

Send a Broadcast with a previously recorded message

Step 1



Login at

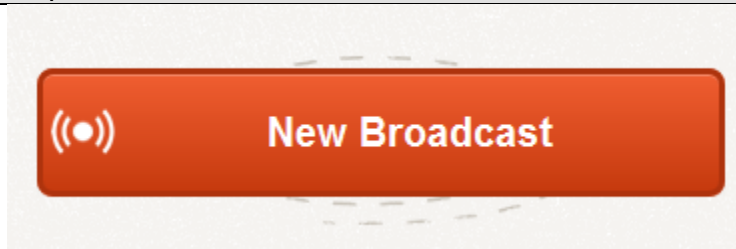
<https://asp.schoolmessenger.com/aurorak12/>

Make sure this page is either bookmarked or saved as a shortcut on your desktop.

Enter your username and password.

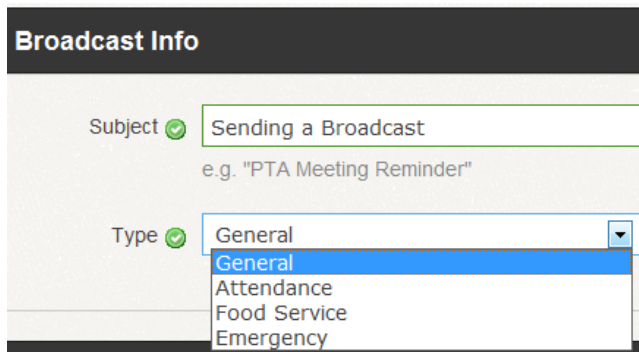
Click the Sign In button.

Step 2



Click the large orange New Broadcast button on the right side of the window.

Step 3



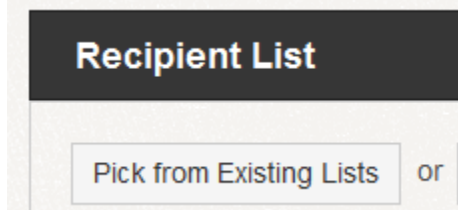
Give your broadcast a Subject and choose the appropriate type (General or Emergency).

Note: Attendance & Food Service calls are sent automatically; you will typically only choose General or (rarely) Emergency.

General calls will only call the primary phone number for each guardian.

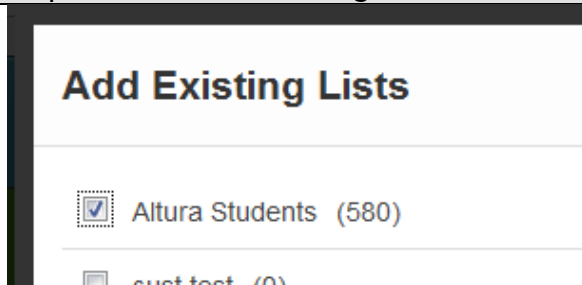
Emergency calls will call ALL contact numbers for each guardian.

Step 4



Choose your recipients by clicking either the Pick from Existing Lists button or the Build a List Using Rules button.

Step 5a - Pick from Existing Lists



If you are using an existing list, click the checkbox(es) next to the list or lists you want to use.

Note: If you are using an existing list, you can skip to Step 6. If you need to upload a list of student numbers, skip to Step 5e.

Step 5b - Build a List Using Rules

or **Build a List Using Rules** ▼

If you are creating a new list, click the text of the Build a List Using Rules button.

Step 5c - Build a List Using Rules

Add Recipients Using Ru

Select a field ▼
Select a field
First Name
Last Name
Language
Grade
Gender
Contact Type
Attendance Date

Click the drop down arrow next to Select a field, and choose the field you want to filter your list with.

For example, to choose students but not staff members, choose Contact Type.

Step 5d - Build a List Using Rules

Add Recipients Using Rules

Contact Type ▼ is ▼
 Admin
 Faculty
 Staff
 Student

Save or cancel

Cancel Add Recipients

Once you choose a field to filter by, a list of check boxes will appear.

