



Welcome! Here are three ways you can use **SchoolCNXT** on your mobile device or computer:

1 Post news items

A news item is any information you want to share with a group. This can replace a flier, newsletter, or email. It is also an opportunity to share information for which you didn't previously have the platform, such as strategies you are working on in the classroom.

You can add images, attachments, and embed videos.

On the mobile app, tap Add News at the top of the screen to begin a new post. You can then add a title, create the content of your news item, select your recipients, and more!

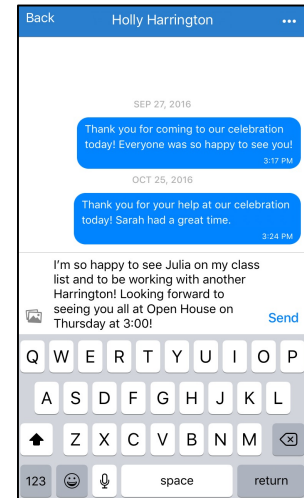
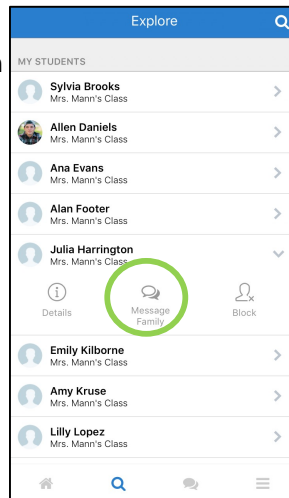


2 Send a message

Sending an in-app message to a teacher or guardian is simple.

- Go to the person's directory listing by scrolling through My Students, My Students' Guardians, or Staff or searching by name.
- Tap the Message or Message Family button.
- Type or dictate the message.
- Tap "Send".
- *Note: If Message isn't an option, that means this person has not yet activated his or her account. Invite them!*

You can send a message to any individual or a group of users! If you send a message to a group, all replies will be seen by the entire group.



3 Send Invitations

SchoolCNXT will send your entire school community invitations at kickoff. After that, you can resend an invitation to your entire class or to a specific individual at any time! To invite some from the mobile app follow these steps:

- Go to the person's directory listing by scrolling through My Students, My Students' Guardians, or Staff or searching by name.
- Tap the Invite button.
- The person will receive a text and/or email invitation.
- *Note: If Invite isn't an option, that means that they have no contact information to which an invitation can be sent in the system.*

For more information or to find out how to invite your whole class, check out the Teacher Invitation Guide on our Resources Page.

