



ROOMS TRAINING & CHECKLIST FOR TEACHERS & ADMINISTRATORS

WHAT IS ROOMS?

Apptegy's Rooms is now the official and only acceptable communication tool between teachers and parents - alongside email and Schoology. Rooms brings all two-way communication into one secure, easy-to-use place. With Rooms, MCPSS will provide a consistent platform for announcements, updates, and conversations within the new Mobile County Public Schools app.

This will make it easier for parents to stay connected to all of their children's schools and activities without having to download multiple apps. This means: No more Remind, GroupMe, Class Dojo, or any other unofficial apps.

WHAT DO I NEED TO DO?

Rooms should be set up with your class rosters (i.e. Mrs. Dunn's Fourth-Grade or Mrs. Ericson's Algebra I). Rooms can also be set up for clubs, organizations and sports teams to communicate important information, such as when the next band concert is, if practice is canceled, etc. Teachers, coaches and administrators can set up those Rooms by adding the students/guardians who are participating to a Room and naming it (i.e. ABC High School Varsity Football).

HOW DO I LOG ON?

It is best to set up your Rooms from a laptop or desktop computer. To get started, sign in to thrillshare.com. Select "Microsoft," and enter your MCPSS email and password. Click on "Rooms" in the purple column on the left. If you are unable to log in, make sure that you clicked on "Microsoft."

After you get Rooms up and running, you can download the Thrillshare app on your mobile phone and send messages and make announcements on the go.

HOW WILL PARENTS ACCESS ROOMS?

Parents will access Rooms through the new Mobile County Public Schools app. If parents do not download the app, they will still be able to receive the messages as email. We are encouraging parents to go ahead and download the app, so they can see the important information and events your school and the district are sharing on our new websites.

MCPSS will email parents instructions on how to access Rooms.

CAMPUS MANAGEMENT

Principals have access to all teachers' Rooms through the Campus Management tool. To access this, click on the Rooms drop-down menu in the purple column on the left and then click on "Campus Management." This allows principals to review messages or to make changes in cases of emergencies. For example, if a teacher goes on medical leave or retires, the principal can move his or her Rooms to another teacher or staff member. You can give other administrators access to Campus Management permissions by contacting IT or the Office of Communication.

Apptegy Support Options

1. Live Support - Thrillshare home screen & chat widget in the lower right-hand corner - free and unlimited live support from 8 a.m.-5 p.m. CST
2. Send an Email - support@apptegy.com
3. Call Us - 501-613-0370 8 a.m.-5 p.m. CST
4. Help Articles - bottom left corner of every Thrillshare screen

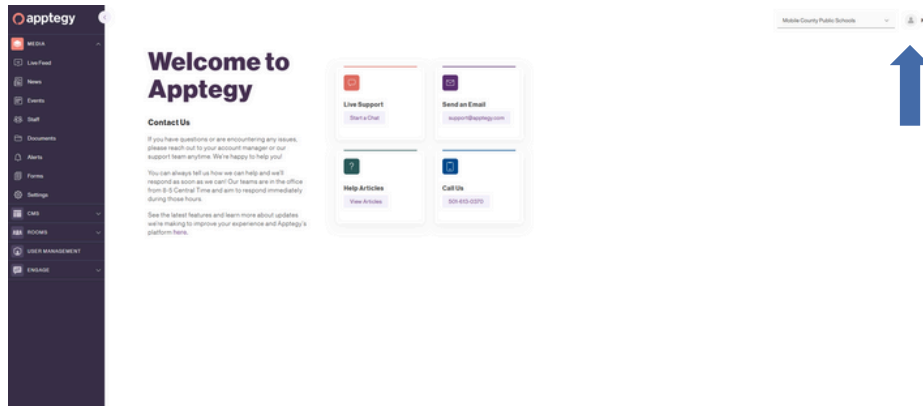
MCPSS Technical Support

Marcie McNeal - mmcncneal@mcpss.com
Christie Stuckey - cstuckey@mcpss.com

Kimberly Dunn - kdunn@mcpss.com
Rena Philips - rphilips@mcpss.com
Sally Ericson - sericson@mcpss.com

