


# Teacher Quick Start Guide

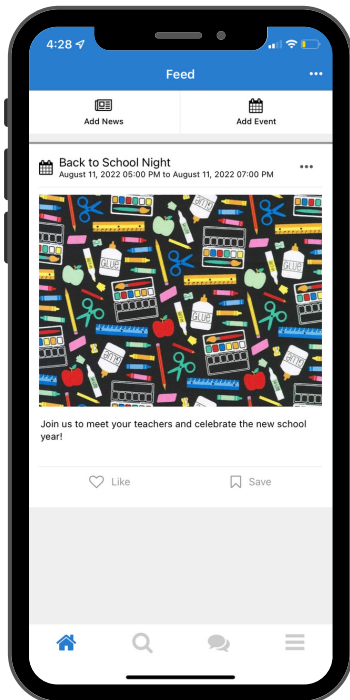
Here are three (3) ways you can get started on the mobile app or your desktop:

## 1 - Post a news item


A news item is any information that you want to share with a group. This can replace a flyer, newsletter, or email. It is also an opportunity to share strategies you are working on in the classroom. You can add images, attachments, audio recordings, and embed videos.

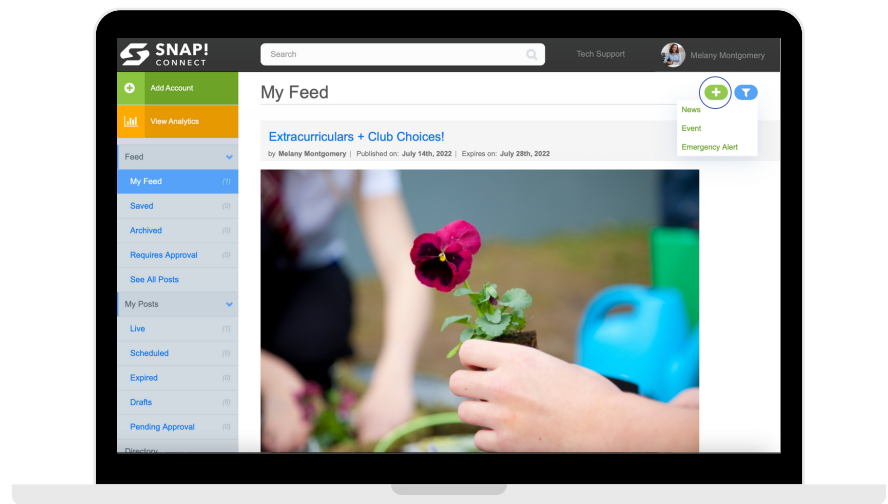
### On mobile

Tap  at the top of your feed to begin a new post.



### On desktop




Click  and select [Add News](#). Add a title and the content of your news item. Select recipients, and publish.



## 2 - Send a message

You can send a message to any individual(s) or group(s). Please note, if you send a message to more than one user it will behave like group texting; all replies will be seen by all recipients.


If Message isn't an option, that means the person has not yet activated their account.

- Tap  to go to the directory. You can use the search bar at the top, or scroll down to view [My Students' Guardians](#).
- Tap  or .
- Type or dictate the message.
- Tap [Send](#).



## 3 - Send an invitation

You can resend digital invitations to your entire class or a specific user at any time. To invite an individual from the mobile app, follow the steps below:

- Go to the person's directory listing by scrolling through the sections or using the search bar.
- Tap .
- The individual will receive a text and/or email invitation.

