



Teacher/Staff/Admin Instructions app.sumnerschools.org

This tool will be replacing Remind for the 26-27 School Year.

Login Process

1. Open a web-browser and access app.sumnerschools.org
2. Teacher/Staff/Admin Username is **first.last@sumnerk12.net**
3. Password is your normal google/SSO/email password. You will likely be taken to a google page to select your account. If you are signed into the browser already, you may not need to enter a password at all.
4. Select your language and then Next. (messages are translated to the language chosen by the user on both ends)

1

2

3



Username

Next

Sign in with Google

Choose an account

to continue to sumnerschools.org

@sumnerk12.net

Signed out

@sumnerk12.net

Signed out

Use another account

5. **Chat Rooms** are locations for your communications to your classes/teams/special groups.
**Your classes with all Students/Parent will appear here once skyward begins syncing for 26-27.
6. Teachers/Staff/Admin may create a custom Chat Room for a club/sport/special group at any time.

Sumner County Schools

JB

Chats

Create message

Create chat room

CHAT ROOMS

+

Test

DIRECT MESSAGES

+

Test >

3 members

This is the very beginning of the Test chat room

Fri, 24 Apr

JB

4:56 PM

Messages from the teacher will appear in the Chat Room for each class/club/group.

Fri, 01 May

JB

1:41 PM

Message Test

B

I

The screenshot displays the Canvas LMS interface for Sumner County Schools. On the left sidebar, under the 'Chats' section, there is a list of chat rooms. One chat room, named 'Test', is highlighted with a red circle containing the number '11'. A black arrow points from this circle to the 'Test' chat room header at the top of the main content area. The main content area shows the chat room details, including the name 'Test', the number of members '3 members', and a message from 'JB' dated 'Fri, 01 May'.

Chat info



Test

Settings



Mute

You won't receive push notifications



12



Posting permissions

School moderators only



13



Rename chat room



14

In this conversation



Pinned messages

None



15

Members (3)



Add members

16



Invite via link or QR code

17



Show relationship

12. You may Mute a Chat from receiving notifications if you would like.

13. To edit Posting permissions select here. Once again School moderators only is the default and only allows Teachers/Staff/Admin to post in the Chat Room. Selecting Everyone will allow all Parents/Students to post for the entire Chat Room to see.

14. Select Rename chat room if you need to change the name of your custom Chat room.

15. Select Pinned messages to mark a message and keep it posted for all to see at the top of the Chat Room.

16. Select Add members if you need to add more Students/Parents to your Chat Room. They must be included in Skyward at your school as either a Student or a Parent of a Student.

**There will be communication on how to add grand parents or others that need to receive communication in the future.

17. Select Invite via link or QR code to allow Parents/Students to choose to join your Chat Room

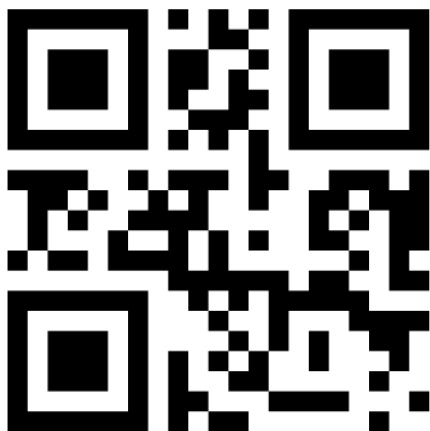
<https://www.sumnerschools.org/fs/chat/join/Vp5pk>

 Copy link

18

18. You may Copy link and send through email or other messaging system that you are currently using before transitioning to Chat.

or



Test

19

Scan to join chat room

 Download QR code

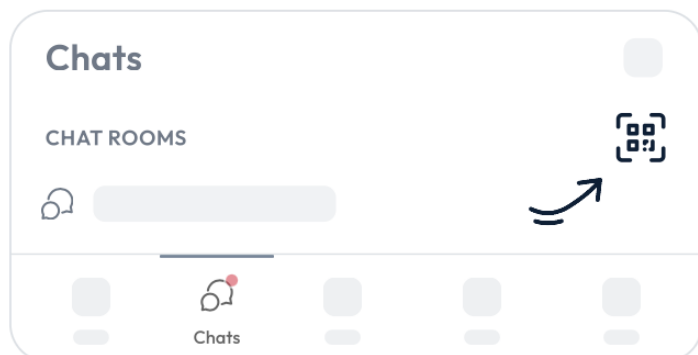
19. You can also show or download a QR code to print/post for Parents/Students to use the Sumner County Schools app to scan and join your Chat Room.

