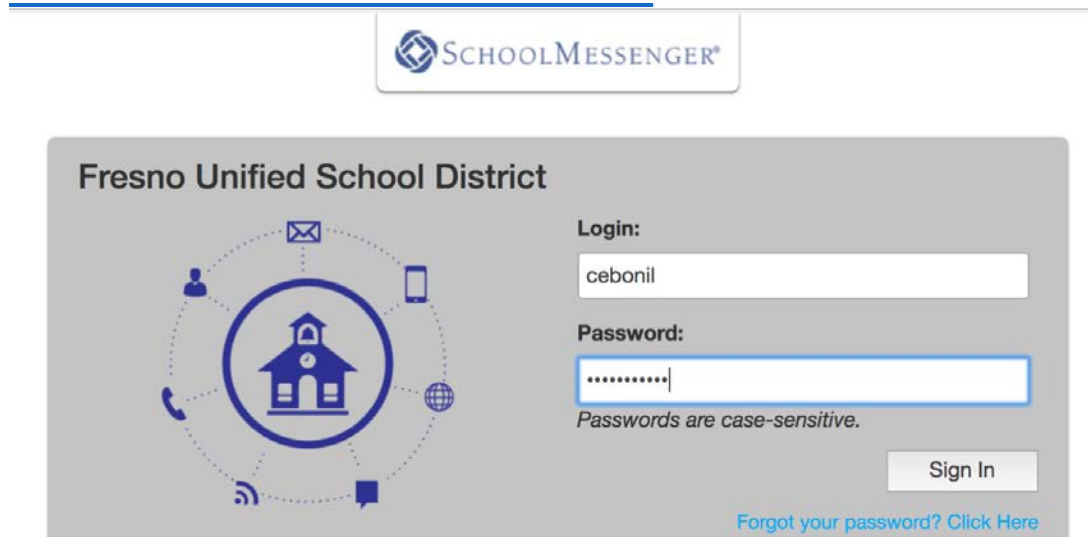
**Step 2:** Log in with one of the following:

FUSD shortname (first initial, middle initial, first five letters of your last name) OR

your Employee ID number

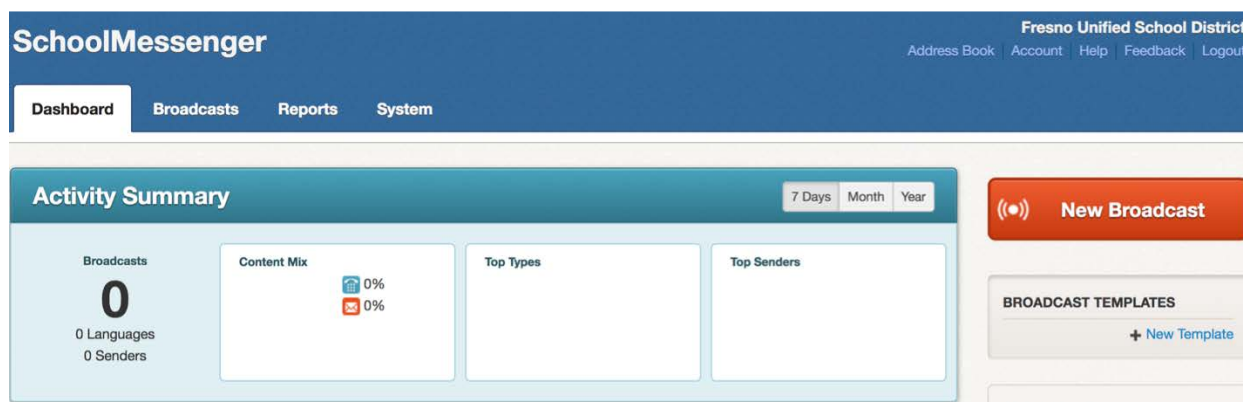
OR your Outlook email address.

Your password will be your **Outlook password**.



The screenshot shows the login interface for School Messenger. At the top, there is a logo for 'SCHOOLMESSENGER'. Below it, the text 'Fresno Unified School District' is displayed. On the left, there is a circular graphic with a schoolhouse icon in the center, surrounded by icons for a person, a mobile phone, a globe, a speech bubble, and a Wi-Fi signal. To the right of the graphic, there is a 'Login:' field containing the text 'cebonil', a 'Password:' field with masked characters, and a 'Sign In' button. Below the password field, it says 'Passwords are case-sensitive.' and there is a link that says 'Forgot your password? Click Here'.

