

# My Bloomfield

Q Communications  
Teacher Walkthrough



# Your Feed

- 1 Announcement Feed**

The chronological feed of announcements from the district, schools, classes, and groups that you belong.
- 2 Districts, Schools, Classes, Groups**

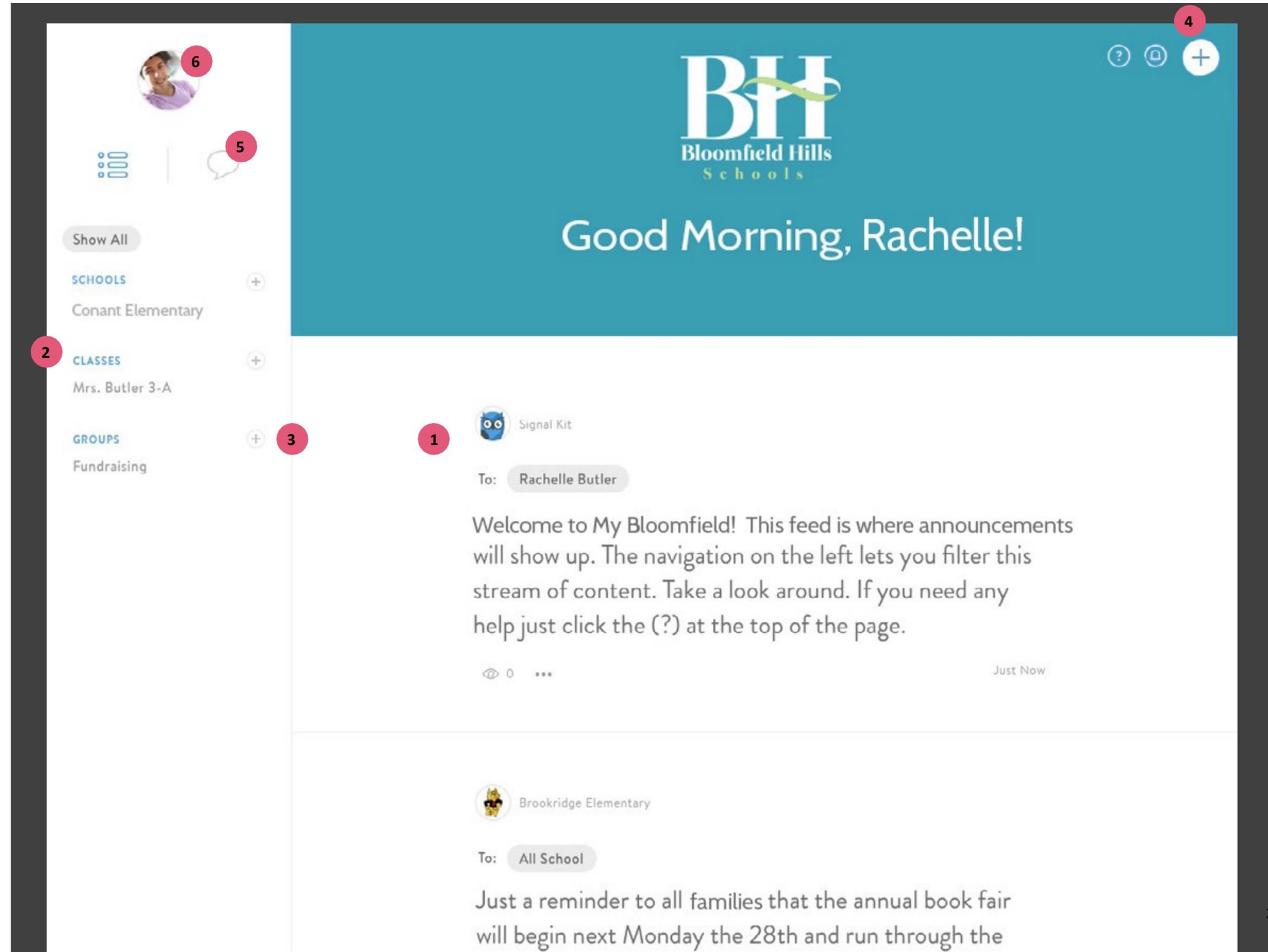
To filter your feed down to a specific school, class or group, just click on it within this side menu.
- 3 Follow Groups**

Click on the plus button next to groups and check out groups to follow in your district.
- 4 Create Announcement**

Click the Create button to compose an announcement for your school or group.
- 5 Direct Messages**

Use Messages to start a conversation with an individual or a small group.
- 6 Settings**

To update your personal settings just click on your avatar in the left-hand menu.



