



# St Margaret's App Guide



## Overview

The St Margaret's school app is one element of the school's digital communication strategy that also includes the school website and The POD. The school app provides users with access to important information in a timely manner.

## What platforms are supported?

The app is available for:

iOS (Apple) iPhone & iPad

<https://itunes.apple.com/WebObjects/MZStore.woa/wa/viewSoftware?id=649651521&mt=8>

Google Play (Android)

<https://play.google.com/store/apps/details?id=au.com.digistormeducation.schoolapp.stmargarets>

## What information can I find on the App?

- Alerts (General)
- Calendar
- Class Info
- My Groups (Sport, Music, Year level pages)
- News (General School news that appears in The POD)
- Contacts (key contact list)
- eNews (link to eNews that appears on School Website)
- Map (when on campus identifies your location)
- Absentee line (call the school from within the App)
- Social Media links

## What is the app primarily used for?

The primary function of the app is to provide users with access to The POD via their mobile phone. This will enable users to receive the information they want, when they want it. As users are able to join groups that relate to their daughters' specific activities/interests, they are able to access information that relates to these activities. For example, if you were a member of a Year Level group page and the lead teacher (Primary) or Head of Year (Secondary) added information about an upcoming event, then a user who belongs to that group might receive that information via instant message, email, push notification to their mobile or as part of a notification digest.

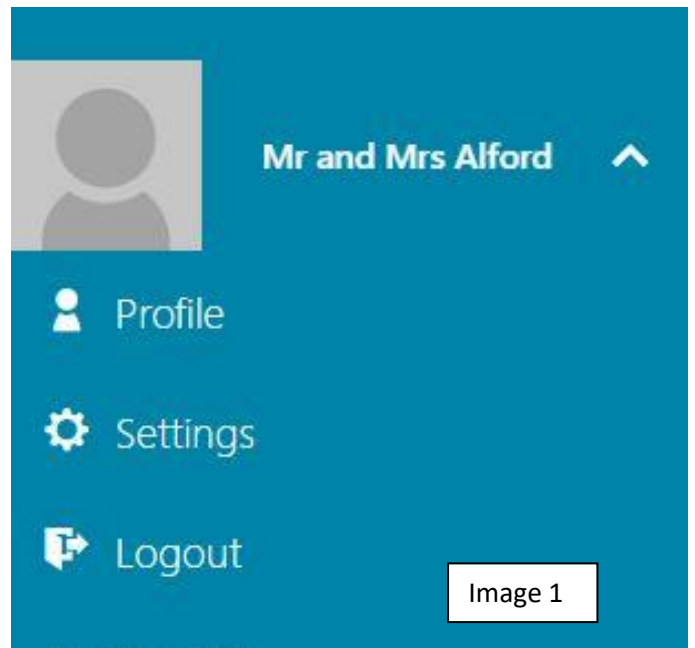


## Am I able to receive information that is only relevant to me?

Yes. All users in The POD can access information that relates specifically to their needs and/or interests. When you join a group, you will only receive information from that specific group. For example, if a user joins the Swimming group and information is updated about a venue or time change, then that information will only be visible by members of that group. By taking this approach, The POD allows users to determine what information is most relevant to them. Furthermore, the system supports users' ability to receive how they receive updated information. By setting up your notification settings in The POD, you have the capacity to decide how you wish to receive information. Information is updated regularly and so you may wish to receive these updates in different ways.


























## How can I setup notifications?

Users can choose to be notified about changes to information in The POD in 5 ways. This must be setup in The POD, not the School App. To change how you wish to receive notifications, navigate to your user Profile page by selecting the down arrow to the right of your name (Image 1) Scroll down until you reach the Messages heading. Below this is where you can make personalised changes as to how you wish to receive your information. The table below (Image 2) shows the five options. To make your selection, simply click on the icon you require. Instant notifications (bell icon) are those which appear within the system on the top right corner of each page. If you wish to receive notifications to your mobile device, select the phone icon. By default, you will still receive instant notifications within the system. If you wish to receive an email reminder, select the mail icon. Finally, if you only wish to receive all weekly notifications as part of a digest, select the newspaper icon. If selected, the system will automatically send a digest of all relevant notifications for one week. See Image 3 for an example of the weekly digest.

