



2016/2017 School Apps

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The App

Communication

The apps integrate three basic communication methods - push notifications, news bulletins, and the school's social media feed. The social media feeds are integrated directly into the app and can be viewed at any time simply by opening the sidebar menu (tap the menu icon at the top left corner of the main screen). Push notifications are excellent for short, time-sensitive messages and pop up alerts on phones with the app installed. News bulletins are longer form messages that are viewed on demand.

Channels: Course and Interest-Specific Communication and Events

Students and parents can subscribe to school-defined channels for their interests and courses. Only broadcast messages and those for channels you are subscribed to will show an alert on your phone, but notifications for all channels are available in the Notifications screen in the app by setting the "show all" option in the list.

In addition to targeted push notifications, each channel may also have calendar events such as tests, assignment due dates, etc that will appear in the app if you are subscribed to that channel. Channels can be public or private.

Private Channels

Some channels may be listed as private. When you try and subscribe to those, you will require an access code provided by the teacher or administrator responsible for the channel.

Information in the app

There are four general categories of information that are shown and/or can be edited in the app in addition to push notifications, news bulletins and the social media feed.

Events

Events can be connected to either a date or a specific block/period. Day events can be either entered by the school (visible to everyone) or added in the app (visible only on that device).

Block events are created for a specific channel and are only visible to subscribers of that channel.

Class Notes

These are connected to a specific class/course name and can include

- Textual notes
- a To-Do list
- Photos

Course Info

Detailed information for a specific course/section including teacher name, location, resource and contact info, etc. May be provided by the school to be linked to a class in the app.

Reference Materials

This can include a school handbook, links to the school website and other resources, contact information, etc.

Main Screen (Day)

The main working screen in the app shows one day's information, usually "today". The top part of the screen shows the date, the type of day, and event information for the day. The rest of the screen shows the classes for the day with (optionally) period start and end times and any block-specific events, as well as any extracurricular activities in the morning, at lunch, or in the afternoon. In the evening, instead of showing today's information, it shows the next day by default. From this screen you can navigate to any given day, use the four corners of the screen to perform various actions and display different screens, and bring up more detail on the displayed schedule.



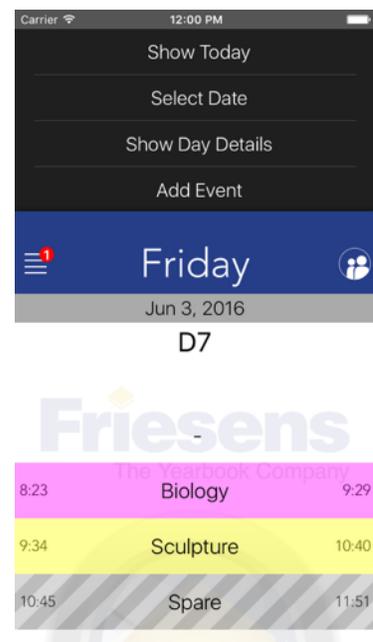
TO NAVIGATE TO A PARTICULAR DAY:

- Swipe left and right in the schedule area or tap the left or right sides of the screen to move one day at a time.
- Tap the date to return to "today".
- Hold on the date to choose any date to jump to.
- You can also navigate to a date using the pull-down menu (see below)
- To switch to a week or month view, rotate the phone to landscape orientation.

The Pull-Down Menu

If you pull down on the main screen (make sure to start below the top edge of the screen, otherwise the phone notification centre may be triggered) an additional menu with the following options will be revealed:

- Go back to the current date
- Select a date to view
- Display details for the day - extended event information, etc
- Add event to the day. This can be any event you wish to add for the day as a whole.



Pull-Up Menu (iOS-only)

On iOS devices there is also a pull up menu which reveals options at the bottom of the screen. Currently the only option is for switching the dark mode theme on and off.

The Four Corners

Each corner of the screen has an icon which provides access to various functions in the app.

Top Left: Sidebar Menu

The icon in the top left, commonly known as a “hamburger” menu icon, causes the Sidebar to be displayed. There are a variety of options in the menu, as well as a social media feed for the school. This is usually the school’s Twitter feed, but can also include other feeds such as Facebook posts.