# Classes

## 1 Classes

By clicking on a class your feed will filter down to just those announcements.

## 2 Class Info

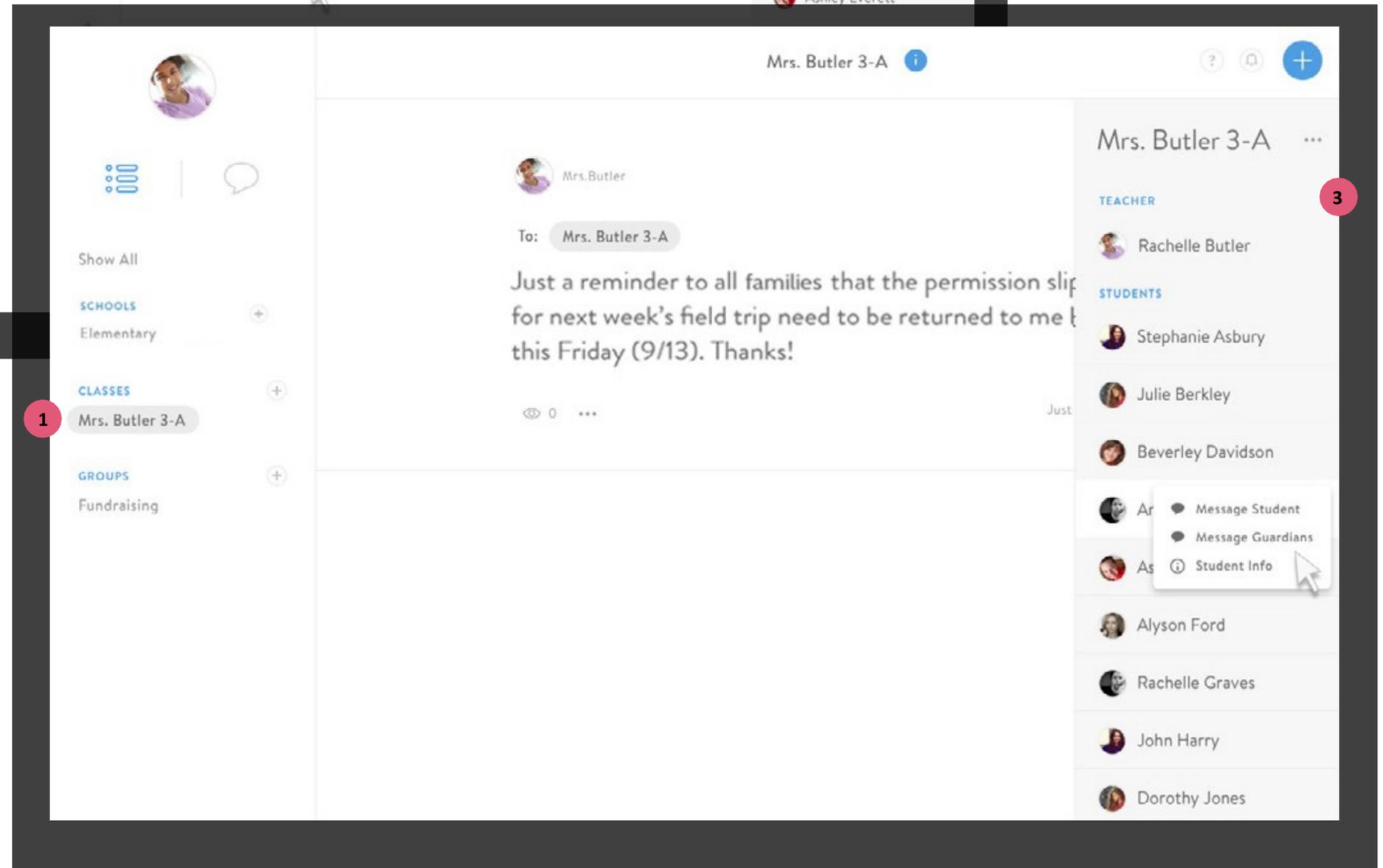
