Teacher-List Builder

For Elementary Teachers:

There are 2 ways to create a contact list of your students in SchoolMessenger.

Here's how…

+ Add New List *(suggested for grade level teachers)*

1. Name your list (this is required before moving on)

2. Select the SCHOOL field from the drop down menu

3. Select your school (which should only be the school(s) you work in)

4. Click +Add

5. You will see a number in your TOTAL and you can preview the list

6. Then hit DONE on the bottom

7. Your list has been created to use on Dashboard or the ADMIN app

+ Add New List by Section *(suggested for special area teachers)*

1. Name your list (this is required before moving on)

2. Select the SCHOOL from the drop down menu

3. Select your school (which should only be the school(s) you work in)

4. Select which section you want to create the group from
(for example: the AIS teachers may want to create different group lists for specific areas such as RR-Remedial Reading)

5. Select REFRESH first when area is selected

5. You will see a number in your TOTAL and you can preview the list

6. Then hit DONE on the bottom

7. Your list has been created to use on Dashboard or the ADMIN app

----

To send a new broadcast to your group, select ADD MESSAGE RECIPENTS…Saved Recipient Lists…select your list

To send a new broadcast to an individual, select QUICK ADD…search for person OR show all contacts to select individual contacts

For HS & MS Teachers:

There are 2 ways to create a contact list of your students in SchoolMessenger.

Here's how…

+ Add New List *(suggested for creating a list for all your students as a group)*

1. Name your list (this is required before moving on)

2. Select the SCHOOL field from the drop down menu

3. Select your school (which should only be the school(s) you work in)

4. Click +Add

5. You will see a number in your TOTAL and you can preview the list

6. Then hit DONE on the bottom

7. Your list has been created to use on Dashboard or the ADMIN app

+ Add New List by Section *(suggested for creating a list for your sections)*

1. Name your list (this is required before moving on)

2. Select the SCHOOL from the drop down menu

3. Select your school (which should only be the school(s) you work in)

4. Select which section you want to create the group from
(for example: the Art teachers can create different group lists for specific areas such as Computer Art, etc.)

5. Select REFRESH first when area is selected

5. You will see a number in your TOTAL and you can preview the list

6. Then hit DONE on the bottom

7. Your list has been created to use on Dashboard or the ADMIN app

----

To send a new broadcast to your group, select ADD MESSAGE RECIPENTS…Saved Recipient Lists…select your list

To send a new broadcast to an individual, select QUICK ADD…search for person OR show all contacts to select individual contacts