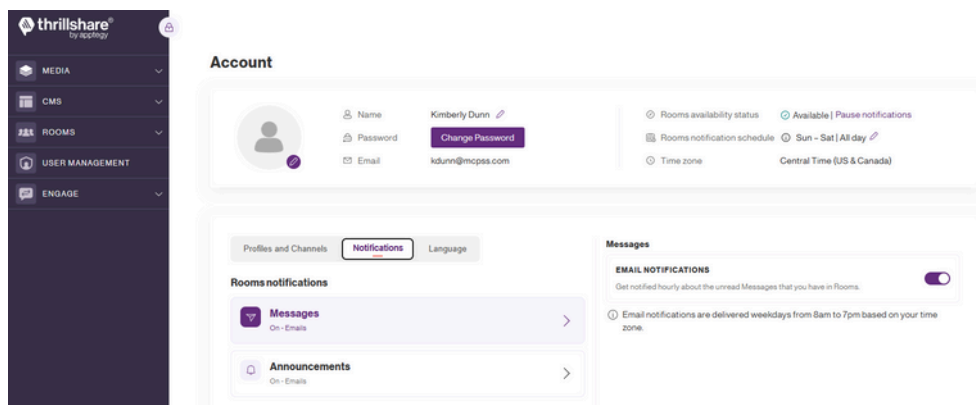
LOGGING IN TO ROOMS

Go to thrillshare.com. Select “Microsoft,” and enter your MCPSS email and password. If it is your first time logging in you will have to agree to the terms and conditions. After that you will be directed to build your profile. If you are not automatically directed to this page, select your name in the upper right corner of your screen. That will take you to Account Settings, where you can access your profile information to edit.



PROFILE INFORMATION

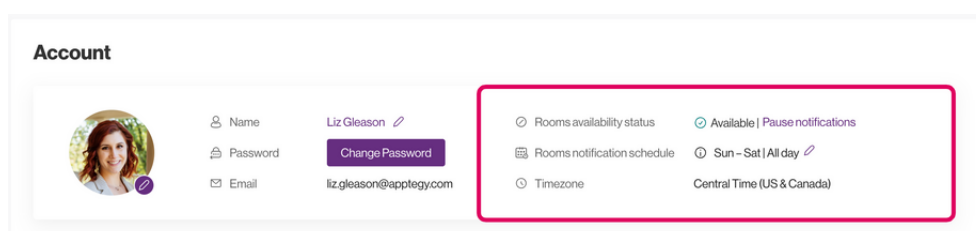
Upload a photo that helps families recognize you with your Room. Confirm your profile name as you want parents and students to know you.



OFFICE HOURS IN ROOMS

Office Hours provides staff with greater control over their message push notifications by enabling them to customize their unique notification schedule and display an away message when someone attempts to contact them outside of their specified availability.

This helps staff manage expectations for when and how often they communicate, and gives guardians and students better visibility into relevant staff members' working hours.



NOTIFICATIONS IN ROOMS

There are two ways for staff to receive notifications in Rooms, through Thrillshare Mobile App Notifications, and Email Notifications.

Push Notifications will send an immediate message from the app directly to the phone screen. Notifications create a badge on the app to show the amount of messages missed/available. In the app badges will appear next to the unread content.

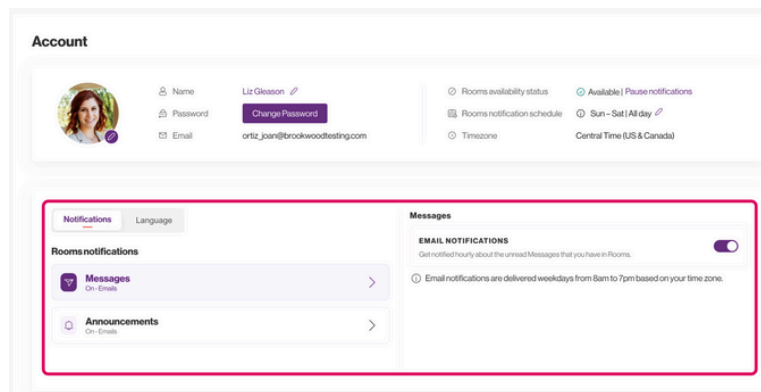
Email Notifications are able to be enabled in the Account Settings screen, and are sent hourly for unread content. The two options are:

Email notifications

Get notified hourly about the unread Messages that you have in Rooms.

