

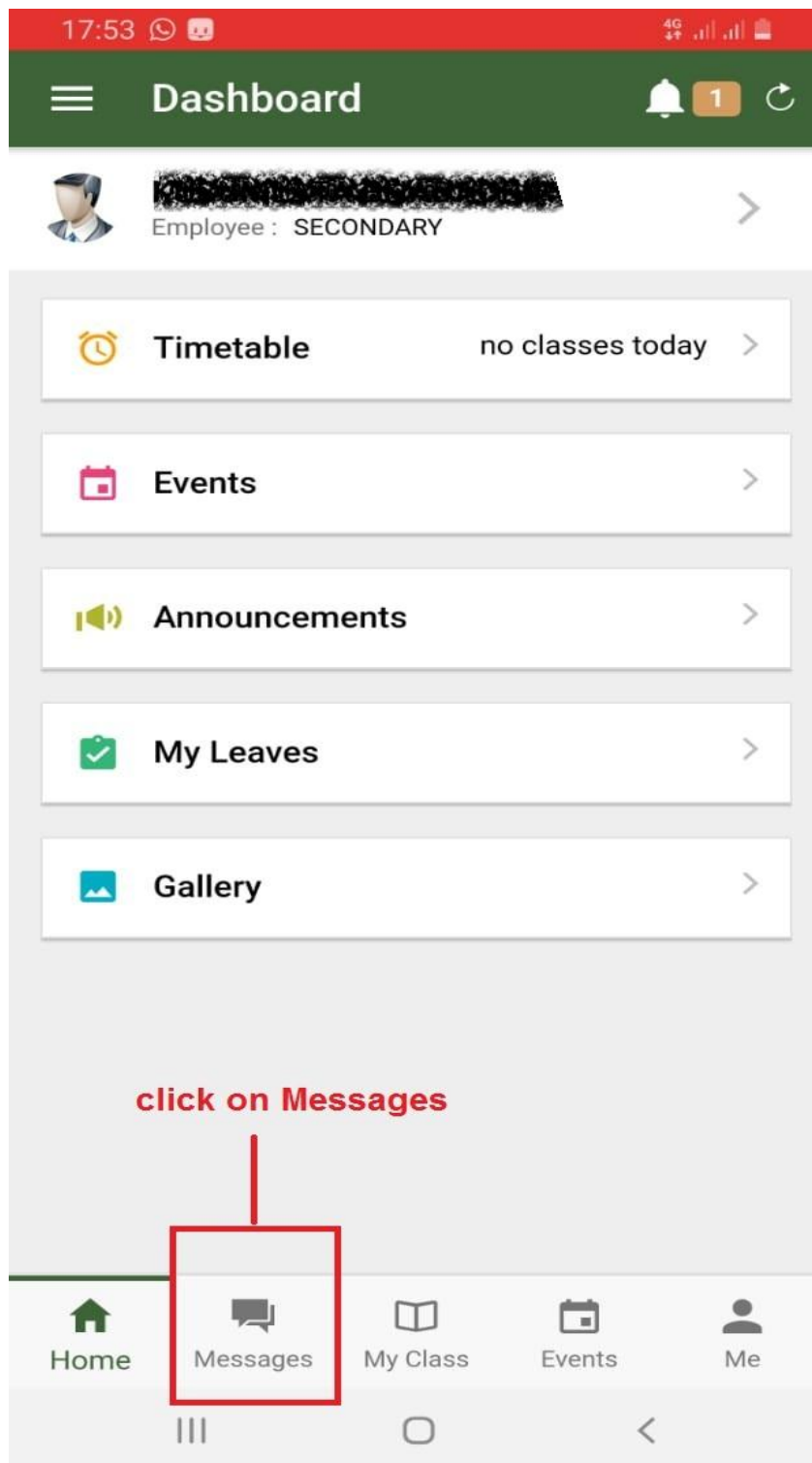


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## ONLINE COMMUNICATION WITH STUDENTS