**Step 3:** Click the RED **New Broadcast** button



The screenshot shows the School Messenger dashboard. At the top, there is a blue header with the 'SchoolMessenger' logo on the left and 'Fresno Unified School District' on the right, with links for 'Address Book', 'Account', 'Help', 'Feedback', and 'Logout'. Below the header, there is a navigation bar with 'Dashboard', 'Broadcasts', 'Reports', and 'System'. The main content area is titled 'Activity Summary' and includes a date range selector for '7 Days', 'Month', and 'Year'. On the left, there is a 'Broadcasts' section showing '0' broadcasts, '0 Languages', and '0 Senders'. In the center, there is a 'Content Mix' section showing '0%' for two categories. On the right, there is a 'Top Types' and 'Top Senders' section. A prominent red button labeled 'New Broadcast' is located on the right side of the dashboard. Below it, there is a 'BROADCAST TEMPLATES' section with a '+ New Template' link.

**Step 4:** Give your Broadcast a **Subject** (that only you can see) so you can remember what it was about later.

Dashboard | **Broadcasts** | Reports | System

Lists | Messages | **Broadcasts** | Templates | Responses

### New Broadcast

1 Subject & Recipients | 2 Message Content | 3 Review & Send

Specify a subject and select the desired message type for this message.

Subject   
**Oops! Subject is required**

Type

**Step 5:** Click **Add Message Recipients** and then **Quick Pick**

1 Subject & Recipients | 2 Message Content | 3 Review & Send

Specify a subject and select the desired message type for this message.

Subject   
**Oops! Subject is required**

Type

Select your message recipients. You can also include yourself.

Recipients **Add Message Recipients** | Add Me |

**Actions**

- 

FROM THE FOLLOWING OPTIONS:

	Count
Saved Recipient Lists...	0
Custom Rules...	
Class Sections...	
Quick Pick...	
Upload List...	
Add Me	
<b>Total</b>	<b>0</b>

**Create a new recipient list by selecting individuals**

**Step 6:** Click **Phone** and select either **Call Me to Record** or **Text-to-Speech** to type out your message instead.

1 Subject & Recipients | **2 Message Content** | 3 Review & Send

Add one or more of the following message types to your broadcast. [Load Saved Message](#)

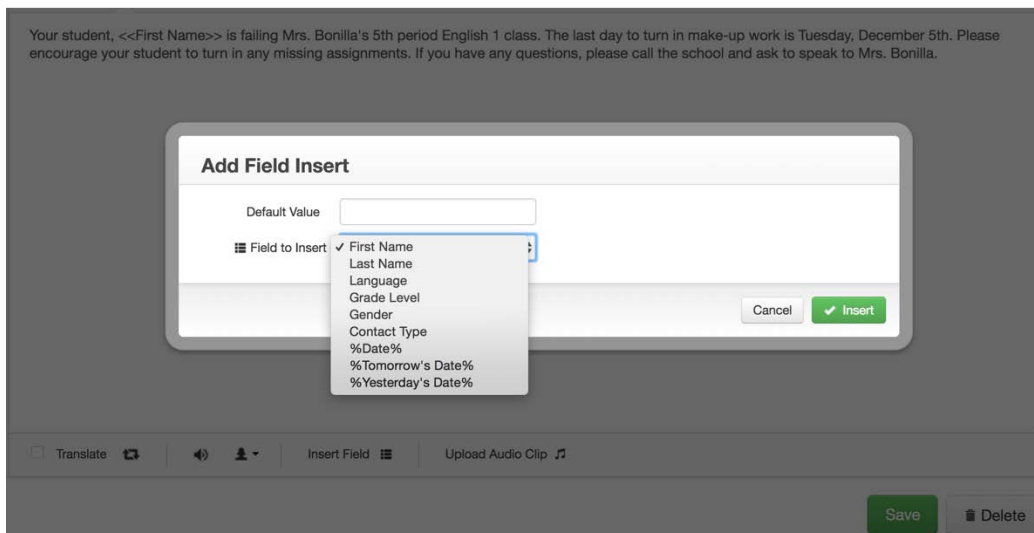
**+ Phone** | **+ Email**

Voice Type  Call Me to Record  **Text-to-Speech** [Settings](#)

Message Enter the message text below. It will be rendered using Text-to-Speech.

