



# **My School Day: Mobile App**

Reference Guide for 2018/19

## **Important Note**

This manual is divided into two main parts. The first, which consists of the Overview and Beginner's Guide, provides basic information and step by step instructions for common actions in the portal without getting into the details of some of the options.

The second, the Reference, provides a more in depth look at each screen and the available fields and options.

Reading the full content of the Reference section is not necessary to be a productive user of the portal, but does provide more detail for advanced users and those with questions not answered in the Guide. Please feel free to only read those sections that apply to you, or that you want more information on.

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*External website/service tabs and privacy*

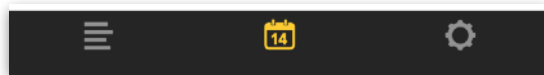
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# Overview

## Structure

The My School Day app is organized around a series of **tabs** located at the bottom of the screen. Each tab contains a particular group of functions. The primary tabs are, from left to right:

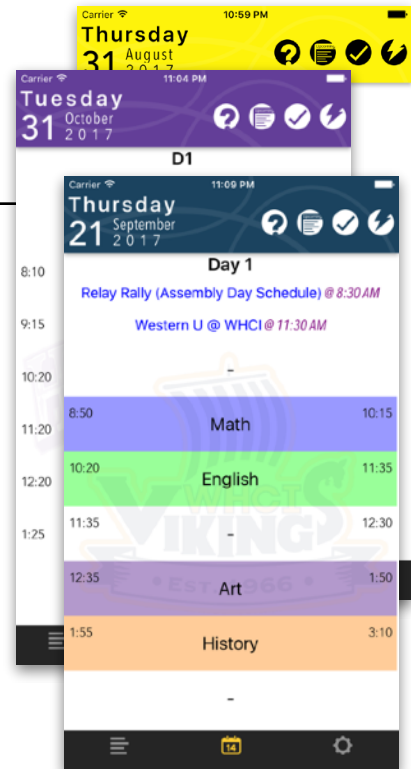
1. Menu - assorted links and app functionality, always the leftmost tab.
2. Calendar- the primary tab, shows the school calendar and provides access to class notes etc
3. Configuration - where the student sets up their classes and activities, and changes app settings. Always the rightmost tab.



1.

2.

3.



## Additional Tabs

Depending on your school, there may be additional tabs shown - these could be a list of upcoming events, the news feed, or an external website or service.

## Communication

The app integrates 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 menu tab (tap the menu icon at the left edge off the tab bar). 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

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Students and parents can subscribe to school-defined channels for their interests and courses. Only school-wide messages and those for your subscribed channels 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. *Exception: notifications for private channels (see below) that you are not subscribed to will never be visible.*

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. Channels can be public or private.

### Private Channels

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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. Private channels may also be hidden, and only visible to subscribers.

## Information in the app

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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.

### Calendar Events

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Events added to the calendar by the school can be either school-wide or only for subscribers to a particular channel.

You can also add your own events to a particular date: they are visible only on your device.

### Class Notes

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

- Textual notes
- a To-Do list
- Photo notes

## Course Info

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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

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This can include a school handbook, links to the school website and other resources, contact information, etc. These are usually found in the “Menu” tab.



## Quick Guide: How do I...

This section provides a quick overview of the steps to perform a number of common actions. Further detail can be found in the *Reference* section.

### Set up the App

The first time you open the app, you will be asked to select a school so it can configure itself correctly with the right calendar, timetables, and other information.

1. Tap on "Start".
2. Tap on the "Province" or "Region" selector to choose your location.
3. Tap on the "District" selector to choose your school district.
4. Tap on the "School" selector to choose your specific school.
5. Tap on the "Confirm" button if correct, or start over with your selections.

The app may show information about our privacy policy and/or what permissions the app will request. After reading those and clicking on "OK", the app will configure itself for your school, and open the Calendar tab.

## Select a Date

Swipe left and right to move through days one by one.

