



Hicksville Public Schools

Notifications-Principal/Teacher Guide

SchoolMessenger Hicksville Union Free School District
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For training go to: www.schoolmessenger.com/training
OR
Email: scheduleme@west.com

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

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

Subject

Type General

Select your message recipients. You can also include yourself.

Recipients

Actions	Recipient/List Name	Recipient Languages	Count
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The Hicksville Public School District now utilizes a notification system, called SchoolMessenger, to broadcast all school closings, delays, and emergency situations to all of our HPS families who have students enrolled in the district. SchoolMessenger is also used by each school to send non-emergency messages, such as daily updates, reminders, and event announcements.

SchoolMessenger utilizes the family information stored on file using PowerSchool to send automated phone calls, SMS text messages, and email messages. Most messages from SchoolMessenger are sent via email and/or text. In emergency situations and school closings, messages are sent via email, text, and phone call.

How It Works:

- The SchoolMessenger app gives parents and educators a single place to exchange messages and updates.
- It brings teacher messaging together with the school- and district-level notifications that administrators send with the SchoolMessenger Communicate notification system.
- With the SchoolMessenger app, you no longer need to download yet another group texting or classroom app to engage.

Reasons To Use:

- Everything in one place - View classroom, school, and district level messages in one simple, scrollable, "stream" view - just as you would on any other app or social media site
- Two-way communication - Exchange messages with individuals one-on-one (i.e. with teachers) or groups (i.e. classes, sports teams, PTO groups) (if supported by your school or district)
- Include attachments with your messages - Exchange files, images, and videos
- Use on mobile or web - Download our mobile app or use in any Web browser

What you can do:

Principals (Users)

- can send emails, phone calls and text messages
- contacts will be loaded from Powerschool automatically

Teachers

- can only send emails
- contacts will be loaded from Powerschool automatically

Here's how to get started:

1. Initial Log In

** Please use the website on a desktop or laptop for the initial setup of username and password. After this initial set up, you can use the mobile app for all future use.*

Go to **Hicksville Public Schools Communicate Website**
(link will be located in Staff Resources and Departments ...
Public Information ... Principal/Teacher Guide webpage)

Login with your **PowerSchool** username

Click the "**Forget your password? Click Here**" link and confirm your username, at which point you'll receive a password reset email you can use to establish your initial password.

Please visit the HPS Website for SchoolMessenger Guides for further instructions.

2. Download the SchoolMessenger ADMIN App (orange app)

In addition to the website, you can download the ADMIN app for your mobile phones for times when you are not at your desktop computer.

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The Customer ID is **hicksvillepublicschools**



3. FOR TEACHERS ONLY: Download the SchoolMessenger PARENT App (blue app)

Teachers only

Teacher Initiated Messaging Feature
and/or
Change Staff Contact Preferences

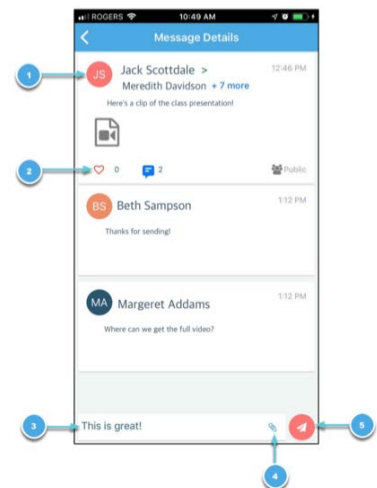
- to send messages directly to parents who are using the app
- contacts will be loaded from Powerschool
- to change your contact preferences as a staff member

What is Teacher Imitated Messaging?

With the SchoolMessenger app, parents can engage in two-way conversations, with both individuals (i.e., teachers) and groups (i.e. classes.). Parents can also exchange files, images, and videos with teachers.

Teachers can now easily send home classroom assignments, permission slips, and other files through the SchoolMessenger app. Using one-to-one messaging; teachers and parents can privately and securely discuss individual students. And through group chats, teachers can start discussions around classroom events, topics students are learning about, and more.

This gives teachers and parents a single way to communicate.



For more information, please visit the Hicksville Public Schools website.