

Schoolcast Dashboard Help

The SchoolCast Dashboard allows parents or faculty members to log into www.myschoolcast.com and update their contact information. All users are given a unique username and password that allows you to access the Dashboard. Once the parent or faculty member has logged in, the system will bring up the SchoolCast Dashboard.

If this is the first time to login, you will be asked to change your password and to provide an email address that can be used for password recovery. Once you have changed your password, you may access the Dashboard. At the top is an area where you can edit your user name, password and primary/recovery email.

The Dashboard allows you to keep your information updated. Any phone numbers and email addresses can be edited by clicking on the pencil icon to the right of the given contact and then clicking inside the text box to make the changes. Once you have completed the changes you must click on the computer disk icon to save those changes. You may also delete entries by clicking on the red circle with the minus sign icon to the right.

The screenshot shows the SchoolCast Dashboard interface. At the top, there's a navigation bar with links: Users, Groups, Alerts, Account, Admin Reports, and Log Out. Below this, there's a section titled 'Contact Information' with tabs for 'Recent Alerts' and 'Address'. A blue box with a pencil icon and the text 'Adding a new number is easy with the Dashboard interface.' points to the 'Add Contact With Detail' link. Below this, there's a table of contact methods for 'Humpty Dumpty'. The table has columns: Contact Type, Phone/Email, Ext., Comment, Emergency Only, Text Msg, Voice, Detail, Edit, and Del. The first row shows a 'Cell Phone' with the number '(555) 555-5555' and 'Yes' for 'Text Msg' and 'Voice'. The second row shows an 'Email' address 'humptydumpty@norealmail.com' with a pencil icon in the 'Edit' column. Below the table, there's a form to add a new contact. It has a 'Contact Type' dropdown menu (currently set to 'Cell Phone'), a 'Phone/Email' field, an 'Ext.' field, a 'Comment' field, and checkboxes for 'Emergency Only', 'Text Msg', and 'Voice'. There's also an 'Add' button. A blue box with a pencil icon and the text 'Need to edit an existing number? Just click the pencil icon.' points to the pencil icon in the 'Edit' column of the first row. At the bottom, there's a section titled 'Humpty Dumpty's Groups' with a table showing 'School' (SCHS) and 'Grade' (Junior).

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	Detail	Edit	Del
Cell Phone	(555) 555-5555				Yes	Yes			
Email	humptydumpty@norealmail.com								

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice
Cell Phone		X			Yes	Yes

Group	Details
School	SCHS
Grade	Junior

New contact numbers and email addresses can be added by selecting the proper label from the Contact Type pull down box and typing into the blank, then clicking the Add button. When you are adding or editing a Cell Phone number, there is a column for “text messages” and “voice calls”. There is a drop down box to select “yes” or “no” on your preference for receiving those type of messages on that particular cell phone.

OPT OUT Feature

Calls may be set to receive “Emergency Only” by checking the box. If this box is checked, the phone number will not receive routine messages, attendance calls, or announcements.

The Dashboard allows you to keep track of all past alerts. Any voice alerts, email alerts, or text alerts sent by SchoolCast are kept under the “Recent Alerts” heading. Clicking on the speaker icon will play the original voice recording while clicking on a page icon will display the text of an email or text message.

The screenshot displays the SchoolCast user interface. At the top, the 'SchoolCast' logo is on the left, and 'SchoolCase Demo hgs admin' is on the right. A navigation bar contains links: Users, Groups, Alerts, Account, Admin Reports, ClientCast Messages (1), Dashboard, Help, and Log Out. Below this, a sub-navigation bar has 'Contact Information', 'Recent Alerts' (selected), and 'Address'. A 'Return to View Users' link is on the right. The main section is titled 'Recent Alerts for Humpty Dumpty' and includes instructions: 'Click the icons to hear or read past alerts.' and a link 'Show All Alerts for this User'. A table lists three alerts:

Alert Name	Sent	To	Message
Swim Team Update	5/3/2013 9:36:04 AM	humptydumpty@norealemail.com	[Page icon]
This is a test....	5/2/2013 4:53:37 PM	humptydumpty@norealemail.com	[Page icon]
IVR Alert	5/2/2013 4:07:52 PM	5555555555	[Speaker icon]

Annotations with blue arrows and text boxes explain the interface: 'All past alerts are viewable via the user's Dashboard.' points to the 'Recent Alerts' tab; 'Users can read or listen to past alerts by clicking the Message icon.' points to the 'Message' column header.