Tap the date at the top of the calendar tab to return to the current date.

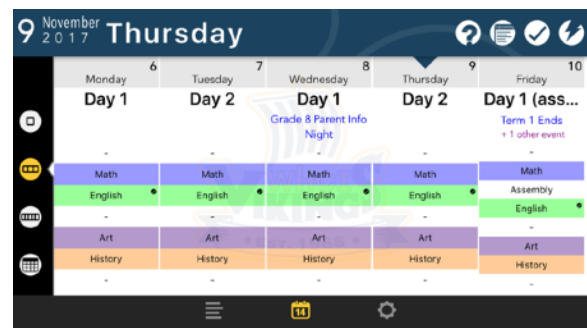
HOLD on the date or tap the "Options" button beneath it to select a specific date to go to.

## Show an entire week or month

Turn the phone sideways to switch the app into week/month view. The four icons on the left side will allow you to select, from top to bottom:

- Single day view
- Week view (Monday to Friday)
- Week view (Sunday through Saturday)
- Month view.

You can set your default preference in the app settings.



## Subscribe to Channels

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1. Tap the leftmost icon in the tab bar to show the Menu tab.
2. Tap on "Select Channels".
3. Tap to select the desired channels.
4. Tap the close button (X) to return to the menu.

## Enter my Classes

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1. Tap the rightmost icon in the tab bar to show the Configuration tab.
2. Enter your class names.
3. Tap the colour selector button to choose a colour for each class (optional)

## Take Notes for a Class

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1. Tap the name of the class in the Calendar tab.
2. On the left side, select whether you want to type textual notes, add To-do items, or take a photo note.
3. Take your notes.
4. Tap the close button (X) to return to the calendar/timetable.

## View a Summary of Upcoming Events

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Tap on the quick access button at the top right that looks like a calendar. The app will search the calendar for events in the next 60 days and display them. Tapping the "Go" button next to a date in the list will open the calendar tab to that date, or tap the close button to return to the calendar/timetable.

## Search for an Event

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Tap on the quick access button at the top right that looks like a magnifying glass to open the search panel. After entering text to search for, the app will search it's calendar for the next year starting from the current date and display any matches.

The search is case-insensitive, and searches both the event title and any details in it's description.

## Add Another Student/School (for Parents)

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The app supports up to 5 individual student profiles. To enable switching between profiles, you must add the Student Switcher:

1. HOLD on one of the quick access buttons that you do not use.
2. In the list of function options that is displayed, select "Student".

The icon of the button should have changed to the student switcher.

Tap the button to open the Student Switcher panel.

### Adding a Student

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For the first additional student, tap on "Student 2" (the third would use Student3, etc).

Enter a name for the student.

Tap "Save and Select School".

Select the province, district, and school for the student.

Tap on "Confirm".

### Switching Students/Schools

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1. Tap to open the Student Switcher panel (if not already open)
2. Tap the checkbox next to the desired student/school.

**NOTE:** After adding a student profile with a different school, it may take up to an hour for the calendar info for the additional school to be visible.

### Multiple Schools and Notifications

While the app will only display the calendar events, timetable, and other info for the currently selected school, it will always receive push notifications for all added schools.

# Full Reference

## Menu Tab

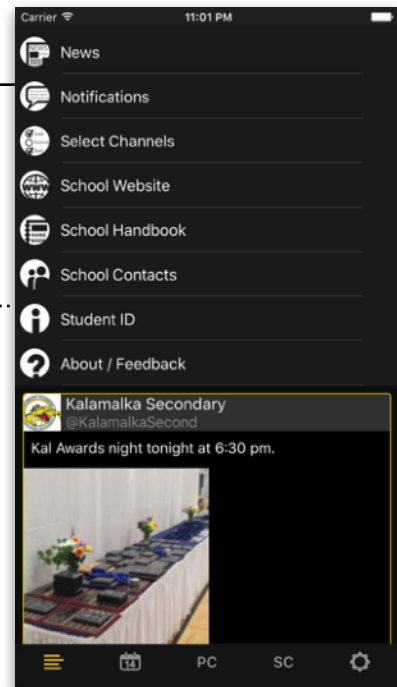
The menu has a variety of information specific to your school and may include:

### News

This will show the recent news postings for the school and any subscribed channels. News bulletins may include header images, links, and media attachments (images, PDFs, and videos). Attachments will be shown as links in the bulletin, tapping will open them.