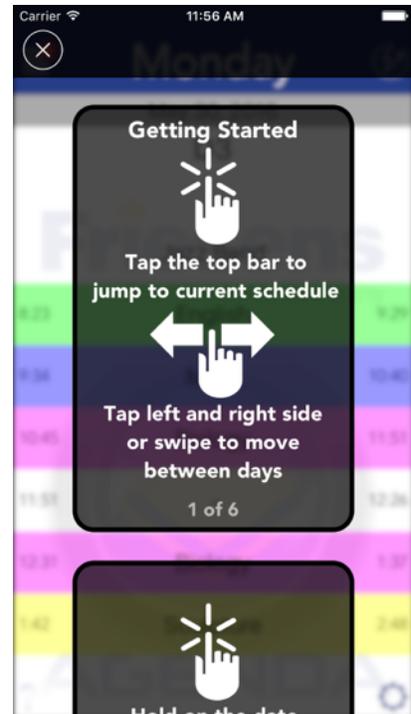
Bottom Left: Help

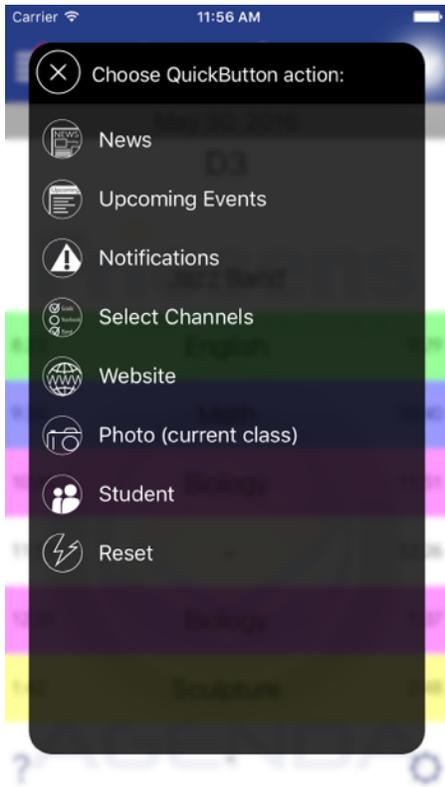
The help icon in the bottom left will bring up a help screen with basic information on how to use the app.

Top Right: QuickButton

The QuickButton allows for one-touch access to your single most used activity from a variety of actions. To configure the button:

- iOS: Hold your finger on the button to bring up a list of actions, tap the desired action to set it.
- Android: Tap the three dots next to the QuickButton to bring up the list of available actions, tap the desired icon to set it.





The button icon will change to indicate the selected action, and from that point on a single tap of the icon will perform that action. Some of the available actions/ screens are:

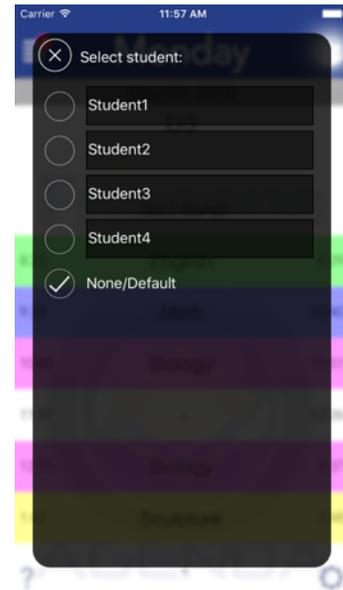
- News: View news bulletins
- Upcoming Events: Display a list of upcoming events for the next 30 days.
- Notifications: Display a list of recent push notifications
- Select Channels: Subscribe/unsubscribe to notifications & events for particular classes or activities
- Website: Open the school website
- Photo: Take a photo note. It will store the photo into the notes for the current class, based on the time of day.
- Student: Switch between student timetables. This is particularly useful for parents with multiple students in the school.

For quick access to actions beyond the one you may choose to assign here, swipe in from the screen edges for a shortcut bar (see below).

Profile Switcher

The profile switcher allows a parent to enter, and switch between up to 4 names student schedules. To switch between profiles, simply tap the checkbox next to the desired profile, and close the window. Tap the name to edit it.

The "None/Default" profile setting acts as a 5th un-named profile.