How to join via QR code?

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1. Open **Chat in Mobile App** on your phone
2. Tap  next to Chat rooms
3. Scan QR code to join

20. Instructions on how Parents/Students use the QR code is at the bottom. Please share that with them if you decide to allow them to join on their own.



Sumner County Schools app/Sumner Chat

Download the App to your Phone or access on your iPad.

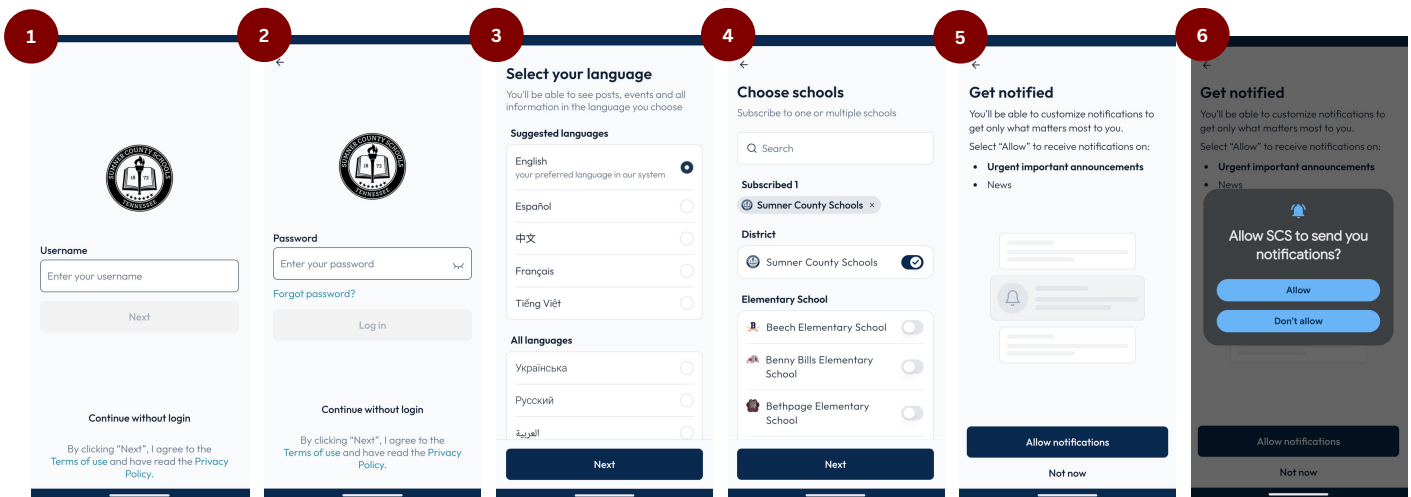


[Click Here to Access](#)



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3. Select your language and then Next. (messages are translated on both ends)
4. Choose any schools you want to follow. This provides calendars and news. Then Next
5. Select Allow notifications to receive messages from Teachers.
6. Select Allow on the pop-up to Allow SCS App to send you notifications..



6. You can adjust when you will receive Chat Notifications. Always, Every day, Weekdays, Custom.
7. Go back to the app Home. You should notice your initials in the top right.
8. Choose **Upcoming..** at the bottom to see Upcoming Events at your school.
9. Select an event to see more information. Use the **Add to calendar** button to add a single event to your personal calendar. Choose **Subscribe to calendar** to see all events in your calendar app.
10. Access **account settings** by selecting your **Initials** at the top right of the app Home.