If you are subscribed to channels, you will be able to use the drop down selector at the top to choose to view all news postings, only school-wide postings, or only posts for a particular channel.



### Notifications

This shows a list of the most recent push notifications received by the app. By default it shows school-wide notifications and those for subscribed channels you are subscribed to. Tap the drop down selector to choose between your notifications (school-wide and your subscribed channels), all public notifications, just school-wide notifications, or notifications for a specific channel.

### 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.). Some channels may be grouped into categories such as "Sports" - tap the category name to open up the list of channels it contains. Any channels marked as "private" will require an access code provided by the teacher or administrator responsible for

the channel. To subscribe to a hidden or invitation-only channel, tap the "Add Private Channel" button at the bottom of the channel list, and enter the code you were provided.

*Note: Codes provided for invitation-only channels are single-use. Once used once to subscribe to a channel, they cannot be used again*

## School Website

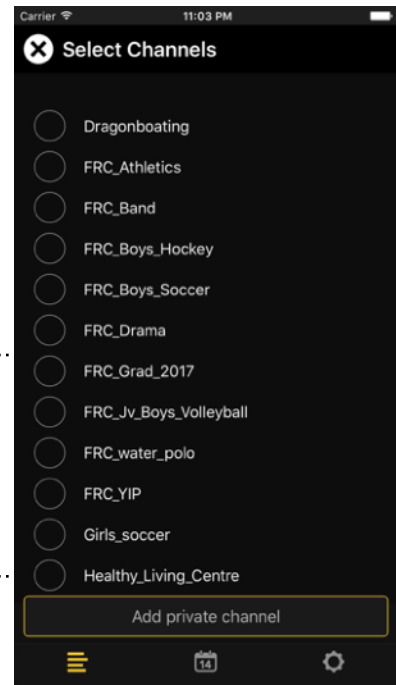
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Tapping this will launch the school's website in your phone's default browser.

## School Handbook

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



## Quick Links

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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 or document in this spot.

This option may only be visible if the school has provided a list of links.

## School Contacts

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

For parents:

*Your school may have enabled a button for reporting absences which would appear at the top of the contacts. Tapping it will pre-format an email for you, take you to a web form, or bring up the phone dialer with the correct number, depending on the school policies.*

## Student ID

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Provides basic storage of a photo of the front and back sides of your student ID. Tap the + or "Add ID" button to bring up the camera and take photos of your ID.

**Note:** The photos of the ID card are stored only in the app and not transmitted or processed in any way.

*Android Note: If the camera does not come up or ask for permission to do so when you tap the button, go into the phone settings and go to Apps -> (app name) -> Permissions and turn on the "camera" and "storage" permissions.*

## About/Feedback

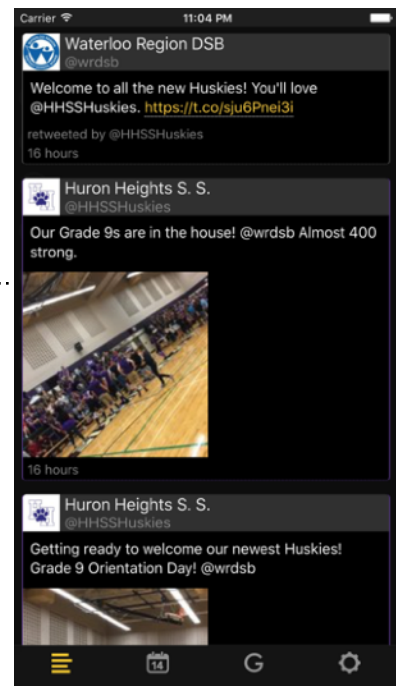
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Basic information about the app including version number, any release notes, and a button to send a feedback email if you have any questions, concerns, or suggestions.