Daily digest email

At the end of the day, receive a collection of all the Announcements published in your Classes. Delivered between 6 p.m. and 8 p.m.



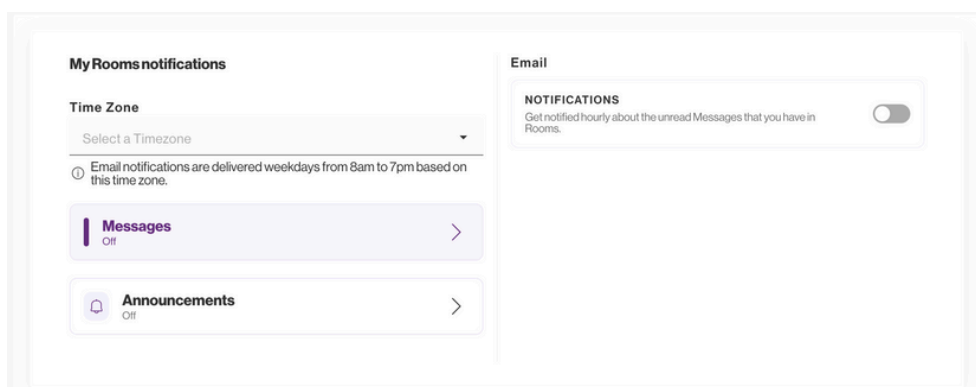
HOW DO I TURN ON NOTIFICATIONS IN THE THRILLSHARE APP?

Teachers and staff can turn on app notifications by clicking Allow when they receive the notifications pop-up message after downloading the app.

If you didn't click Allow:

If the user has an iPhone, they can go into their settings, search for their school app, click on the notifications tab, and toggle on Allow notifications.

If the user has an Android, they will open their device's settings, go to notifications, and click on the app notifications tab. Here, they will be able to find their school app and turn on their notifications.

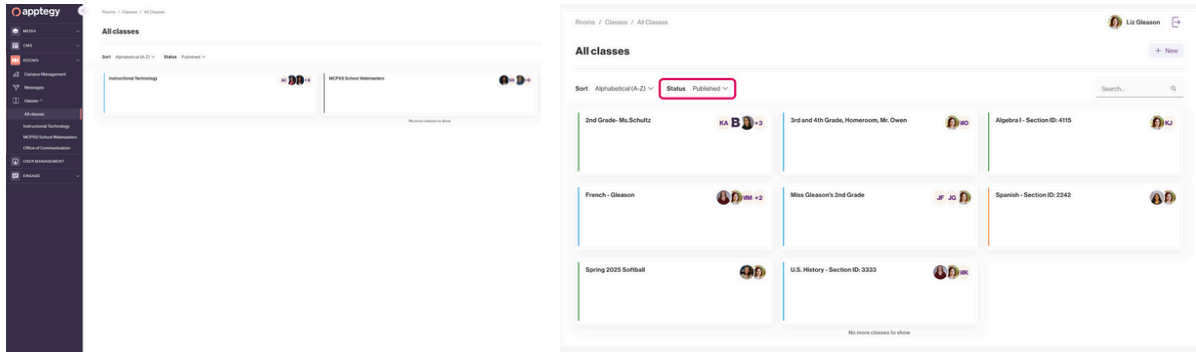


USING ROOMS ON THE WEB

After logging in and building your profile, find the “Rooms” tab on the left-side menu. You'll be directed to the All Classes page. The default view of this page includes all of your Published classes.