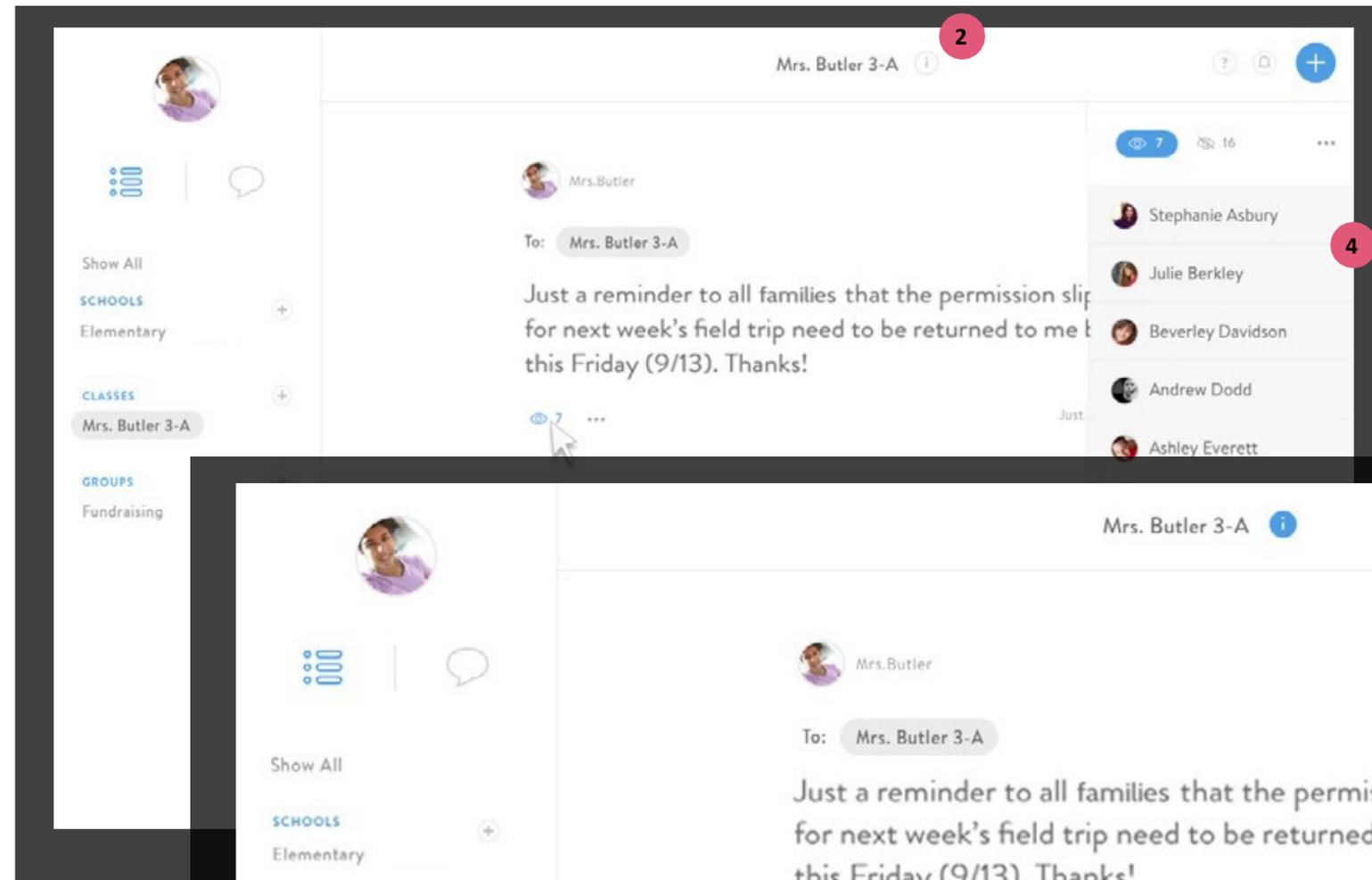
Next to your class title you'll see an info button. Click this to open the Info Panel containing your class roster.