## Social Media Feed

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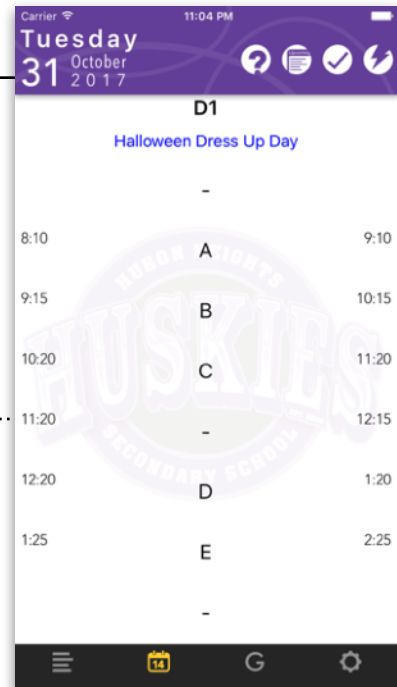
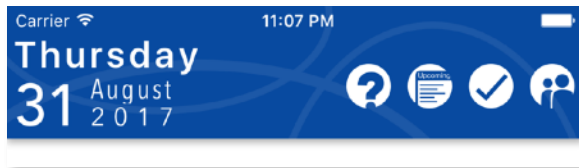
Below the sidebar menu the school Twitter (or other social media) feed is shown. Drag up on the tweets to cover the menu and scroll through more tweets, pull down to reveal the menu again.



## Calendar Tab

The main working screen in the app shows the schedule and calendar information. On a phone in portrait orientation it will show the information for one day, usually "today". In the evening, instead of showing today's information, it shows the next day by default.

### The Calendar Header



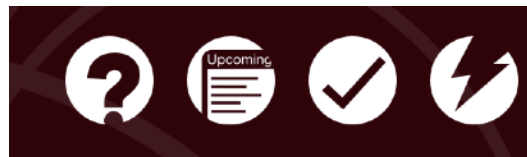
The calendar header shows the currently selected date and a series of quick access buttons.

- Tap the date to return to "today".
- Hold on the date to choose any date to jump to.

### Quick Access Buttons

These four buttons allow for one-touch access to your used actions. The default settings are, from left to right:

- Help
- Upcoming Events
- A list of all incomplete "to-do" items.
- (Left for you to define)

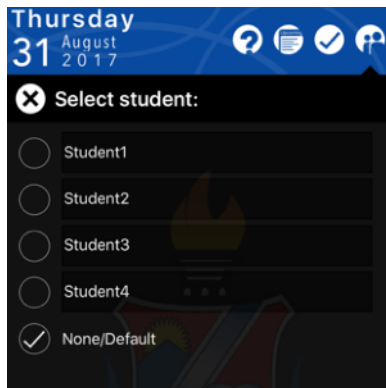


### To change the action associated with any button:

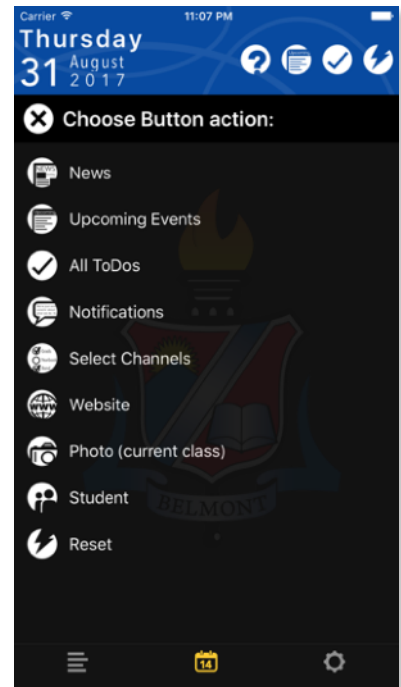
Hold down on the button for a couple of seconds. The app will show a list of options that you can choose from. Most will be duplicates of items in the menu tab, but are options to allow quicker access.