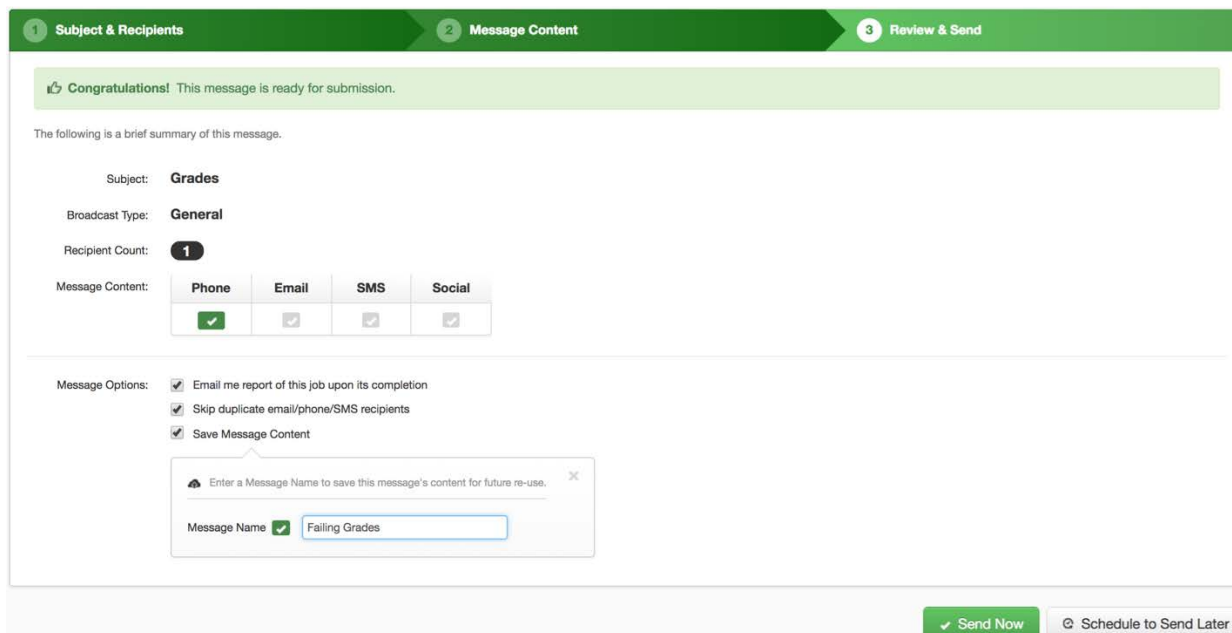
Your student, <<First Name>> is falling Mrs. Bonilla's 5th period English 1 class. The last day to turn in make-up work is Tuesday, December 5th. Please encourage your student to turn in any missing assignments. If you have any questions, please call the school and ask to speak to Mrs. Bonilla.

**Step 7:** If you chose Text-to-Speech you can have the computer say each student's **First Name** by clicking Insert Field. You can also click the **Translate** button to have the message played in Spanish. The **Audio icon** lets you preview how it will sound.



**Step 8:** Press the green **Save** button when you are happy with how it sounds

**Step 9:** Select **Save Message Content** if you may want to use this same message template again later. Then press the green **Send Now** or **Schedule to Send Later** button to finish



**Step 10:** After your Broadcast goes out you can check its success in reaching parents by going back to your **dashboard**, clicking the **wrench icon** on your most recent Broadcast and selecting **Report**.

## Activity Summary

7 Days | Month | Year

**Broadcasts**

**0**

0 Languages  
0 Senders

**Content Mix**

0%  
 0%

**Top Types**

**Top Senders**

**New Broadcast**

**BROADCAST TEMPLATES**

[+ New Template](#)

**Need Help?**

Visit the [help section](#), send an [email to support](#), or call (800) 920-3897. Also be sure to [give us feedback](#) about the new version.

## Broadcasts

Completed (Already Sent)

Sent On	Author	Subject	Rcpt	Content
Thu 12/8/16	Andriana Scherrer	Test	1	
Tue 5/24/16	Andriana Scherrer	D list 5/24		
Fri 5/6/16	Andriana Scherrer	5/6 D and F list	13	

**Step 11:** From the report screen you will be able to see which calls were answered, which were left as voicemails, which phones were disconnected and more

## Summary

Broadcast Summary	Broadcast Name	Broadcast Type	Submitted by	Scheduled Date	Scheduled Time	First Pass	Status	Recipients	# of Phones	# of Emails	# of Devices
	D list 5/24	General	1062945	May 24, 2016 - May 24, 2016	5:00 pm - 9:00 pm	00:03	Complete	15	24	1	0

## Results

**Phone (10 people)**

**33.3%**

**66.7%**

Phone: 24

Queued: 0  
Not Delivered: 0  
Delivered: 16

**Email (15 people)**

**100.0%**

Emails: 1

Queued: 0  
Not Delivered: 0  
Delivered: 1

**SMS (15 people)**

**0%**

SMS: 0

Queued: 0  
Not Delivered: 0  
Delivered: 0

Phone Details	Count
Answered:	8
Machines:	8
Busy:	0
No Answer:	1
Disconnect:	5