## 3 Info Panel

Within the Info Panel, you can edit the class display name, add a class avatar and quickly jump into a conversation with any of your students or guardians.

## 4 Views

The total number of views is shown below each announcement. For a detailed list of who has and has not viewed, click on the icon and the list will slide out just like the Info Panel.



# Announcements

- 1 Create**

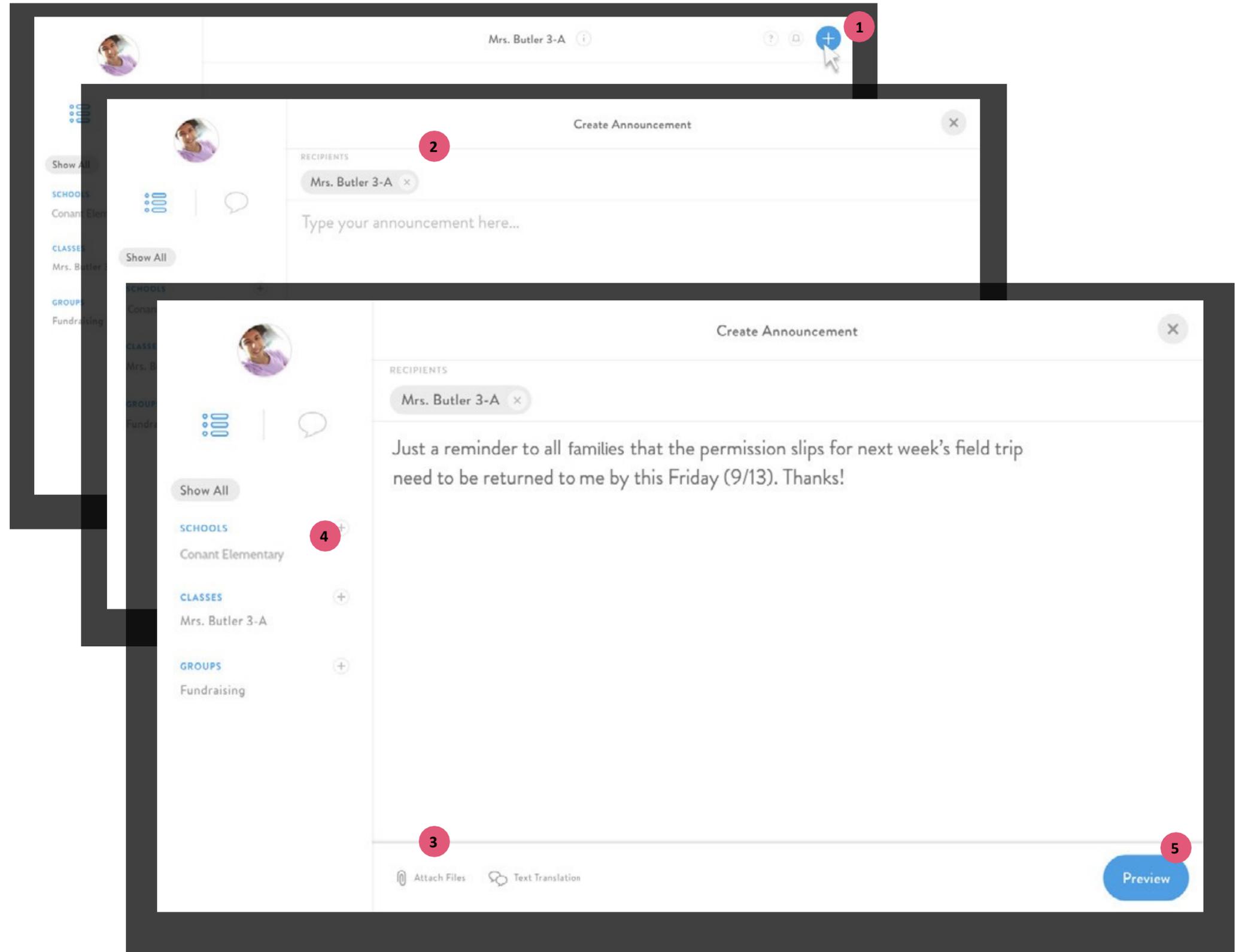
Click the “Create” button to start composing your announcement.
- 2 Recipients**

Start typing in what class or group should receive your announcement and select from the populated list.
- 3 Announcement Area**

Once you have selected the recipient(s) just enter in your announcement below. If you attached a file or an image to the announcement, it will appear as a link in a t
- 4 Toolbar**

Further customize your announcement by attaching files and/or revising the machine language translations for your non-English speaking members. If you attached a file or an image to the announcement, it will appear as a link in a text message if a text message is sent.
- 5 Preview**

When your announcement is ready, click on the Preview button in the toolbar.



# Announcements | Text Translation

Sometimes translations need a human touch. With Text Translation you can revise or replace any of the machine translated versions of your announcement.

## 1 Text Translation

After initially typing out your announcement in English, select “Text Translation” in the toolbar.

## 2 Language Tabs

The language options are populated by your recipients’ preferred languages. Use the tabs to navigate through the available translations.