These may include:

- News - see the news bulletins
- Upcoming Events - see a list of upcoming events for the next 6 weeks
- All To-Dos - see a list of all incomplete to-do items
- Notifications - see the notification history
- Select Channels - subscribe to channels
- Website - school website
- Photo - take a photo note (automatically detects the current class and stores it in the notes for that class)
- Student - student profile switcher

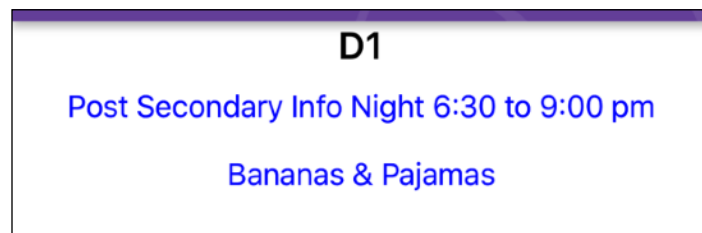


**For Parents:** The student profile switcher allows you to enter the class schedules for up to 5 students (4 named profiles, and the default, unnamed slot). Once assigned to one of the buttons, tap it to get a list of profiles - simply check one off to switch between them. Tap the name to edit it.



## Day Type and Events

Immediately below the header the app will display information about the day schedule (this will vary from school to school, but could be such things as "Day 1", "Day 2", or "Exam Day" or "Closed/Holiday") and a list of events for the day.



For more details, or if there are more events than will fit on the display, tap the events and the app will show a more detailed view of the events for that day.



## Timetable Area

The bulk of the screen, on regular school days, will display the timetable for the day, with your defined classes and extracurricular activities. Each class will show the name for it, the start and end times for each period (can be disabled in the settings), and optionally the block/period name (turn on in settings), 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.

8:50	Math	10:15
10:20	English	11:35
11:35	-	12:30
12:35	Art	1:50
1:55	History	3:10
	-	

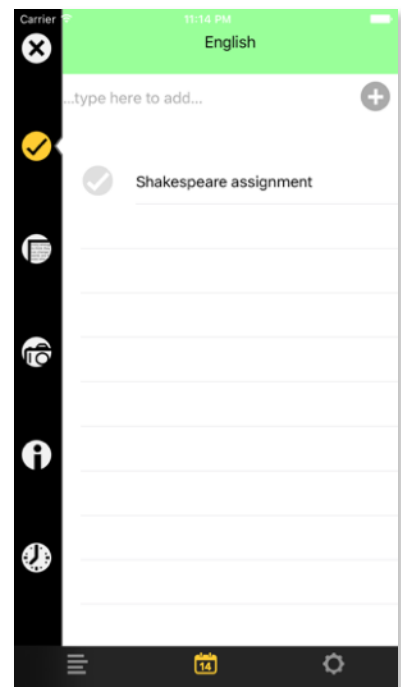
## Navigating Through the Calendar

To navigate to different dates, you can:

- Swipe left and right in the timetable area to move one day at a time.
- Tap the date in the header to return to "today".
- Hold on the date in the header to choose any date to jump to.
- To switch to a week or month view, rotate the phone to landscape orientation.

