



As our service has gained more users, we've had administrators and tech leaders ask us, "What's the best way to get the ENTIRE school on the service?". To that end, three simple steps:

Step 1: Build a Staffroom FIRST

Have someone (anyone) create a new Staffroom for the entire Staff of the school. A Staffroom is a private messaging network for the administrative people and the teachers to message each other. It comes with all the great tools for messaging, meetings, volunteers etc as well as blocking, reply to all etc. Usually someone in the office will just bang in the emails or mobile phone numbers of the Staff. This automatically sends invites to all of them to join your Staffroom (and create their own Class Messenger accounts).

In the case below, Ms. Cleary from the office has built a Staffroom for Westmount Public School...

Staffroom [\(What's this?\)](#)

+ Build a Staffroom

Staffroom



 (You can add more Teachers later)

Sign Up

Require Approval

Turning on [Sign Up](#) allows anyone to search for and then join your Staffroom on the Class Messenger website or app. We recommend you leave the 'Require Approval' option set to YES so you can control which applicants are allowed to join.

and then added in the Teachers...

The screenshot shows the 'Class Messenger' interface. At the top, there is a navigation bar with the following items: a logo for 'Class MESSENGER', a 'Home' button with a house icon, a 'Compose' button with a document icon and a dropdown arrow, a 'Members' button with a group of people icon, and a 'My S...' button with a person icon. Below this is a sub-header for the 'Members' page, featuring a 'Back' button, the title 'Members', and an '+ Add Member' button. A green bar indicates 'Pending Approval: 0'. The main content area lists six members, each with a blue arrow-shaped button containing an icon and a name: Ms. Cleary (teacher desk icon), Mr. Madison (apple icon), Mr. Stevens (apple icon), Ms. Reacher (apple icon), Ms. Snow (apple icon), and Ms. Tilson (apple icon).

Class MESSENGER

Home Compose Members My S...

Back Members + Add Member

Pending Approval: 0

Ms. Cleary

Mr. Madison

Mr. Stevens

Ms. Reacher

Ms. Snow

Ms. Tilson

Step 2: Build Classes for each Teacher

At this point, you've got a great communication service for the Staff. But now, each of the Teachers need their own Classes to message Parents (or Students if they are older). There are two ways to do this: a) ask the Teachers to build their own classes; or, b) build their classes for them. Building a class quite literally takes 30 seconds so this part is up to you.

If you want to really implement this in 100% of the school, build it for them. The important part here (if you want the office involved in the service for each class) is to make sure someone from the office (an administrative person) is a Member of each class built by the Teachers. In this case, Ms. Cleary has built a class for Mr. Madison....by the way, this works EXACTLY the same if their build their own classes...

[Back](#)

Teachers

[+ Build a Class](#)

Class Information



 (You can add more Teachers later)

Sign Up YES NO

Require Teacher Approval YES NO

Turning on [Sign Up](#) allows anyone to search for and then join your Class on the Class Messenger website or app. We recommend you leave the 'Require Teacher Approval' option set to YES so you can control which applicants are allowed to join. No matter what you choose, the Teacher can always manually add, edit and delete Members whenever they like. [Learn more.](#)

Parent to Parent Messaging? YES NO

[\(What's this?\)](#)

I have read and agree to the [Terms of Service & Privacy Policy](#)

[Save](#)

And then she simply adds Mr. Madison as a Teacher to the class. This will give him all the messaging tools for his Parents (or Students) as well keep Ms. Cleary (from the office) in the Class as well...if the Teacher built the class, they would need to add Ms. Cleary to keep the office in the loop...same thing..

The screenshot displays the Class Messenger interface. At the top is a navigation bar with the following items: Home, Compose, Members, My Settings, Class Info, Build / Join, and Log Out. Below this, the interface is split into two main sections. The left section is titled 'Members' and features a 'Back' button, a '+ Add Member' button, and a green bar indicating 'Pending Approval: 0'. Below this bar are two member entries: 'Ms. Cleary' with a desk icon and 'Mr. Madison' with an apple icon. The right section is titled 'Settings' and contains the following information: a paragraph explaining the 'Sign Up' feature, two toggle switches for 'Sign up' and 'Require Teacher Approval' (both currently set to 'YES'), a 'Class details' section with fields for 'Class name' (Mr. Madison homeroom), 'Teacher name' (Mr. Madison), and 'Class code' (GWHHAX) with a '(What's this?)' link, and a paragraph explaining how to manually add members. At the bottom of the settings section, there is a link to 'Teacher Resources' for sign-up handouts and FAQs.

Step 3: Teachers invite Parents (or Students) to Sign Up

80% of the classes built on our service use the 'Sign Up' feature so Parents input their own name and contact info. But we all know there are people who will NEVER get it done...so we let Teachers add in those final stragglers as well. If you're keen, Teachers can just bang in their info. It takes a few minutes but it's a one time thing so it's not too bad. If you're a music Teacher with 300 sets of Parents, you definitely want to use the Sign Up process.