The option to see All, and Unpublished Classes is available to the right of the Status dropdown.

Some schools have chosen to have Rooms automatically set up with the students designated to that class via your districts synced SIS data.



HOW TO CREATE A ROOM

Rooms can be created for each of your classes via your classroom roster, which is synced through our Student Information System (SIS). If you have two or more classes of the same subject (i.e. Algebra I), you can combine the rosters into one Room. You can also create Rooms for any extracurricular activity, club or sport by choosing the users (students) manually.

To create a Room, navigate to the All Classes section in the left side bar and select + New at the top of the page.

Once selected, you will enter in the details below:

- **Room Name** (ex. Mrs. Smith's Kindergarten Class)
- **Campus**: select your campus from the drop-down options
- **Room color**: the color of the underline bar at the top of your room.
- **Additional Options**: Behavior, and Materials.

Next, add users.

The final step is to add users, which can be done via multiple methods. You can choose from a list of available rosters or search for users/ students by their ID or name to select and add.

If you don't know which students to add upon initial class creation, you'll be able to add additional students later in your Room.

Select Publish at the bottom of the page to create your new class.

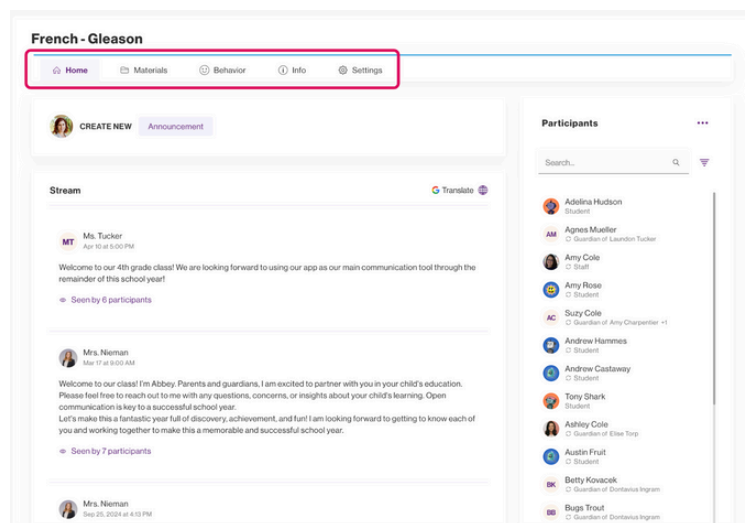


NAVIGATING ROOMS

Each class in Rooms has its own sections:

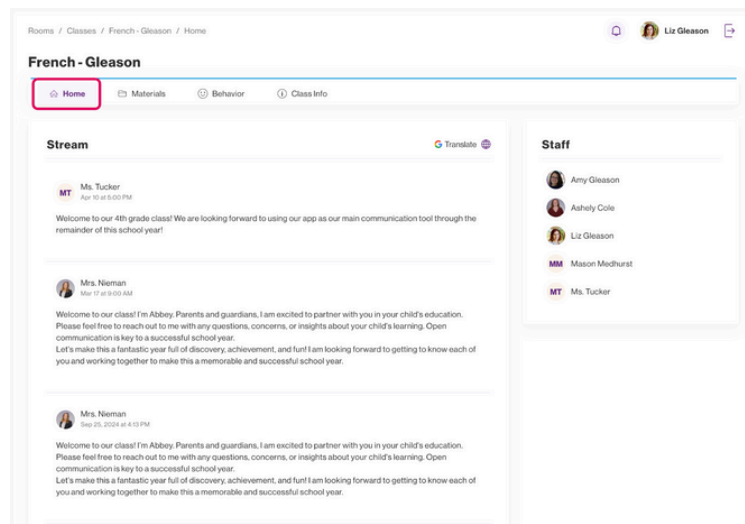
- **Home** - You'll start here after clicking on a class. This section displays the Stream, which includes Announcements.
- **Materials** - Materials is where you'll find your linked reference materials and uploaded files.
- **Behavior** - This is a points-based system that helps you reward or discipline your students.
- **Info** - You can post important information or reference materials here.
- **Settings** - You'll be able to edit your class name, change the default color, turn on or off class sections as needed, and import your Google Classroom Announcements if applicable.