## 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), as well as an additional page which allows setting events/reminders for that block. Note that the notes etc. are for that class in general, and are not specific to a specific date or bloc



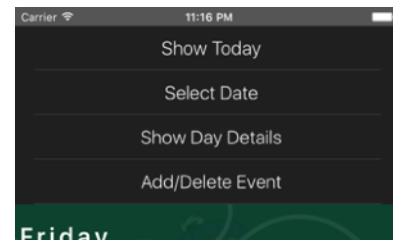
## Pressing/Holding on a Class/Block

Holding on a class/block will bring up the same screen as tapping it, but will automatically take you to the page where you can add events/reminders for the block

## 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:

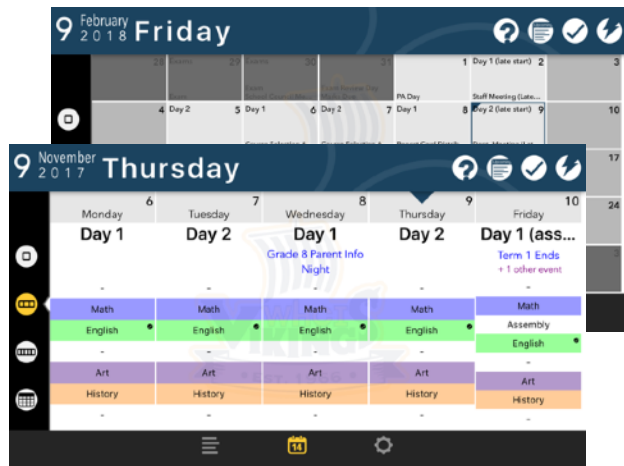
- Go back to the current date
- Select a date to view
- Display details for the day - extended event information, etc
- Add event to the day. This can be any event you wish to add for the day as a whole.



## Rotate the Phone

Rotating your phone to landscape orientation changes the calendar to show more than one day. Along the left side of the screen you will see buttons to switch between single-day, 5-day week (Monday-Friday), 7-day week (Sunday-Saturday), or full month views. You can see your preferred option in the settings.

As in the single-day view, swipe left and right to move through the calendar, or tap/hold on the date in the header to jump to today/a specific date.



Hold on the date at the top of each column in the week views, or the calendar space in the month view, to get an expanded view of the day with additional event information and the schedule for the day.

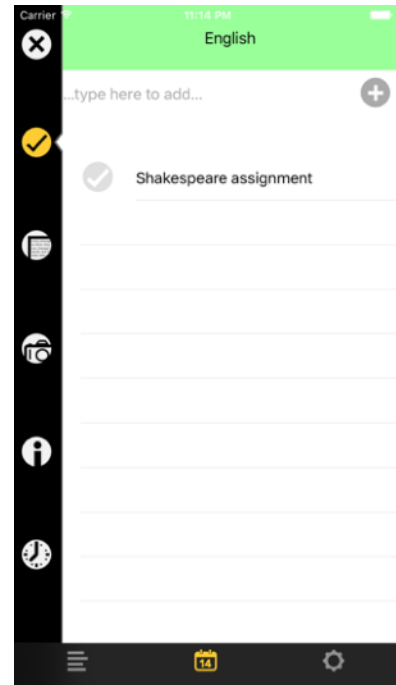
## Class Details Screen (Notes, Photos, Todos, and Course Info)

Tapping on a class name on the main screen will bring up the class details screen for that class. This screen has several pages selected using the icons on the left:

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

### 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.

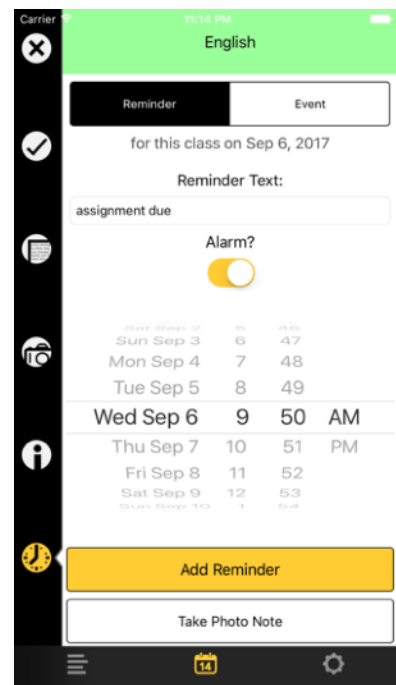
### Photos

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.

