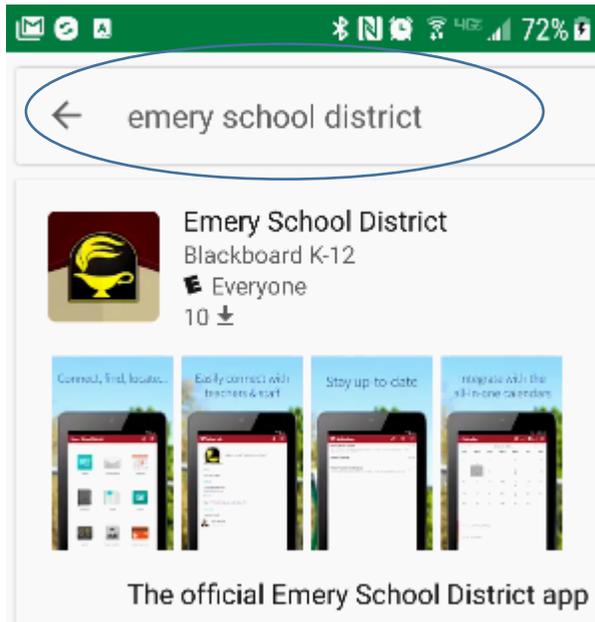


Emery School District App Instructions

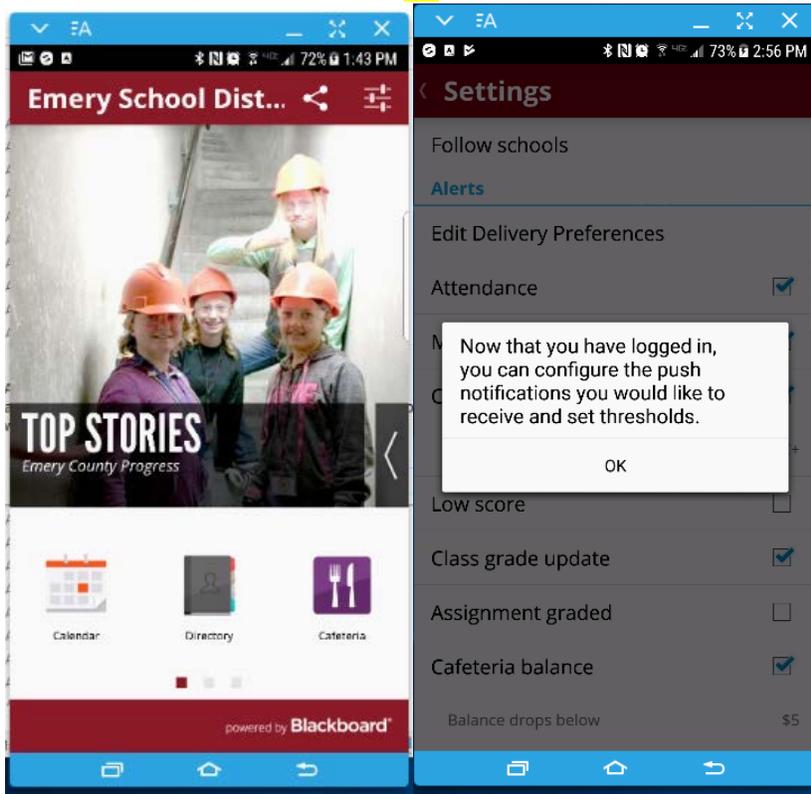
1. **Download the app** from the Google play store or the Apple Store (Search for Emery School District). Click on install.