If you have unread content in any sections, you'll see a red badge icon indicating the number of unread messages.



CLASS HOME - STREAM

Stream serves as the homepage for your Room, and is where Announcements are visible. Only staff members are able to post to the Stream. The content of the stream will be visible to anyone who is enrolled in the room/class.



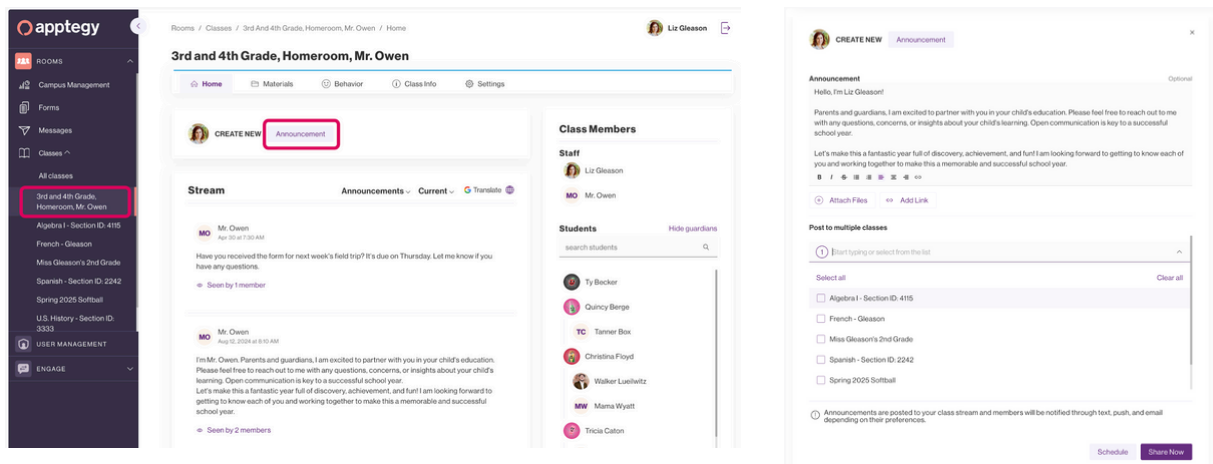
WHAT'S AN ANNOUNCEMENT?

An announcement is a one-way push of information that is sent out to every student and guardian in your class.

Announcements are delivered to students and guardians as a post on the Home Stream, and most importantly, a notification that they will receive directly on their phone.

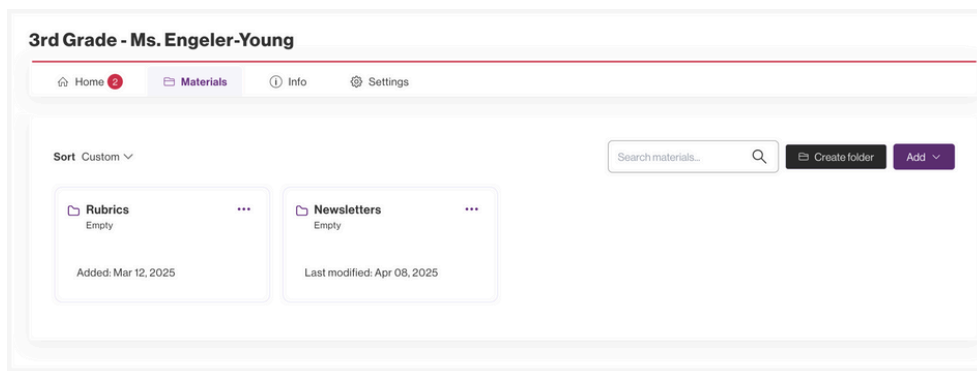
HOW TO CREATE AN ANNOUNCEMENT

To create an announcement, click on the Announcement tab at the top of the Stream. An announcement box will appear allowing you to type out an announcement, format it, and include external links within the announcement.