## 3 Edit Field

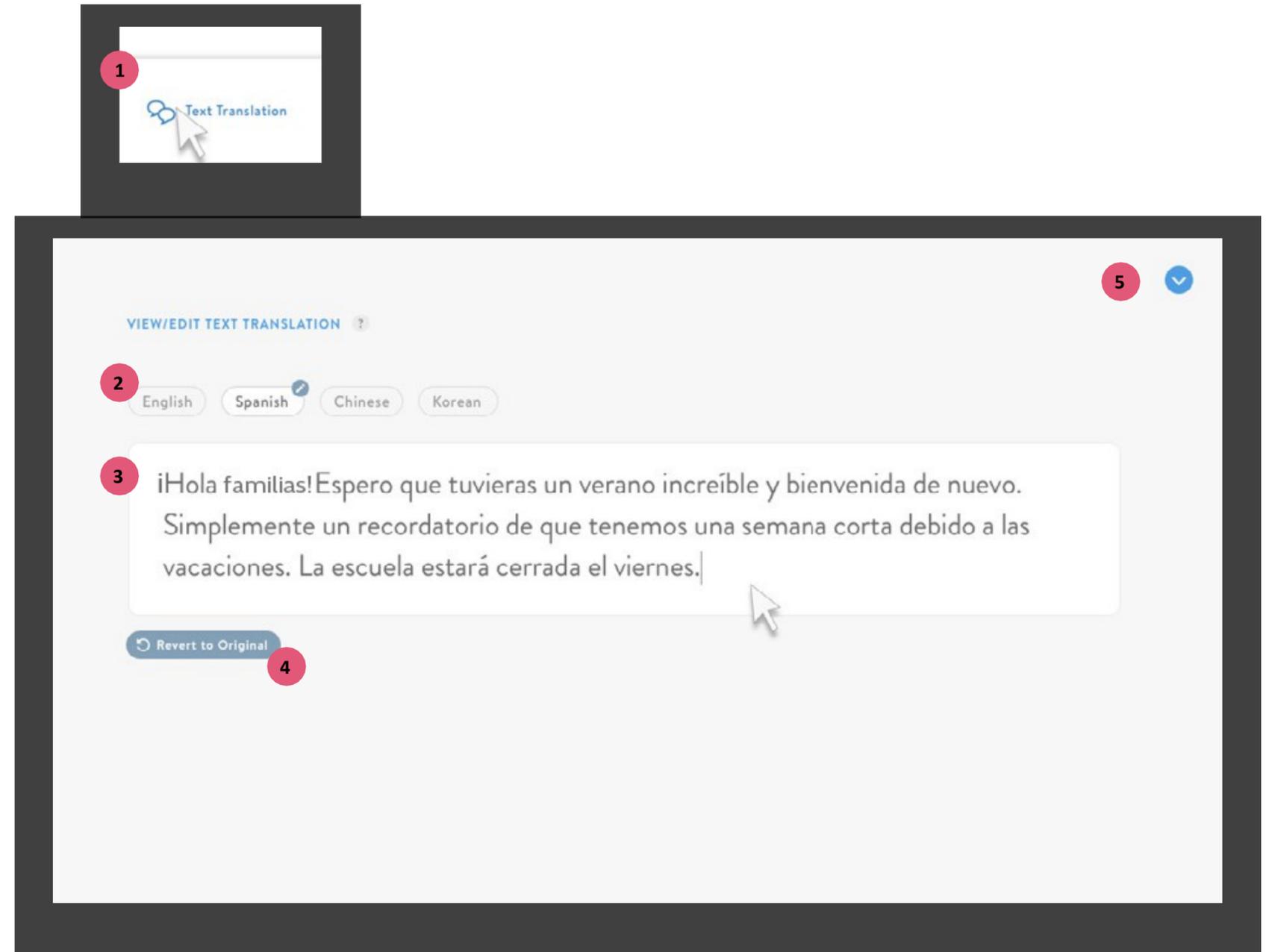
To revise a translation just click into the text box and make any changes.

## 4 Revert

If you ever need to reset the announcement back to the initial machine translation just click the “Revert to original” button below the edit field.

## 5 Minimize

When you are finished editing tap the minimize button to return back to the announcement composer.