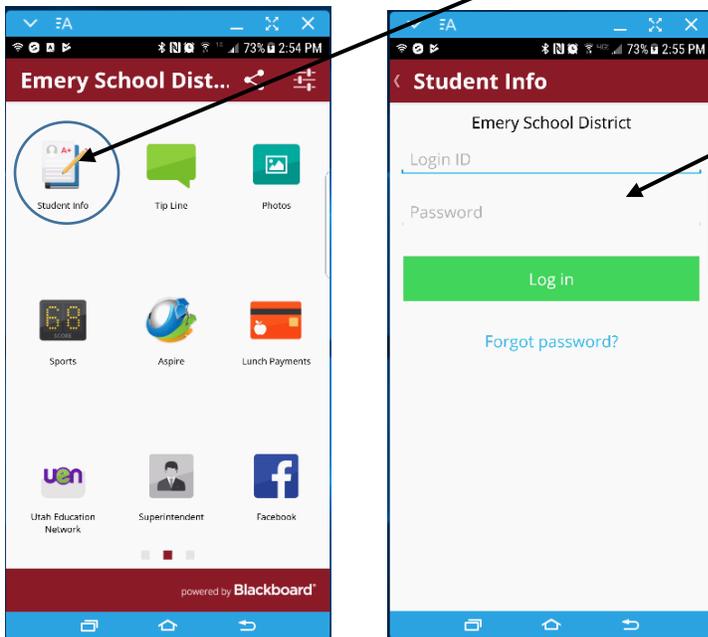
The app will have the following icon:



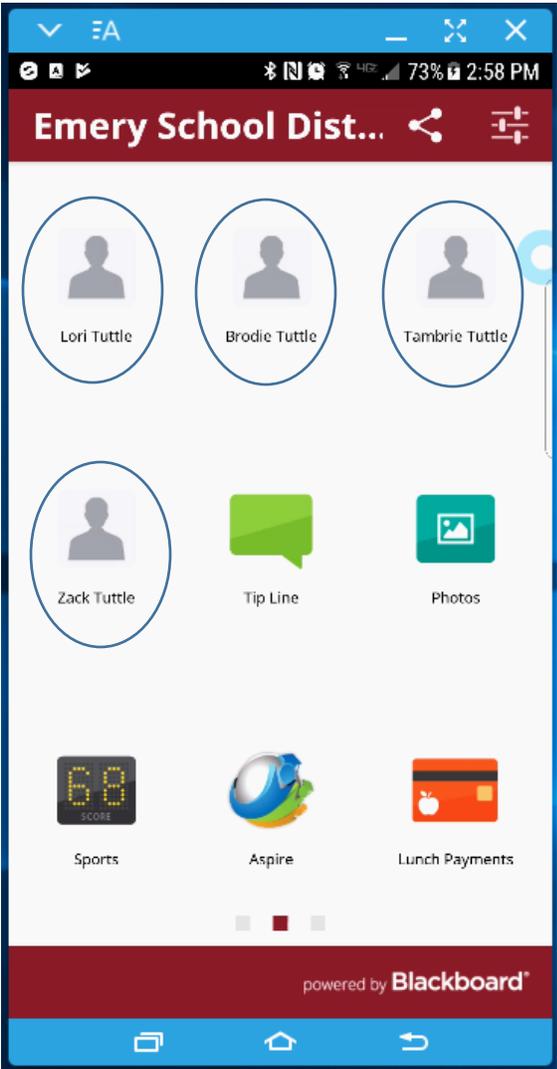
2. Launch the app and you will see the initial screen: You may get an initial popup box that will take you right into settings. If you do, click **OK** and look at step 4 that explain the settings.



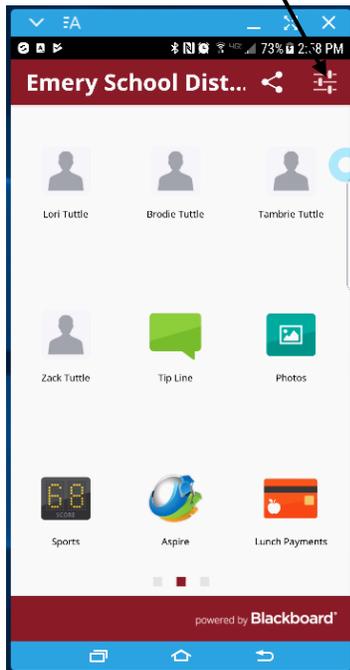
3. You will need to **login** to see all your students, so swipe from left to right once and you will see the following screen: **Click on the Student Info icon**. From this screen, you can **enter the login** information that you received from the school.