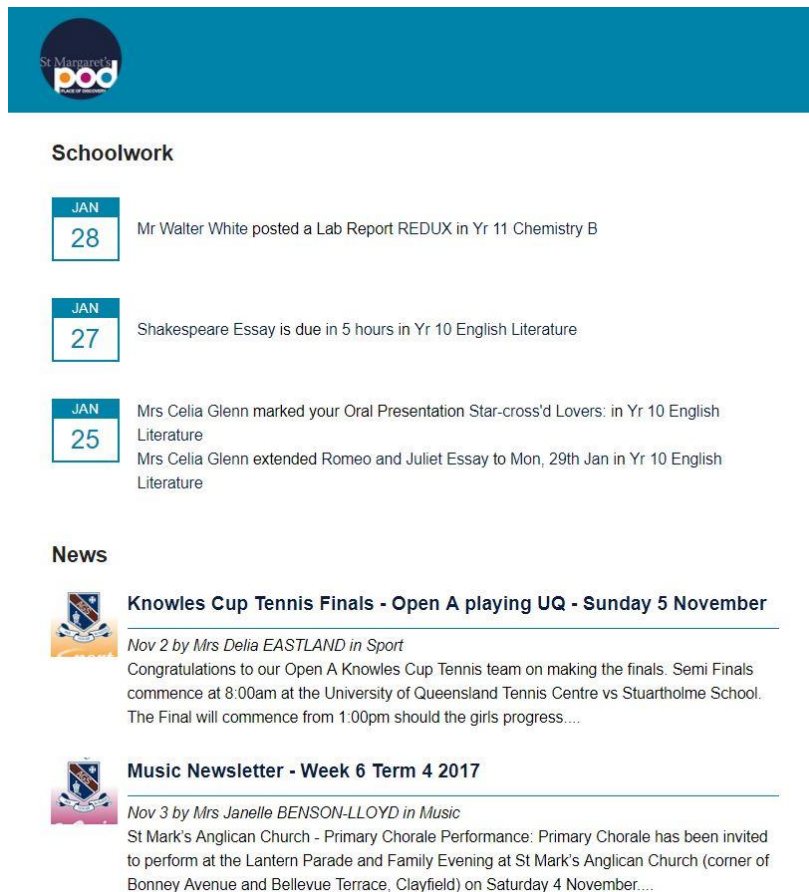




## Notification Options

No notification						
Instant notification						
Push notification (Mobile phone)						
Email						
Weekly Digest						

(Image 2)




**Schoolwork**


**JAN 28** Mr Walter White posted a Lab Report REDUX in Yr 11 Chemistry B

**JAN 27** Shakespeare Essay is due in 5 hours in Yr 10 English Literature

**JAN 25** Mrs Celia Glenn marked your Oral Presentation Star-cross'd Lovers: in Yr 10 English Literature  
Mrs Celia Glenn extended Romeo and Juliet Essay to Mon, 29th Jan in Yr 10 English Literature

**News**

 **Knowles Cup Tennis Finals - Open A playing UQ - Sunday 5 November**  
Nov 2 by Mrs Delia EASTLAND in Sport  
Congratulations to our Open A Knowles Cup Tennis team on making the finals. Semi Finals commence at 8:00am at the University of Queensland Tennis Centre vs Stuartholme School. The Final will commence from 1:00pm should the girls progress....

 **Music Newsletter - Week 6 Term 4 2017**  
Nov 3 by Mrs Janelle BENSON-LLOYD in Music  
St Mark's Anglican Church - Primary Chorale Performance: Primary Chorale has been invited to perform at the Lantern Parade and Family Evening at St Mark's Anglican Church (corner of Bonney Avenue and Bellevue Terrace, Clayfield) on Saturday 4 November....