Bottom Right: Configuration

The gear icon at the bottom right will open up the configuration screens where you can set your classes and assign colors to them, as well as before/after school and lunchtime activities.

The Edges

Swiping in from either the left or right edge of the screen will display a shortcut bar for quick access to a variety of screens/actions. The available screens/actions include:

- News: View news bulletins
- Upcoming Events: Display a list of upcoming events for the next 30 days.
- Notifications: Display a list of recent push notifications
- Select Channels: Subscribe/unsubscribe to notifications for particular classes or activities
- Website: Open the school website
- Photo: Take a photo note. It will store the photo into the notes for the current class, based on the time of day.
- Student: Switch between student timetables. This is particularly useful for parents with multiple students in the school.
- Handbook: Access the student handbook.



Schedule Details

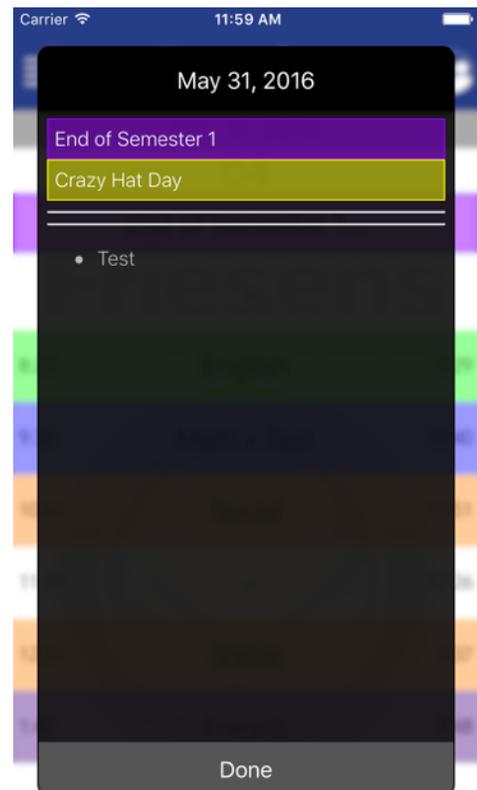
Day Events

The text at the top of the schedule is for school event information. If there is more information/events than will fit in the allotted space, an ellipsis will be shown.

Tapping the text will bring up a window with the complete event information for the day. This is also where user events added to the day from the pull-down menu will be shown.

Classes

The bulk of the main day screen lists the classes and extracurricular activities for the day. Each class will show the name for it, the start and end times for each period (can be turned off), and optionally the block/period name and icons indicating whether that class has any notes, incomplete To-Dos, or photos (each can be



turned on separately in the settings). If there is a channel or user-added event for the block, it will be displayed next to the class name.

Tapping on a Class/Block

Tapping on a class/block will bring up the class details screen that will let you view and edit text notes/photos/todos and view course information (if available). Note that the notes etc. are for that class in general, and are not specific to a specific date or block at this time.

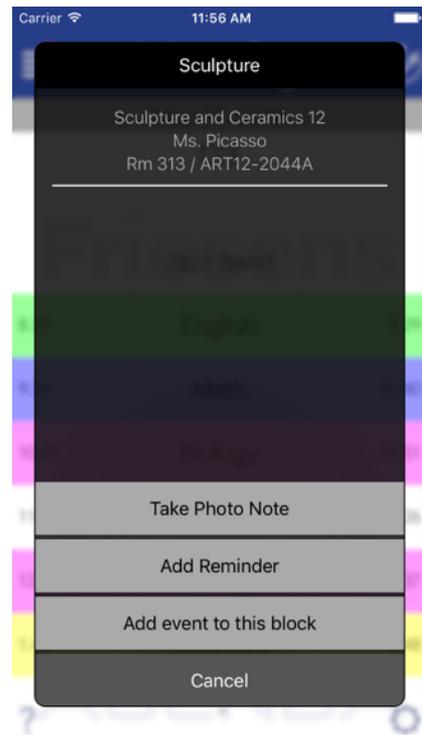
Pressing/Holding on a Class/Block

Holding on a class/block will bring up a summary of information about that class/block, including:

- Course information (if available)
- Events you have added to that block
- Events added to that block through a subscribed channel
- A preview of any class notes.