STEP 1: Login to Mobile App

STEP 2: Click on Message as highlighted in image below

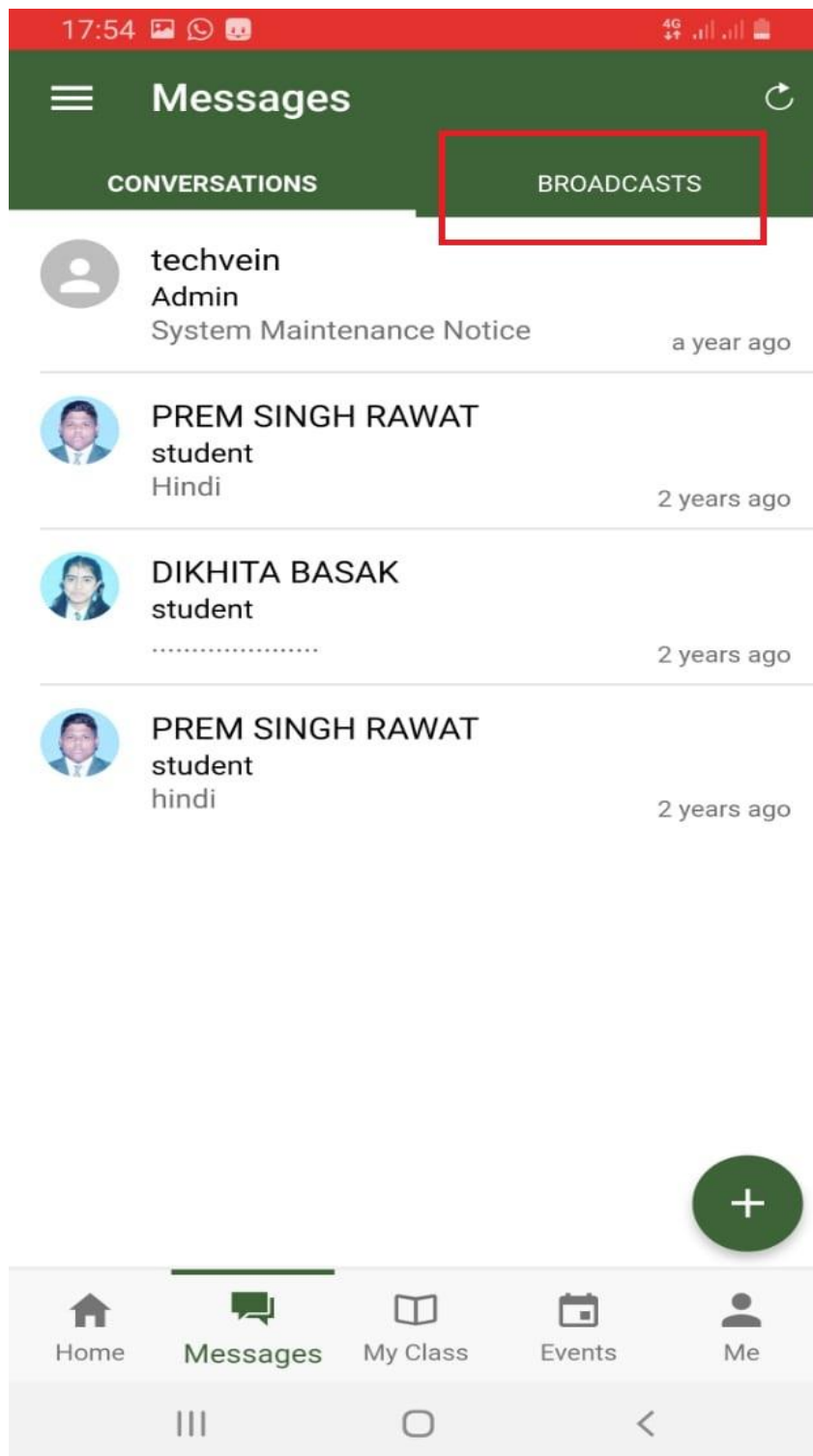




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STEP 3: On Top there are two options Conversations and Broadcasts