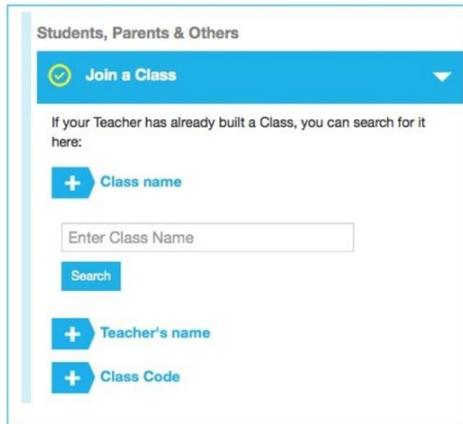
In the Class Info section of every class, we provide links, buttons for websites/blogs and even PDFs you can hand out to provide the information necessary for Sign Up:

1. REGISTER



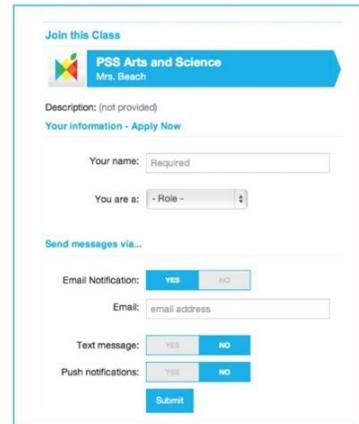
The screenshot shows the 'CLASS messenger' logo at the top left. Below it is a 'Sign Up' section with 'Account Information' fields: Username, Password, Confirm Password, and Email. At the bottom are 'Register' and 'Cancel' buttons.

2. FIND OUR CLASS



The screenshot shows a search interface for 'Students, Parents & Others'. It features a 'Join a Class' dropdown menu, a text input field for 'Enter Class Name', and a 'Search' button. Below are expandable sections for 'Class name', 'Teacher's name', and 'Class Code'.

3. SIGN UP



The screenshot shows the 'Join this Class' form for 'PSS Arts and Science Mrs. Beach'. It includes a description field, a 'Your name' field, a 'You are at' dropdown, and checkboxes for 'Email Notification', 'Text message', and 'Push notifications'. A 'Submit' button is at the bottom.

Our Class Information:

Class Name:

Mr. Madison homeroom

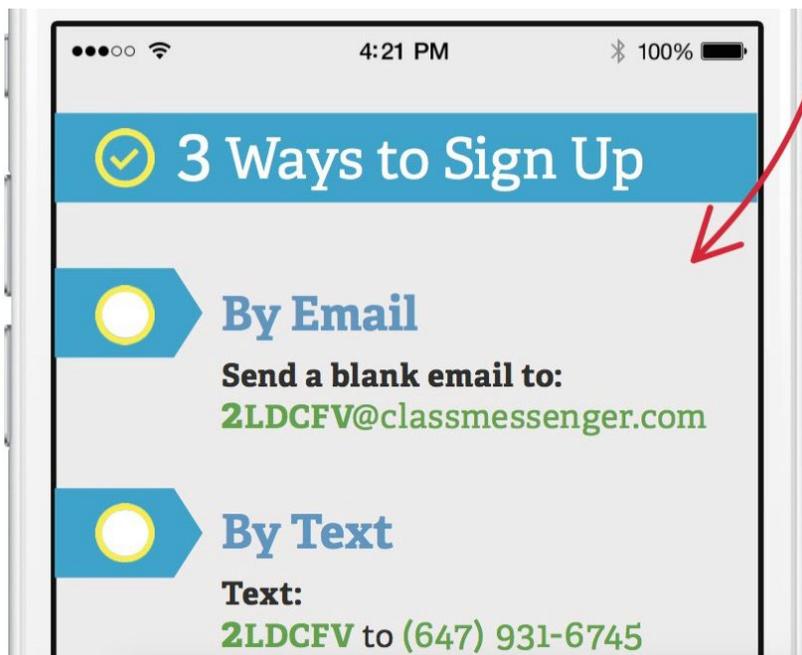
Teacher's Name:

Mr. Madison

Class Code:

GWHHAX

In early August, there's an upgrade that will allow anyone to Sign Up by sending a text or email. Here's what that will look like:



With that done, here's what you've got:

- A Staffroom messaging system for the entire Staff that can exist for as long as you like
- Each Teacher has their own Class WITH an administrative member in every Class

The primary benefits of this little bit of coordination are:

- Building the Staffroom encourages/forces all the Teachers to create Class Messenger accounts which in turn will make their implementation for their own classes easier
- The administrative person inserted into all the individual classes in the school can now use our 'multiclass messaging' to send a message to their entire school with no additional effort (ie. the Principal can use this to send the school newsletter since we allow attachments AND get a sense with our Read Receipts about who has read it!)
- Parents can now use Class Messenger to instantly message their child's Teacher AND the office about lateness or absences...with one click from their mobile device and there's a log of the message for the individual Teacher and the office

Over time, we may add more 'administrative' tools but for now, it's pretty powerful stuff. If you have any questions or suggestions, please send them to support@classmesenger.com or tweet us @classmessenger.

Have a great year!

Your Class Messenger Support Team