To contact students' families and not Admin P/T, Licensed, or Classified staff, check the Student box.

Click the Save button on the right.

Click the Add Recipients button - which has now turned blue.

Note: If you are done building your list, you can skip to Step 6.

Step 5e - Upload a List

Recipient List

Pick from Existing Lists or **Build a List Using Rules** ▼

Quick Pick
Upload List

List Name

Total

To upload a list of student numbers from an Excel .csv file, click the drop down arrow next to Build a List Using Rules and choose Upload List.

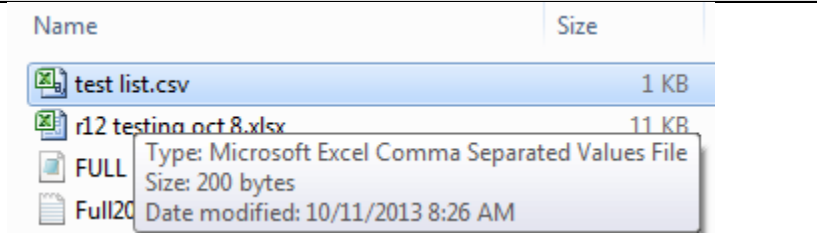
Step 5f - Upload a List

Upload List

Type Contact data: File format must be a Comma Separated Value (CSV) text file
 ID# lookup: File must be a list of ID#s only (one per line)
File

Click the circular button next to ID# lookup, and click the Browse button.

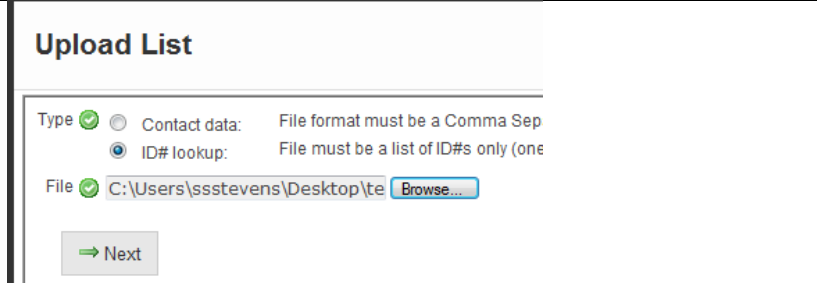
Step 5g - Upload a List



Choose the .csv file that contains the list you want.

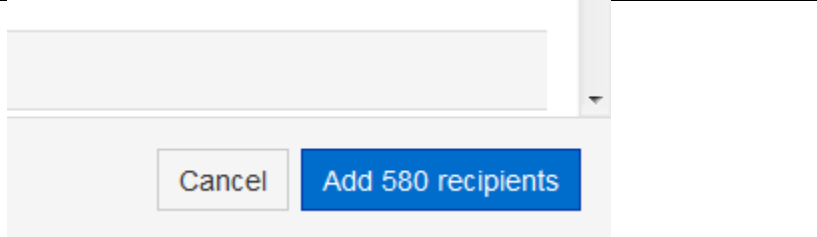
Note: The list must be in the .csv file format, and must only contain student numbers.

Step 5h - Upload a List



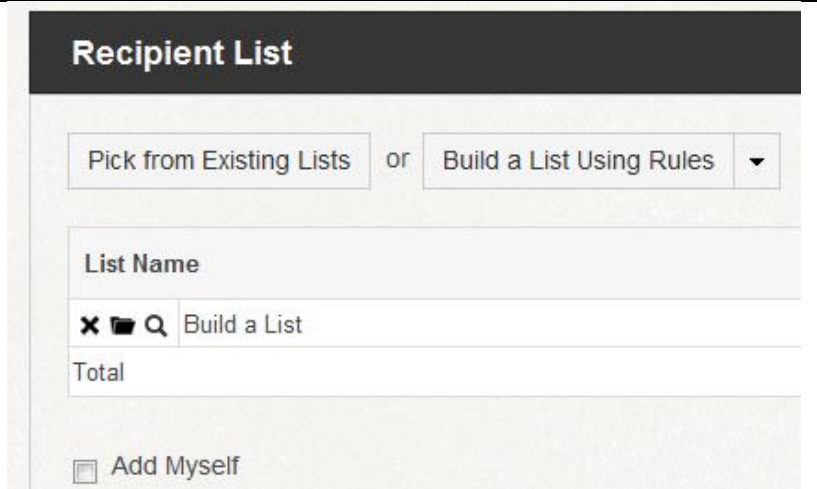
Click the Next button.