# Announcements | Preview

## 1 Preview

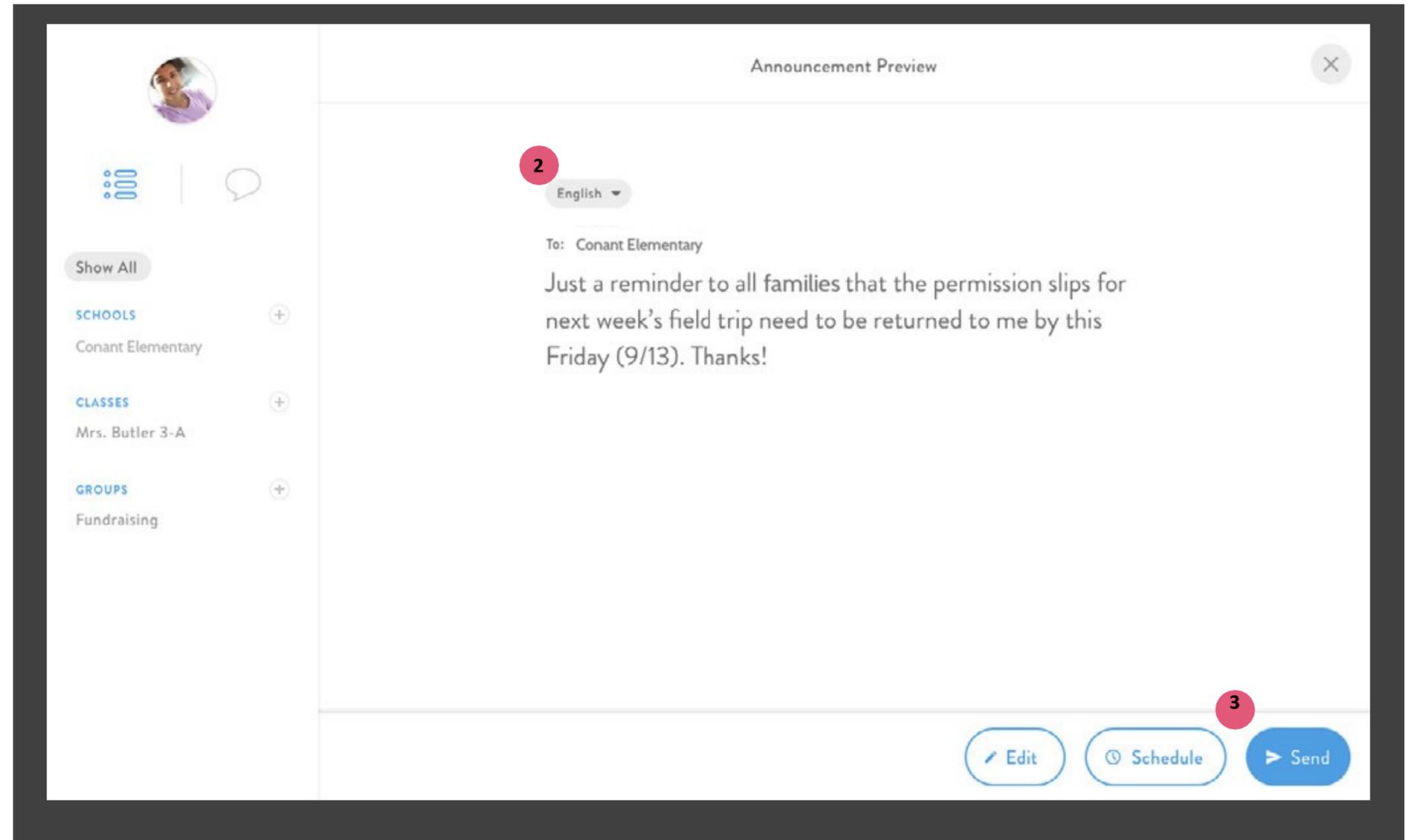
When you're finished move on to the Preview screen for one last opportunity to review the announcement before sending.

## 2 Language Dropdown

If any of your recipients have a preferred language other than English, you can preview the translated announcement here.

## 3 Schedule or Send

If everything looks good you can send now or schedule for later. Delivery modality is based on each member's preference and preferred language.



# Announcements | Queue

## 1 Queue Button

Any announcement scheduled for future delivery can be accessed here.

## 2 Delivery Schedule

This column will show when the announcement is scheduled for distribution.

## 3 Draft

If you start creating an announcement and need to come back later to finish it, the app will automatically save it as a "Draft" in your Queue.

## 4 Edit & Delete

Use the Edit button to revise any part of your announcement or scheduling. To completely remove an announcement from the queue use the Delete button.

The screenshot shows two overlapping windows. The top window is titled "Announcement Feed" and has a blue header with the "DUH" logo. A red circle with the number "1" points to a blue plus sign icon in the top right corner. The bottom window is titled "Announcement Queue" and contains a table with the following columns: DELIVERY SCHEDULE, RECIPIENTS, CONTENT, and STATUS. A red circle with the number "2" points to the table header. The table has two rows of data. The first row has a status of "Ready" and a red circle with the number "3" points to it. The second row has a status of "Draft" and a red circle with the number "4" points to the "Edit" button next to it.