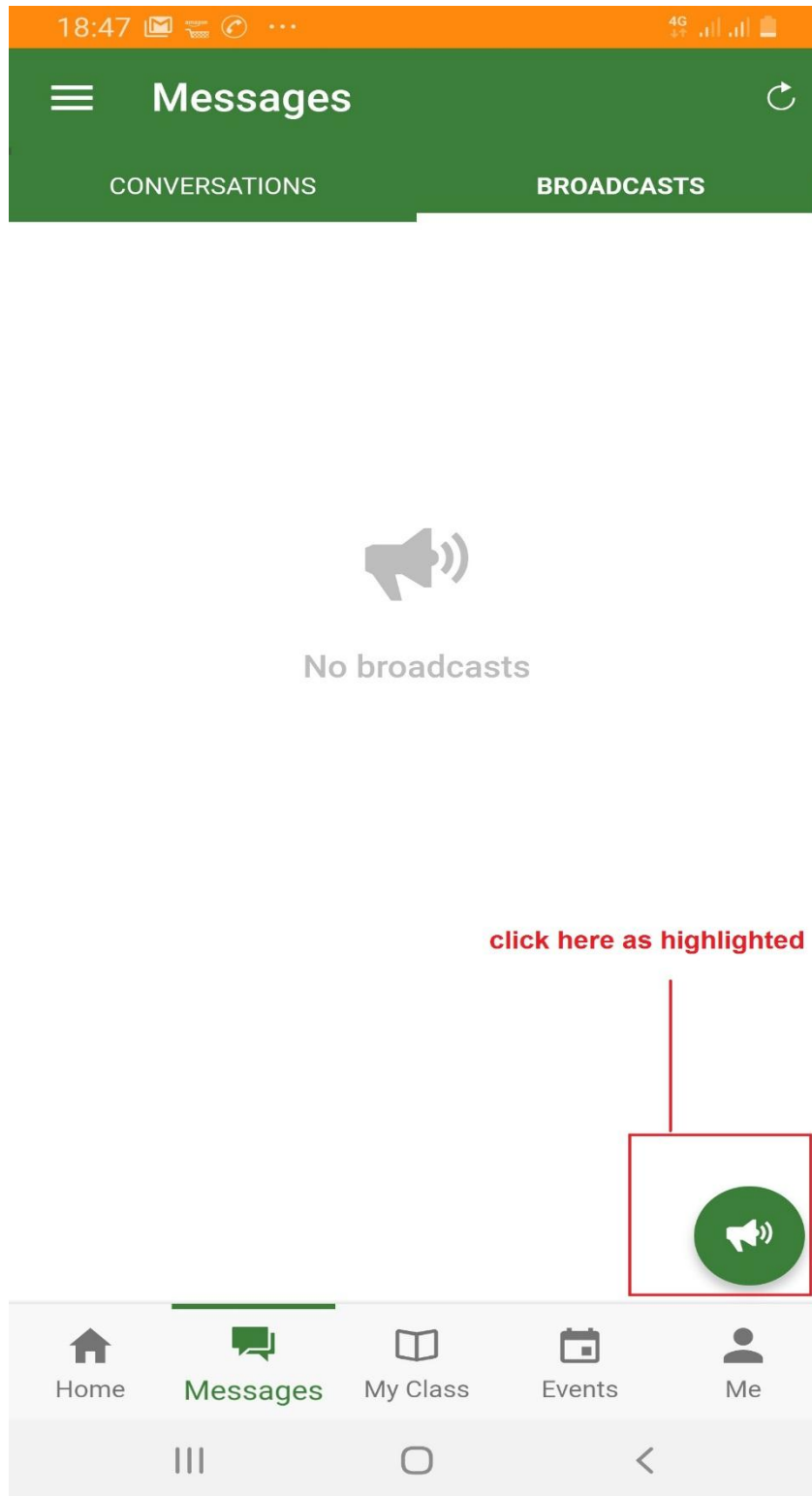
Select Broadcast to send messages in bulk as highlighted in image below