It will also provide an opportunity to perform one of three actions:

- Take a photo note, which will be stored in the photos for that class
- Add/edit a reminder. This reminder is stored in the phone's default system reminders, and can be used to provide an alarm for an upcoming event
- Add an event to this block, either user-specified or chosen from a list of common events.



Rotate the Phone

Rotating your phone to landscape orientation switches to either a week or month-at-a-glance view. The default is the week view, but if you prefer the month view, this can be changed in the settings.

May 30 - Jun 3

Mon-30	Tue-31	Wed-1	Thu-2	Fri-3
	End of Semester 1...		Grad Rehearsal 5pm	Sarah's birthday
Jazz Band	-	Choir	-	-
English	English	Sculpture	French	Biology
Math	Math • Test • ...	Biology	Social	Sculpture
Biology	Social	Art	Art	Spare
-	-	Chess Club	-	-
Biology	Social	Art	Art	Spare
Sculpture	French	Spare	Spare	Art
-	Soccer	-	Soccer	-

Week View

The week view shows one school week at a time, with a summarized schedule for each day. Navigation is similar to the day view - swipes to move from week to week, hold on the date to select a week to show. A calendar icon will be shown next to days of the week with event information. Holding on the day of the week will display a window with more detailed information for the day. On larger iOS devices holding on a class allows for adding reminders and events as in the day view. The large calendar icon will switch between week and month views.

June 2016

Friesens The Yearbook Company

	1 D5	2 D6	3 D7	4
		Grad Rehearsal 5pm	Sarah's birthday	
5	6 D8	7 D1	8 D2	9 D3
	10 D4	11 Grad 7pm	12	13 D5
14 D6	15 D7	16 D8	17 D1	18
19	20 D2	21 D3	22 Exams	23 Exams
	24 Exams	25	26	27 Exams
	28 Exams	29 Reports	30	

Month View

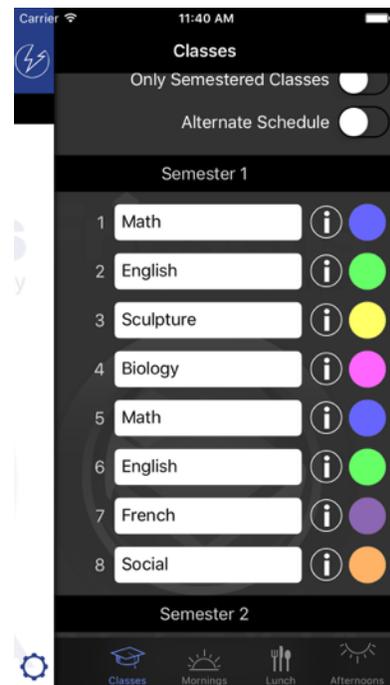
The month view shows an abbreviated summary of the month in a typical month calendar view. Days with event information have a colour highlight, and (depending on your device) may show an abbreviated version of the event information. Holding on a date will display a window with more detailed information for the day, with the option to add an event to the day. The large calendar icon will switch between week and month views.

Class Configuration Screen

Setting up your classes

The gear icon in the bottom right of the main Day View brings up the class configuration screen. Here you can enter a course for each block/period, and set a colour for each. Depending on your school's schedule, there may be additional options:

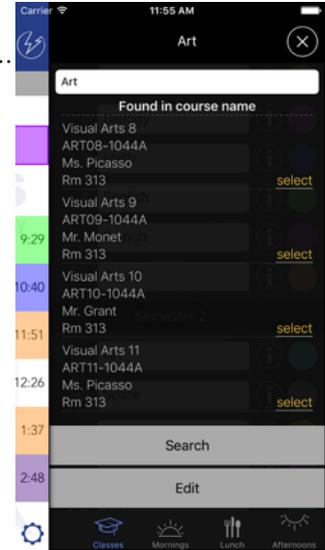
- "Only Semestered Classes": for mixed linear/semestered classes. If turned on, the app will populate both odd and even days with the same classes and gray out the remaining options.
- If your school has two different timetables (ie junior grades have lunch in 3rd period, and seniors in 4th) there may be an option to select the timetable to use (ie "4th Lunch")
- Most schools will provide for entering the classes for each semester separately: the app will switch between them automatically on the semester transition date.