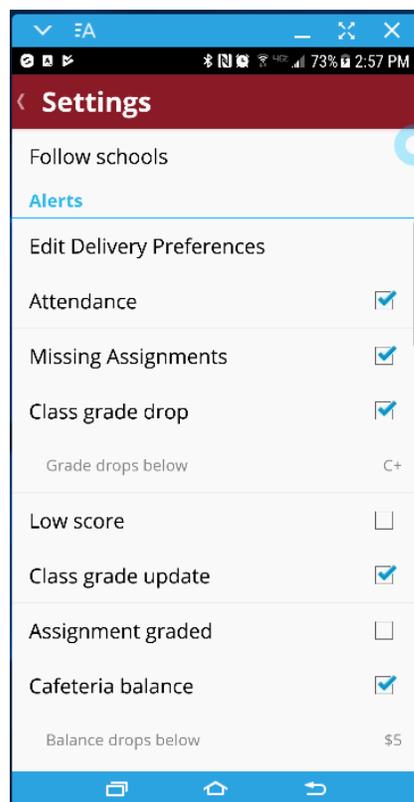
After successful login, your screen should populate with an icon for you and for each of your students.



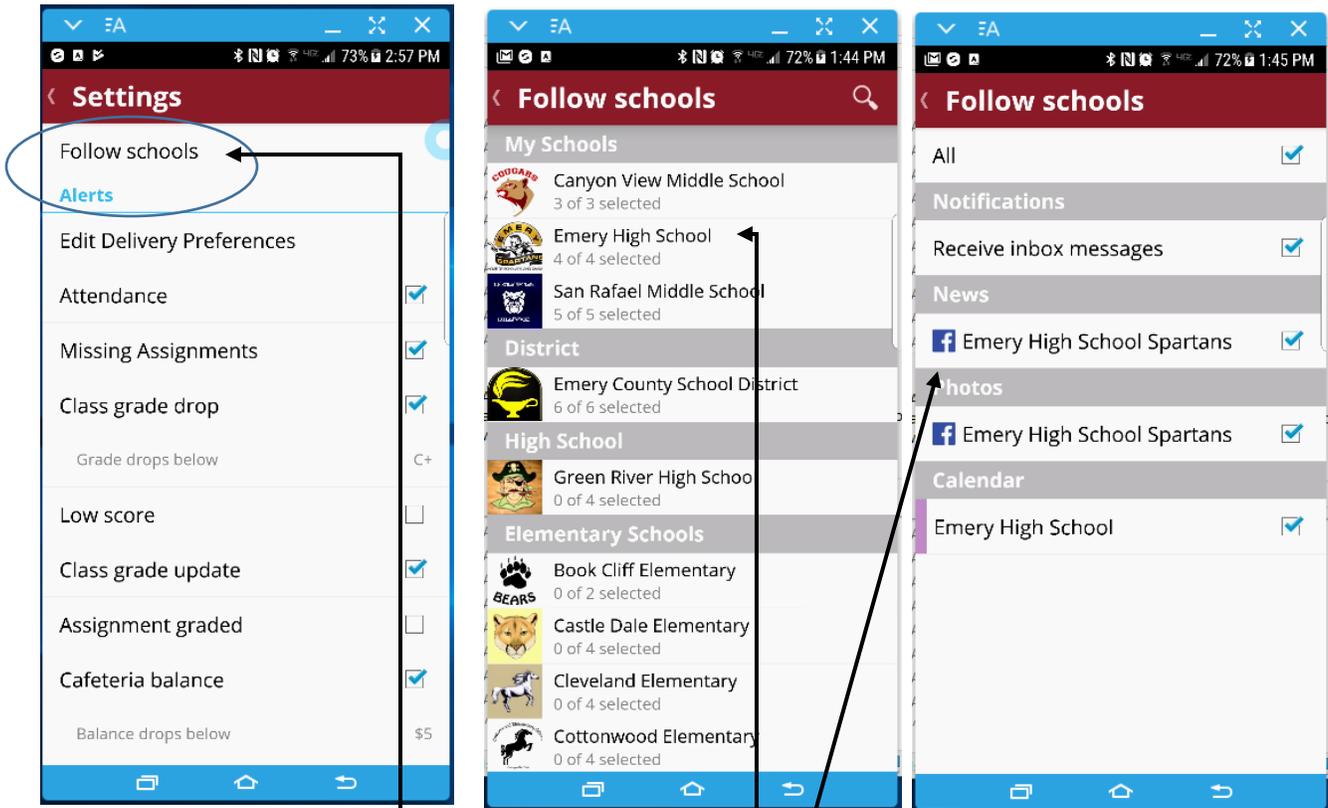
4. You will need to setup which school feeds and notifications you would like to see. So **click on the settings icon.**



You should see the following screen: On this screen, you can set what notifications you would like to see and set thresholds for those notifications. For example, you can set a grade threshold for grade change notification, or Cafeteria balance notification.