MATERIALS

Materials is a place where you will be able to add relevant links and documents for the class. In Materials, you'll have the option to create a folder to house different documents and links, or use the Add button to add links or documents.

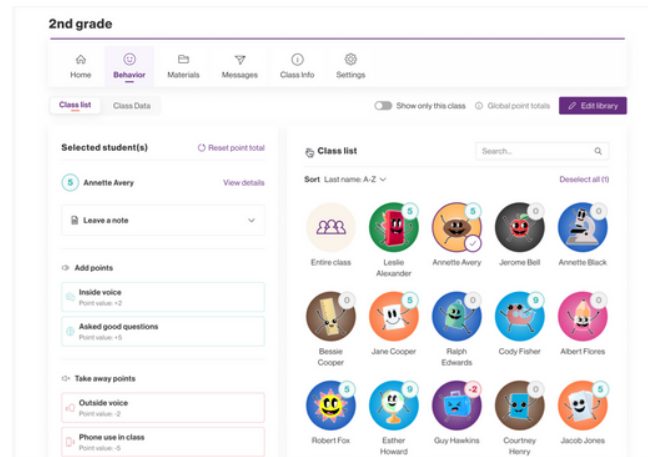


BEHAVIOR (OPTIONAL)

Behavior is a points-based reward system that lives in Rooms. This is a feature that can be toggled on or off in the Settings page of your class.

Once turned on, Behavior is the place you can reward or take away points, have students spend those points, leave specified notes about a student's behavior, and access a notes and activity log.

Please refer to our Behavior PDF for more information on how to navigate the Behavior feature.



INFO

The Info section is a place for you to add any information you think would be useful for your parents and students to know, like your class bio and office hours. Here you are also able to modify your class enrollment.

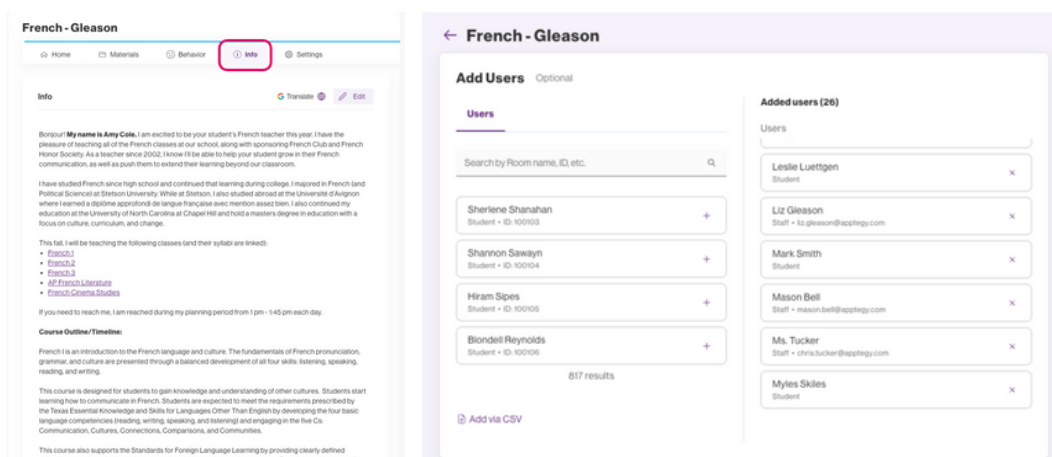
In the Info tab, you'll see a box titled Info with an Edit button. Once selected, you'll be able to add course expectations, communication expectations, syllabus information, or general bio information about you or your class.

On the right, you can add/remove staff and students.

Using the three dots to the right of Participants gives the ability to Edit Participants.