Once you have entered your classes and chosen colours, the app will automatically populate the calendar in the app.

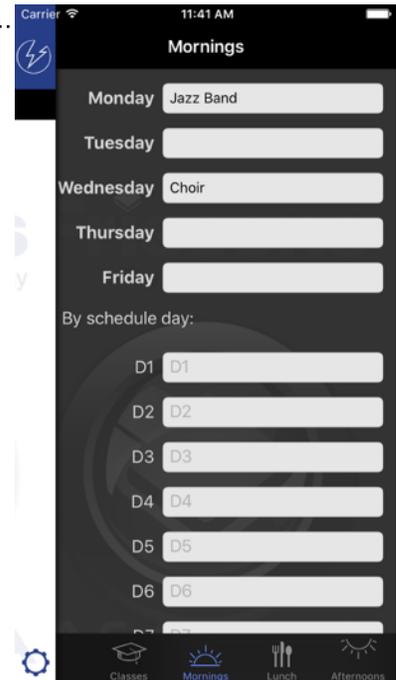
Course Information

Your app may include course information allowing you to link the class name you entered (such as "Math") to a specific course/teacher. On iOS, tap the "i" icon next to the class name; on Android tap the class, then select "Search Courses" in the popup window. If the course you want to select is not in the list, edit the search term and tap "Search Again". When the desired class is shown, tap it to link it to your schedule. The information will be displayed in the class details screen and class info popups, and may include the full course name/number, teacher name, location, description or supply lists, and associated websites or contact info.



Extracurricular Activities

The additional tabs in this screen are for entering your morning, lunchtime, and afternoon extracurricular activities. Depending on your school's schedule, the extracurricular tabs may show options for both the day of the week and for entries "by schedule day", allowing you to set activities that are fixed to either a day of the week or to a particular day in a rotating schedule.



Class Details Screen (Notes, Photos, Todos, and Course Info)

Tapping on a class name on the main screen will bring up the class details screen for that class. This screen has several tabs:



- Text Notes: any textual notes for the class
- Photo Notes: photos for the class
- ToDo list
- Course Info (if available)

ToDoS (Android)

Tap in the space showing "...enter new item..." to enter a new item, tap the done/checkmark button on the keyboard or the "+" next to the item to save. To mark an item as done, simply tap it. To delete, swipe left on the item until the red delete button appears, and confirm in the alert.



ToDoS (iOS)

Tap on the "+" icon at the top right to add an item, and enter the text in the field that appears. To mark an item as done, simply tap it. To delete, swipe left on the item until the red delete button appears, and tap it to confirm.

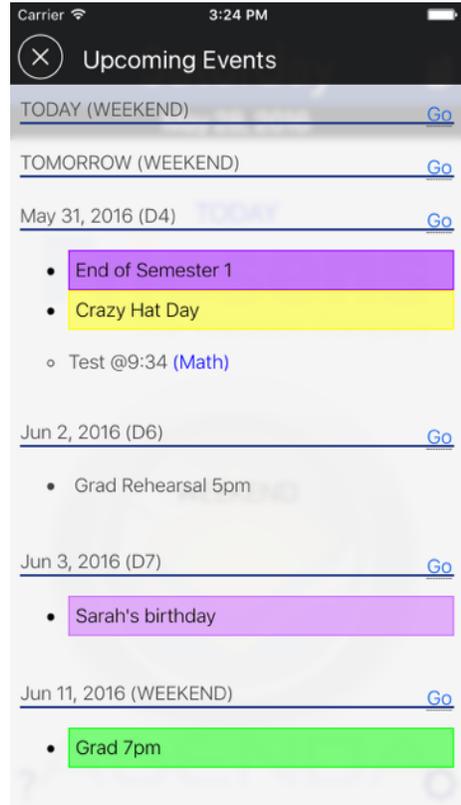
Photos

Photo notes can be a useful addition to text notes, including as a quick alternative to things such as copying the details of an assignment from the board.

- Tap the + to add a photo
- Tap a thumbnail image to view a photo
- Tap and hold on a photo to delete it.