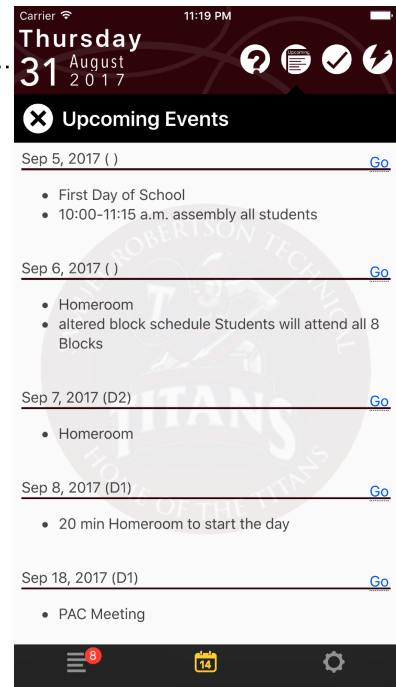
### Events and Reminders

This page allows you to set a reminder with an alarm for a class, or add an event which will be shown next to the class name.



## Upcoming Events Screen

The Upcoming Events screen shows school events over the next 6 weeks. 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.



## Configuration Tab

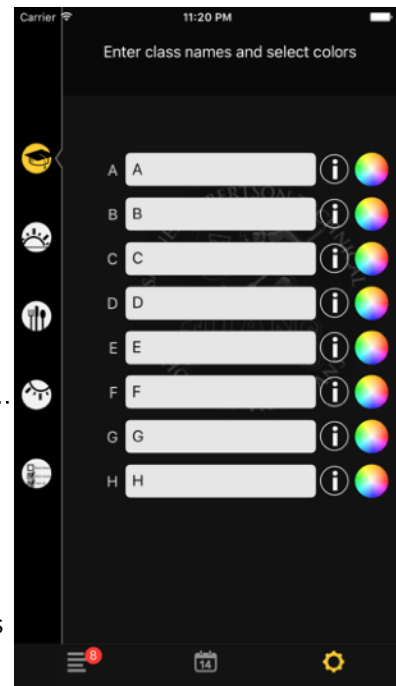
The configuration tab has four pages:

- Classes
- Morning extracurricular activities
- Lunchtime extracurricular activities
- Afternoon extracurricular activities
- App Settings

### Setting up your classes

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:

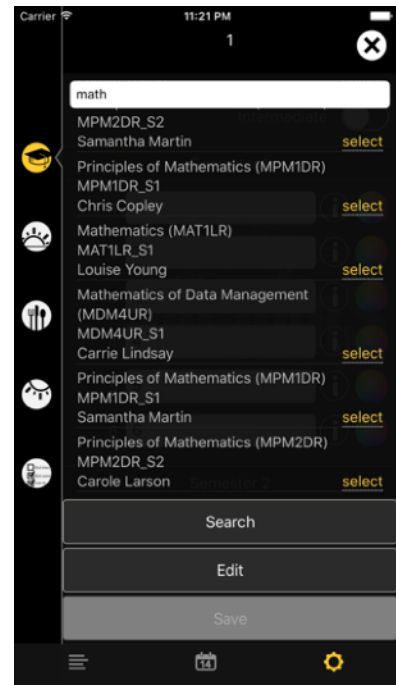
- If your school has two different timetables (ie junior grades have lunch in 3rd period, and seniors in 4th) there may be an option to select the timetable to use (ie "4th Lunch")
- Semestered schools will provide for entering the classes for each semester separately: the app will switch between them 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

Each of the three extracurricular pages in this screen works similarly, simply enter your activities for each day in the correct spot, and the app will automatically fill in the calendar. 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.