Step 6



Click the blue Add ### recipients button.

Step 7

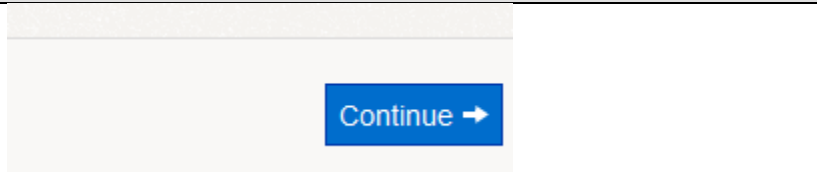


Your list now appears in the Recipient List section.

Note: the icons next to your list's name allow you to delete, save, or preview your list.

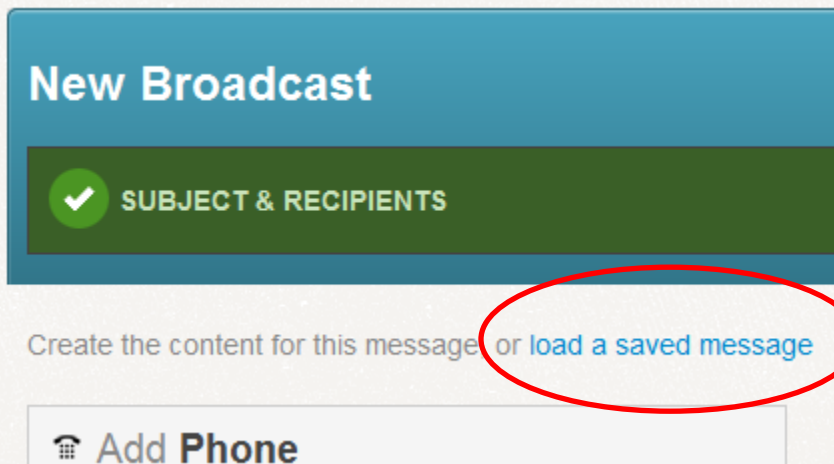
If you want to receive a copy of the message you are sending, click the checkbox next to Add Myself.

Step 8



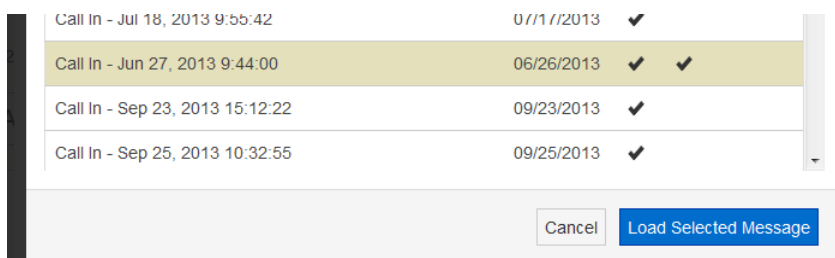
On the right side of your screen, click the Continue button.

Step 9



In the New Broadcast window, click the 'load a saved message' link.