Upcoming Events Screen

The Upcoming Events screen (available from the QuickButton and shortcut bars) shows school events over the next 30 days. Today and Tomorrow are always shown, other dates are only shown if there is an event on that day. Tapping the “Go” link next to a date will close the Upcoming Events screen and display the schedule for the selected date on the main screen.

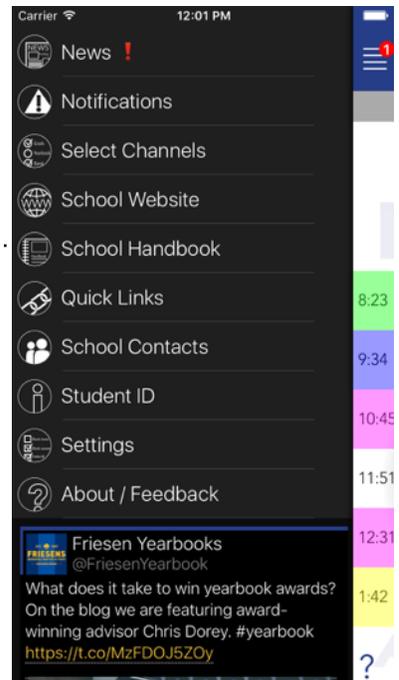


Sidebar Menu

Tapping the menu icon at the top left of the main screen brings up the sidebar menu. This menu has information specific to your school as well some settings and general info:

News

This will show either the latest news bulletin from the school, if any, or link to a website (ie the school’s Facebook page) or blog with school news and information. News bulletins may include attachments - these will be shown as links in the bulletin, tapping will open them.



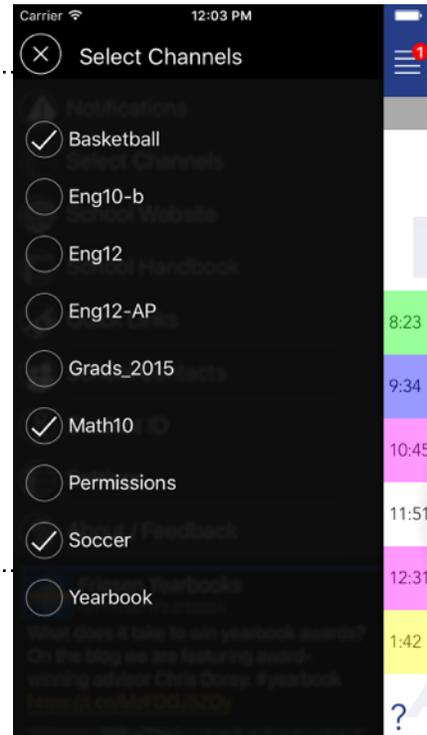
Notifications

This shows a list of the most recent push notifications received by the app. By default it shows only broadcast notifications and those for channels you are subscribed to. Channel-specific notifications will show the channel name next to them. Turning on the “Show All” option will show all public notifications for the app.

Select Channels

Use this to select the push notification/event channels you are subscribed to. Depending on your school, there may be channels for various classes, clubs, or athletic groups (“Junior Basketball”, “Grads”, etc.).

Any channels marked as “private” will require an access code provided by the teacher or administrator responsible for the channel.



School Website

Tapping this will launch the school’s website in your phone’s default browser.

School Handbook

Displays a copy of the school handbook, code of conduct, or similar document provided by the school.

Quick Links

Optional list of useful web links provided by the school. Depending on your school, there may also be a single link to a key school-specific site in this spot.

School Contacts

Displays key contact information (address, phone, emails) for the school. This may include a complete staff list.

Settings

Show Block Times/Block Names

Controls whether or not period start/end times and names (in addition to class name) are shown on the main Day View.

Prefer Info

Sets which class info tab (text notes/photo notes/ ToDo list) is active by default when a class name is tapped.

Prefer Month View

If you prefer to use the month-at-a-time view rather than the week view when turning the phone to landscape, set as default with this option.

Night Mode (iOS only, coming soon to Android)

These settings will switch the app to a predominantly dark color scheme to more easily readable/less distracting at night or in low-light conditions. "Always" forces the dark theme on regardless of time of day. "Auto" will switch to the dark theme between 9pm and 6am. You can also quickly switch the dark theme on and off from the pull-up menu on the main screen.