DELIVERY SCHEDULE	RECIPIENTS	CONTENT	STATUS	
04/10/17 10:00am	Mrs.Butler 3-A	Congratulations to our debate team for making it to the national competition! We we be having a...	Ready	Edit Delete
Not Scheduled	Mrs.Butler 3-A	Just a reminder that the east parking lot will be closing for repair on Thursday May 14 and will reop...	Draft	Edit Delete

# Direct Messages

## 1 Direct Message Toggle

Click on the speech bubble icon to jump over to Direct Messages.

## 2 Create a new message

After clicking on the “Create a new message” button just type in your recipient, enter your message and send it.

## 3 Message Archive

Here you can quickly jump back into your recent conversations or search your recipient history.

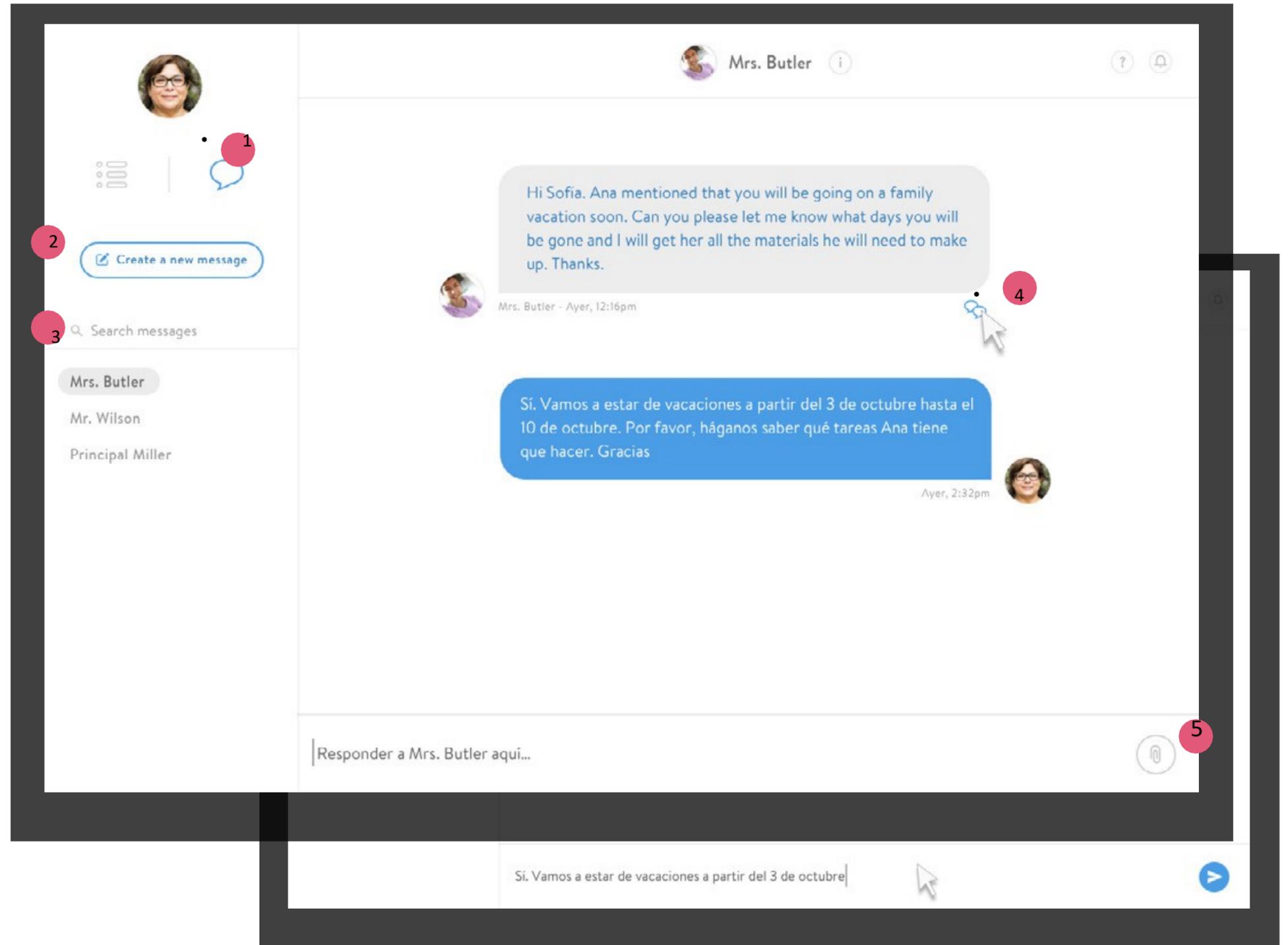
## 4 DM Auto-Translation

When sending a message, the app instantly translates it for both parties based on their preferred language (editable within Personal Settings). If you want to view the original message just tap this translation toggle.