(Image 3)



\* Please note that if you choose to receive mobile push notifications, that you need to check your phone/ tablet notification settings to ensure that the app notifications are on \*

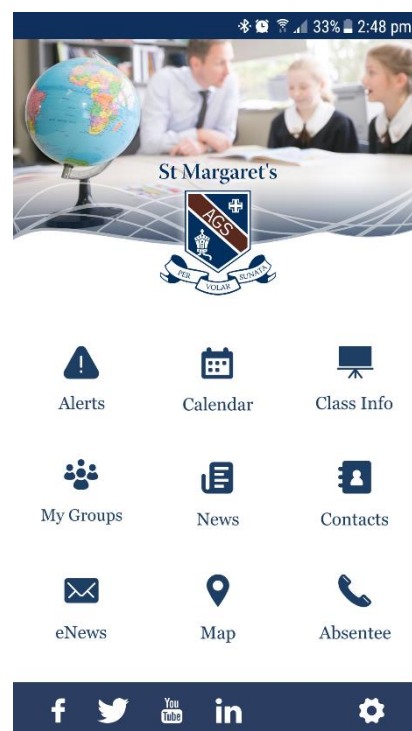
## Signing In

When signing in to the App, follow these instructions:

1. Enter your Login name and password and select Sign In. These are the same details as for The POD. (Image 4).
2. Once logged in, you will be greeted by the Main options screen (Image 5)
3. From here you can from the categories listed above.



(Image 4)



(Image 5)

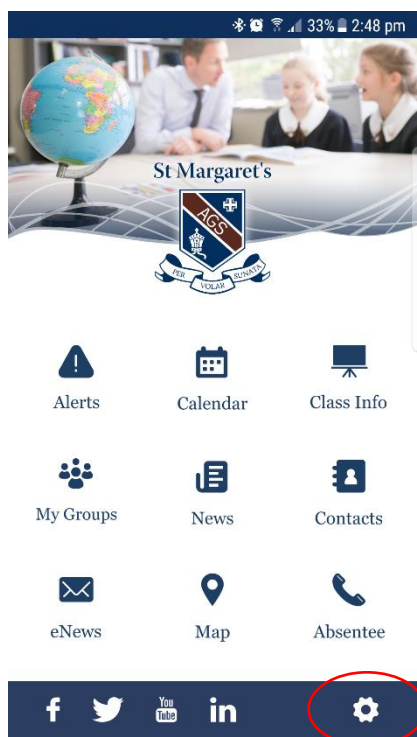


## Logging Out

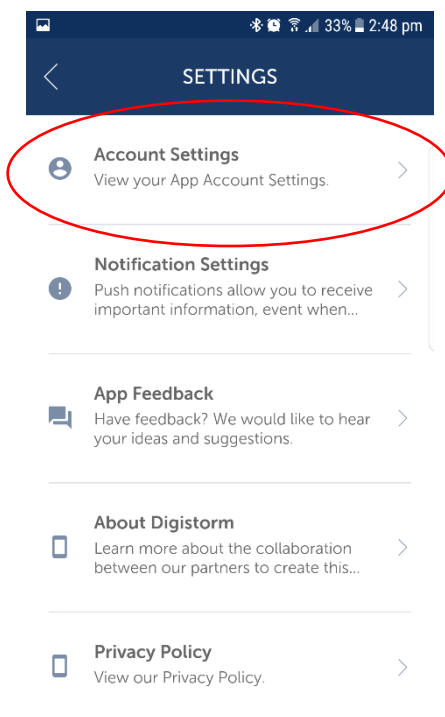
When logging out of the App, follow these instructions:

4. Navigate to Settings on the App's Main Screen (Image 6).
5. Select Account Settings (Image 7).
6. On 'Your Profile' page, select Sign Out (Image 8).

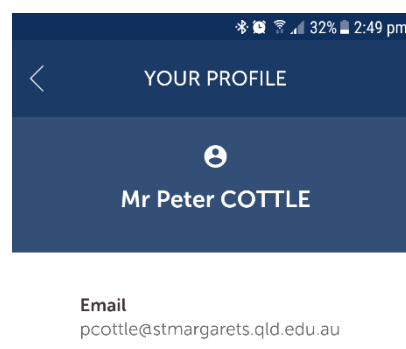
**\* Each time your log out you will need to sign back into the system to access information when receiving a push notification \***



(Image 6)



(Image 7)



(Image 8)