Show Notes Tag

Show an notes icon on the main screen next to classes with text notes

Show ToDos Tag

Show a To-Do icon on the main screen next to classes with incomplete To-Dos.

Show Photos Tag

Show a Photo icon on the main screen next to classes with photo notes.

Add to Phone Calendar (iOS only)

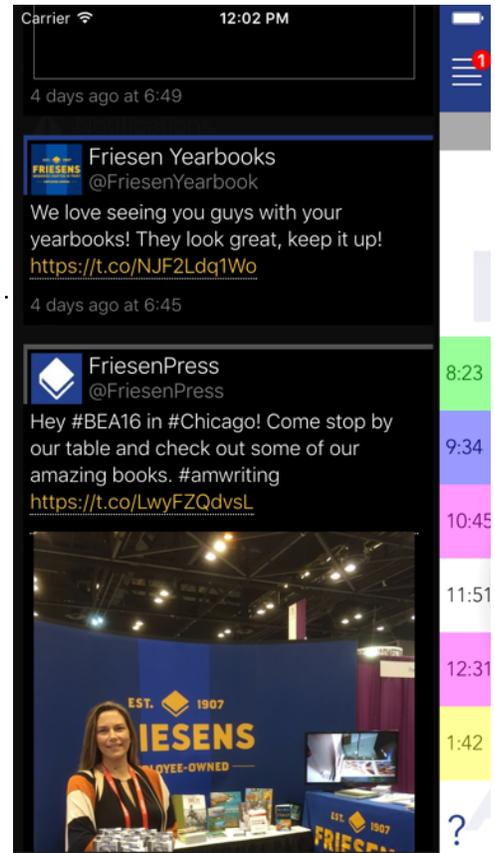
Add a subscription to the school events in the app so they show up in the iOS Calendar app. This applies only to the school-wide events shown on the main screen, it does not include any user-added or subscribed channel events.

About/Feedback

Basic information about the app including version number etc, and a button to send a feedback email if you have any questions, concerns, or suggestions.

Social Media Feed

Below the sidebar menu the school Twitter (or other social media) feed is shown. Drag up on the tweets to cover the menu and scroll through more tweets, pull down to reveal the menu again.



App Availability and Device Support

Your school's app is available on both the iTunes and Google Play app stores as a free download. Current device support is as follows:

- iOS: any iPhone, iPad or iPod touch running iOS 6.1 or higher.
- Android: any Android phone running Android 4.0 or higher

If your phone supports it, we recommend running at least iOS 8 or Android 5.0. Some features may be limited on older operating systems, and newer operating system versions are typically more secure. Links to the app page on each app store will also be available at

<http://honeygarlic.ca/download.php>.

This page also includes a direct download link for the Android version of the app, for installation on Android devices without Google Play, or on Blackberry 10 devices. *Note: While an effort is made to ensure the broadest possible compatibility, specific features may not be available or work correctly when running on a Blackberry device. As some Blackberry devices use different aspect ratio screens from most Android/iOS devices, some screens may not display normally.*

Offline Operation and Privacy

The core functionality of the app - calendaring, note taking, etc operates entirely without an internet connection, updating as needed when network access is available. Receiving calendar updates, news bulletins/notifications, and changing channel subscriptions require network access (either cellular or WiFi). The apps are designed to use minimal amounts of data so as to not significantly impact most data plans.

The apps have been structured to operate without requiring student registration or logging into any web service for ease of use. Personal and individually identifiable student data - class information, notes, reminders - is never transmitted to or stored on our servers. The apps do not track, transmit, or store the users location.

Disclaimer: While the app itself does not transmit any personal data, any personal information entered into the app, whether student id, class notes, photos, or other information is only as secure as the physical device. It is the user's responsibility to ensure the security of their device, including the use of security features such as passcodes, fingerprints, or other means.

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Screenshots shown are for a sample app. Actual app colors, logos, schedule and other information will be different for a specific school.

All screenshots are for the iOS version of the app, Android versions may vary in details. Appearance, available functions, and described details are for the app and web portal versions as of Aug 31, 2016, and may change over time as features are added.

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To provide your school community with the most effective and student-focused school app available, contact your local Friesens representative or email cameronf@friesens.com