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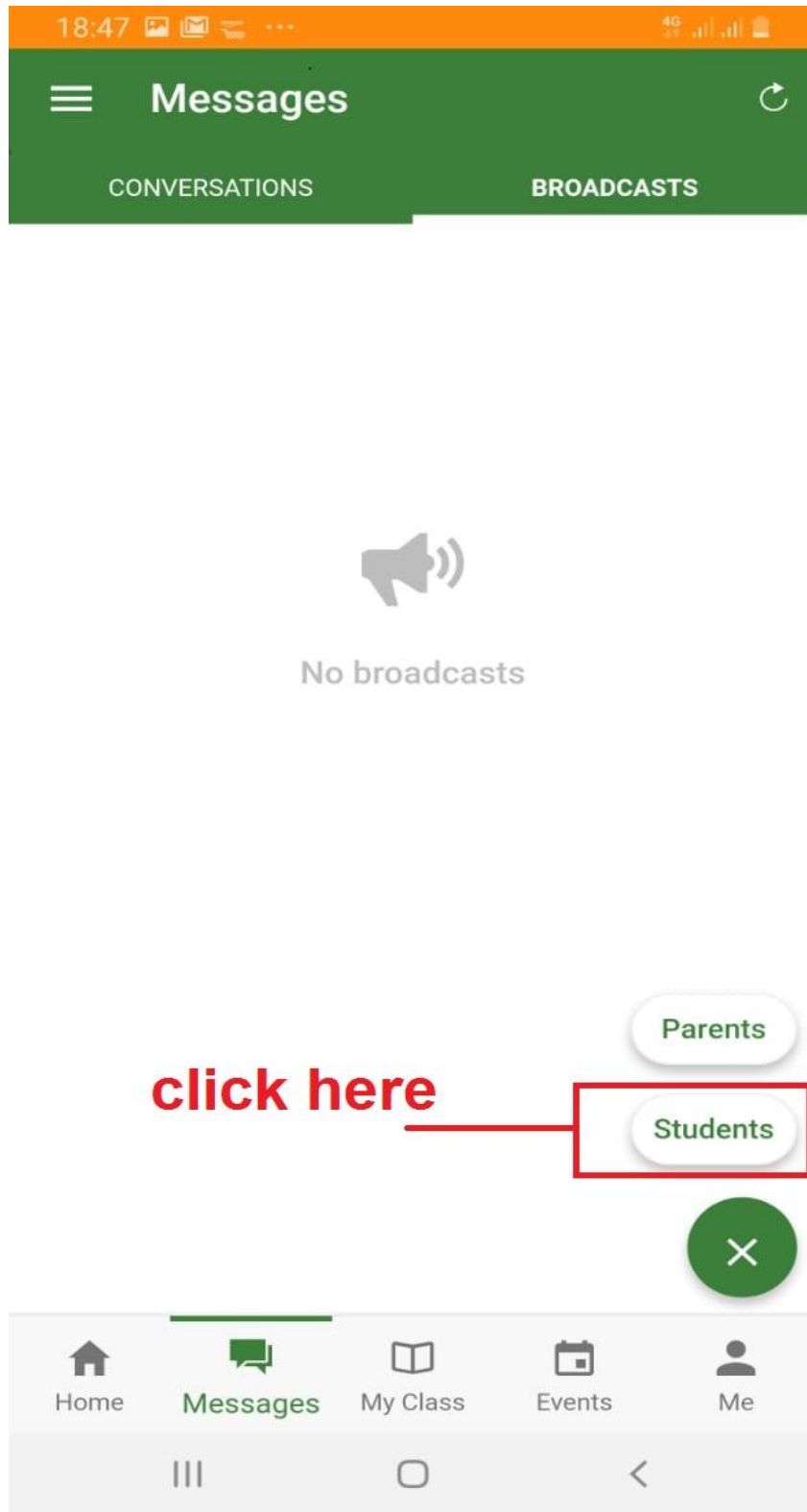
STEP 4: To select batch for Bulk message click on highlighted area as shown below





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STEP 5: Select Student as highlighted in image below





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STEP 6: Select the batches to which message has to be sent. Multiple batches can also be selected. To select click on + symbol as highlighted in below image

18:47 4G

← Broadcast To Students

Search Batches

+	STD 7 - TEST 2019	1 >
+	STD 8 - A (2019-20)	1 >
✓	STD 8 - A (2020-21) 18 of 18 selected	18 >
+	STD 8 - TEST 2019	1 >
+	STD 9 - A (2020-21)	14 >
+	STD 9 - TEST 2019	1 >
+	TOD - MOR (2019-20)	20 >
+	TOD - TEST 2019	1 >

18 students selected.

CONTINUE



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STEP 7: After selecting batches, enter subject and the message details. Attachments can be added by clicking on add attachments. **“Allow Reply”** function enables the students to reply on that message thread in case if student has any doubts or questions.

The screenshot shows a mobile application interface for sending a broadcast message. At the top, there is a status bar with the time 18:47, signal strength, and battery level. Below the status bar is a green header with a back arrow and the text "New Broadcast". The main content area is white and contains the following elements:

- Recipients**: A section with the text "Students : 18" and a link "EDIT RECIPIENTS" in green.
- Subject**: A text input field with a light gray border.
- Message**: A text input field with a light gray border.
- Attachments**: A section with the text "Add Attachments" in yellow.
- Send To**: A section with a checkbox and the text "Parent".
- Replies**: A section with a checkbox and the text "Allow Replies".

At the bottom of the form, there are two buttons: a green button labeled "SEND MESSAGE" and a green button labeled "CANCEL". The bottom of the screen shows a white navigation bar with three icons: a vertical bar, a circle, and a left-pointing arrow.



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## **Important Note:**

If you are not able to see attachment option you need to update the Mobile App.

Multiple attachments can be made in the same message but a single attachment file size cannot be more than 5MB.

Allow Reply functionality gives students the access to reply in case of any doubts and the reply is only visible to the teacher and not any other student.