## Settings

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### Show Block Times/Block Names

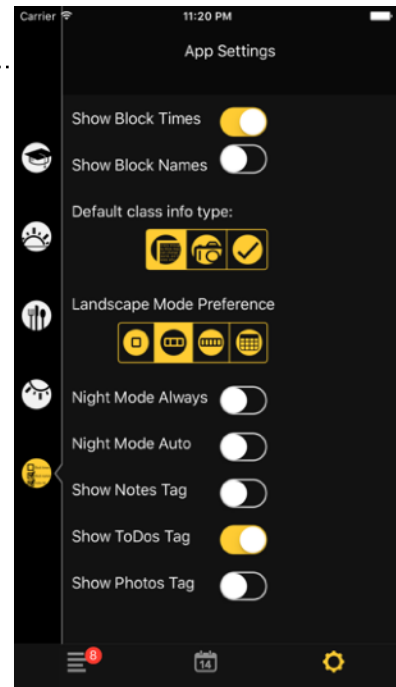
Controls whether or not period start/end times and names (in addition to class name) are shown on the main Day View.

### Default Class Info Type

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

### Landscape Mode Preference

Select which view (single-day, 5-day, 7-day, or month) is your default for the calendar when in landscape orientation.



### Night Mode Always/Auto

These settings will switch the app to a predominantly dark colour scheme to be 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.

### 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.

## App Availability and Device Support

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My School Day is available on both the iTunes and Google Play app stores as a free download. Current device support as of August, 2018 is as follows:

- iOS: any iPhone, iPad or iPod touch running iOS 8 or higher.
- Android: any Android phone running Android 5.1 or higher

We always recommend running the latest version of iOS/Android supported by your device in order to get the benefit of the most recent security updates for your platform. Some features may be limited or unavailable on older operating systems.

## Offline Operation and Privacy

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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 app has been structured to operate without requiring student registration or logging into any web service for the core functionality. Additional tabs enabled for your school may require a sign in. Personal and individually identifiable student data - class information, notes, photos, reminders, student id - entered into any of the core parts of the app is never transmitted to or stored on our servers. The app does not track, transmit, or store the users location.

**Disclaimer:** While the app itself does not transmit any personally identifiable information, information stored into the app 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/passwords, fingerprints, or other means as provided by the phone hardware and operating system.

### Backups

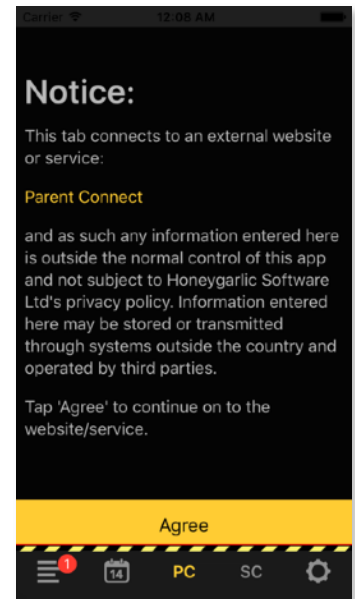
As the app does not store user data outside of the phone, ***it is the user's responsibility to back up their device*** to prevent data loss in the event of theft or damage to the phone.

## External website/service tabs and privacy

Your school may have chosen to enable additional tabs which link to an external website or service. **These websites/services are outside of our control and not subject to our privacy policies.**

Because these websites/services are displayed within, but outside the control of the app, the first time that tab is opened a warning notice will be displayed that the information entered in that tab is not subject to our privacy policies.

You must agree for the app to make a connection to the website/service for that tab.



Subsequent to agreeing to the conditions, whenever that tab is displayed, a warning bar will be shown at the bottom to remind the user that information entered in that tab may not be private:





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

All app 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 June 1, 2018, and may change over time as features are added.

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My School Day is developed by Honeygarlic Software Ltd and supplied in partnership with Friesens. 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](mailto:cameronf@friesens.com)