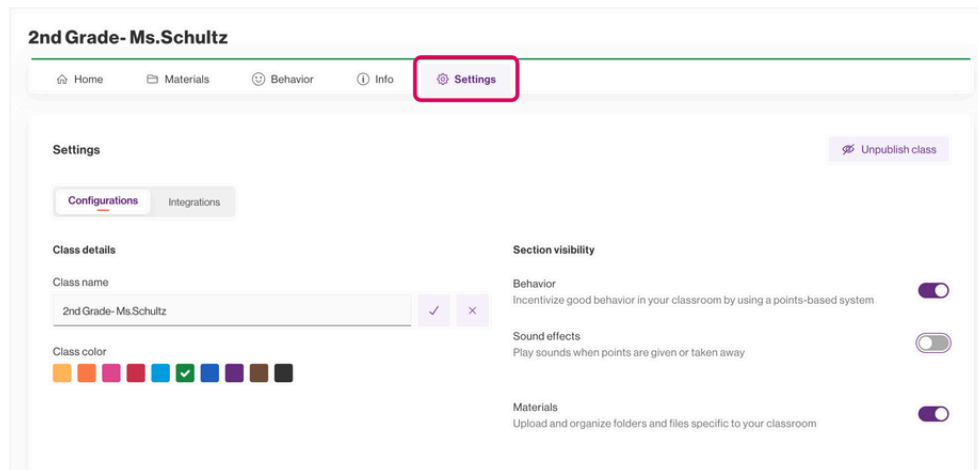
Selecting Edit Participants will give you a list of currently added users, and a list of users (Staff and Students) that can be used to populate the class. Selecting Save Changes will add them to the Room.

For classes that are synced with your Student Information System (SIS), your class enrollment will automatically update each day from the sync with your SIS. Any class changes should be made there.



SETTINGS/ INTEGRATIONS

A Settings panel is available in each room and allows you to edit and customize details within each class.



EDITING A CLASS NAME

Class names can be edited under the header Class details, located within the Settings tab. To make the class name field editable, select the pencil icon to the right of the name. Enter your preferred name for the class, and then confirm by clicking the checkbox.

TURNING ON SECTION/ TAB VISIBILITY

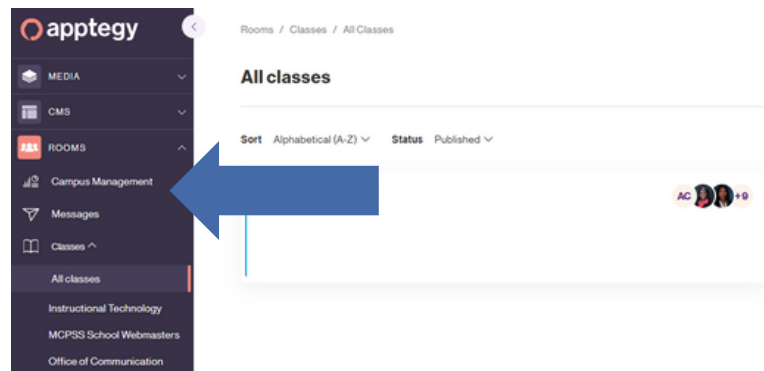
Within settings, the right side of the screen displays options for your Section visibility. In section visibility you'll be able to select various items to utilize within your Rooms. The sections you can toggle on or off are Behavior and Materials.

MESSAGING IN ROOMS

Messages is where you will be directly communicating with guardians and students. From Messages, you can send direct messages to students and guardians.

Guardians and students cannot initiate conversations between each other without being placed in a group message directly by a staff member. In Rooms, all communication goes through a staff member.

To navigate to Messages on the web application, begin by clicking Messages in the left sidebar.



MESSAGE RECIPIENTS

In the Messages tab, you can pick back up where you left off with any new or previous messages to the left. To send a new message to a student, guardian, or staff member, click on the New button in the top right corner.

To find who you would like to message, click in the Search all contacts field, or choose your recipient from lists of all Students, Guardians, Staff, or Classes you have created.

Students and Guardians will have a dropdown arrow to the right of their name and contact type. Clicking on this will reveal accounts they are connected to. For example, Guardians will reveal the students they are the guardian of, and for Students, which Guardian they are connected to within Rooms.