Step 10

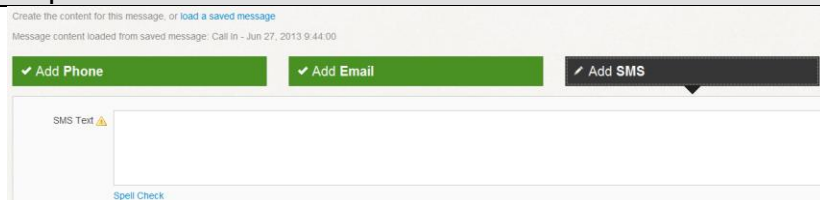


Choose the pre-recorded message you want to use in the Load a Saved Message window.

Note: If you want to include email as part of your broadcast, you must have chosen HTML Email when you created the message.

Click the Load Selected Message button.

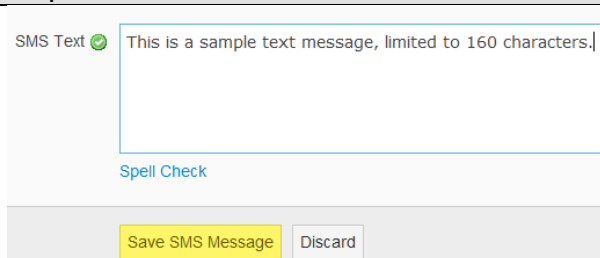
Step 10a



Optional:

If you need to reach any hearing impaired families, click the Add SMS button to add a text message to your broadcast.

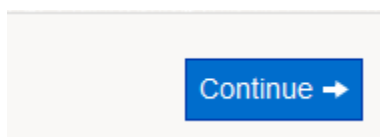
Step 10b



Enter your edited message in the SMS Text box, check your spelling, and click the yellow Save SMS message button.

Note: SMS messages are limited to 160 characters. Spaces and punctuation marks count as characters.

Step 11



The Add Phone button is now green (and possibly the Add SMS and Add Email buttons as well).

On the right side of the screen, click the blue Continue button.

<p>Step 12</p> <p>Subject Sending a Broadcast</p> <p>Type General</p> <p>Recipients 580</p>	<p>Warning: you must verify the number of recipients before continuing.</p>								
<p>Step 13</p> <p>New Broadcast</p> <p>SUBJECT & RECIPIENTS MESSAGE CONTENT</p>	<p>Note: If you need to change the number of recipients, you can click on the Subject & Recipients button. Hovering over the button will change the icon from a check mark to a pencil.</p>								
<p>Step 14</p> <p>Schedule or Send Now to 580 Recipients</p>	<p>If you are satisfied with your message, click the Schedule button on the right side of the screen.</p>								
<p>Step 15</p> <p>Schedule Message</p> <p>Start Date 10/29/2013</p> <p>Start Time 6:00 pm</p> <p>End Time 8:00 pm</p> <p>Cancel Send to 580 Recipients</p>	<p>Choose the date and time you want your broadcast to be sent.</p> <p>Note: the End Time must be at least one hour after the Start Time.</p> <p>Click the blue Send to ### Recipients button.</p>								
<p>Step 16</p> <p>Broadcast Sent!</p> <p>Your broadcast, "Sending a Broadcast" is being sent to 580 recipient(s). You can track its status on the dashboard.</p> <p>Ok</p>	<p>Click the Ok button in the Broadcast Sent window.</p>								
<p>Step 17</p> <p>Broadcasts</p> <p>On Deck (Sending Soon)</p> <table border="1"> <thead> <tr> <th>Scheduled</th> <th>For</th> <th>Author</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>Tue 10/29/13</td> <td>Sam Stevens</td> <td></td> <td>Sending a Broadcast</td> </tr> </tbody> </table> <p>Rcpt 580</p> <p>Edit Copy Monitor Cancel</p>	Scheduled	For	Author	Subject	Tue 10/29/13	Sam Stevens		Sending a Broadcast	<p>The Broadcasts section of your Dashboard will show you the status of your message.</p> <p>Note: The icon on the far right allows you to Edit, Copy, Monitor or Cancel your broadcast.</p>
Scheduled	For	Author	Subject						
Tue 10/29/13	Sam Stevens		Sending a Broadcast						