You will also need to set which schools you would like to follow and what feeds from each of those schools you would like to see on the app.



Click on follow schools

Then select one of the schools you would like to follow

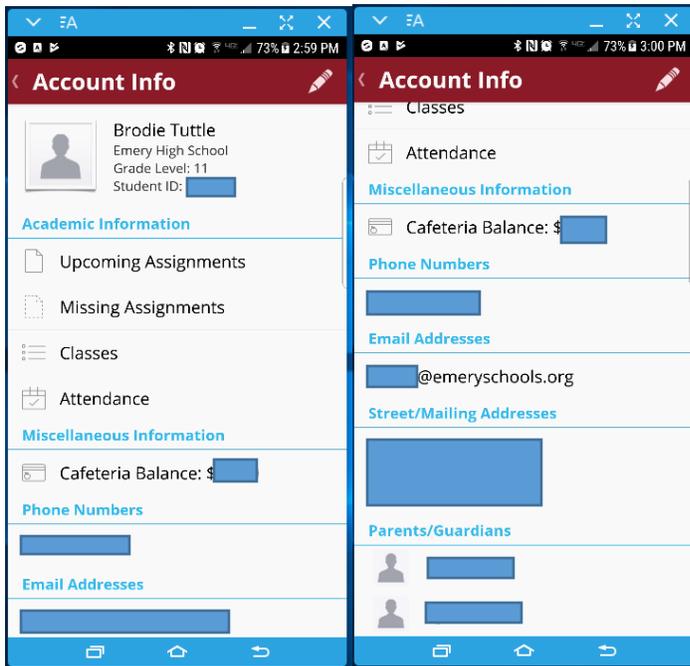
Then pick what from each school you would like to see.

These settings combine all the schools selected calendars, Photos, Facebook feeds, and News into one.

It also allows you to receive notifications from all the schools selected to your phone or device.

If you ever want to change these settings, just click on the settings icon in the app.

5. To see information on each student, **click on the student icon** to show a page with their demographic information, academic information, cafeteria balance, phone number, email address, mailing address, and parents/guardians.



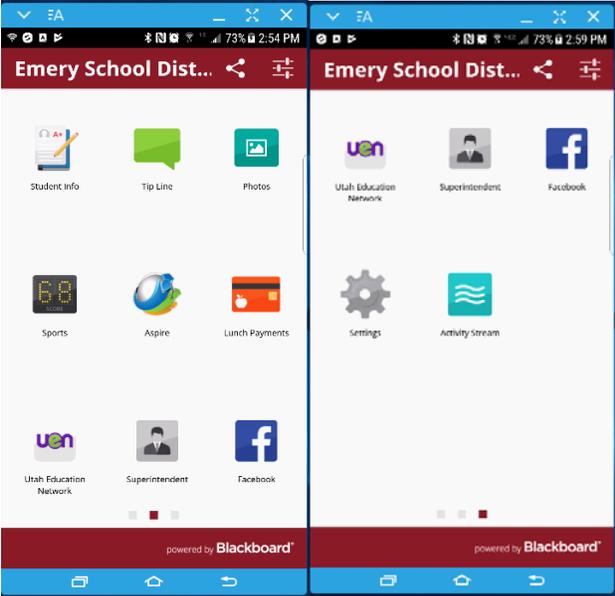
From this screen, you can also drill down for more information. For example, if you **click on classes** it will show you grades for all their courses. If you **click on missing assignments**, all missing assignments for that student will be listed.

6. On the first screen there is a link to the cafeteria lunch menu calendar. This will show you what is on the menu for each school day.

You also have a link to a calendar that will show you all the schedule events from all the schools that you selected to follow.



7. We have links to other resources like Facebook (all school feeds you selected will be combined), UEN (education resources), photos (all school feeds you selected will be combined), Lunch Payments (where you can use credit card or bank account to pay students lunch money), Superintendent (message from our superintendent), Aspire (our districts student information system), Activity Stream (shows Facebook, Instagram, and Web Page, and calendar feeds.)



We hope our app will help you and your student be more informed, and helps your students' academic future.