## 5 Message Entry / Send Attachment

Here you can either type your message or send an attachment (paper clip icon). When you begin typing, the Send button will replace the Attachment button.

Messages are delivered instantly inside the app. Depending on how the recipient has notifications set up, they will be notified via email or SMS text if a message is received while offline.



# Mobile Device Access

## 1 iPhone

Visit: <https://webconnect.bloomfield.org/q/Home/LoginDS>

*\*There's an option to "Add to Home Screen" on bottom menu if you'd like to bookmark this page.*

Request the desktop site by:

**Safari browser:** tap and hold on the refresh symbol at the top right of the screen. It is the circular arrow. You will get an option to "Request Desktop Site" or "Reload". Select the Request Desktop Site and the site will reload as if you were on a desktop.

**Chrome browser:** click the three dots at the bottom of the screen and then select the "Request Desktop Site".

Follow the steps to select "Q Communications" from the left navigation menu.

## 2 Android

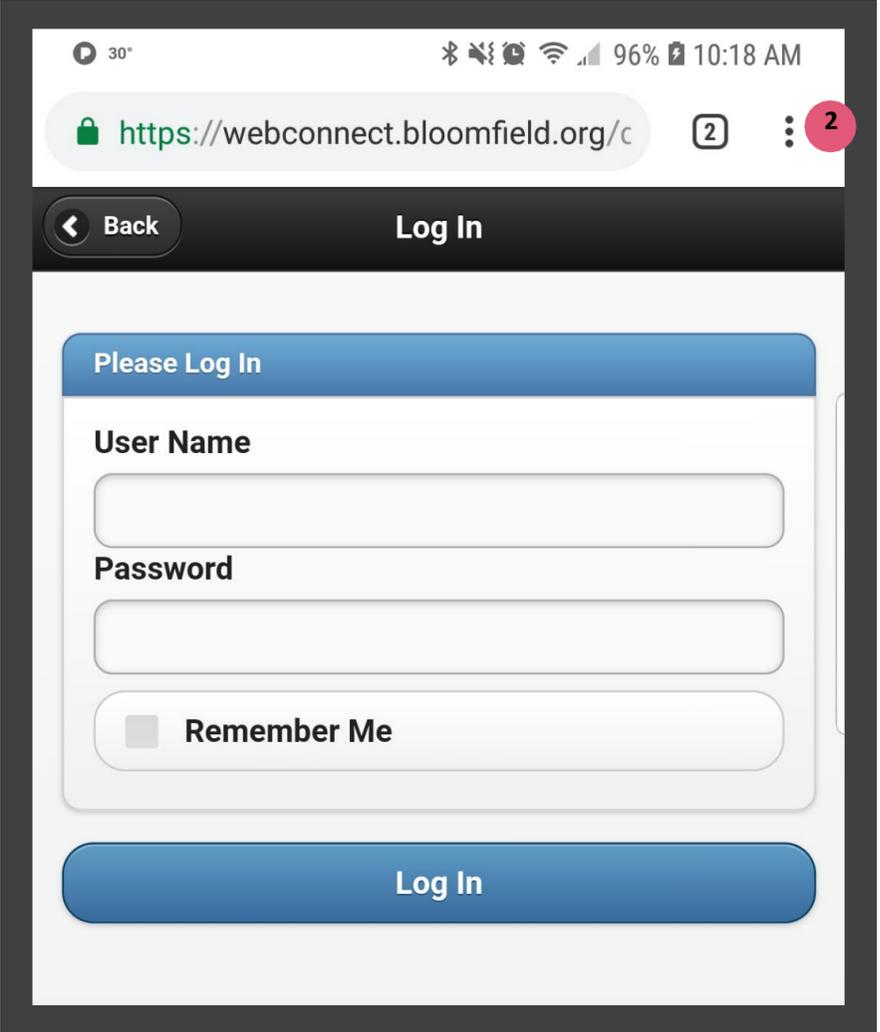
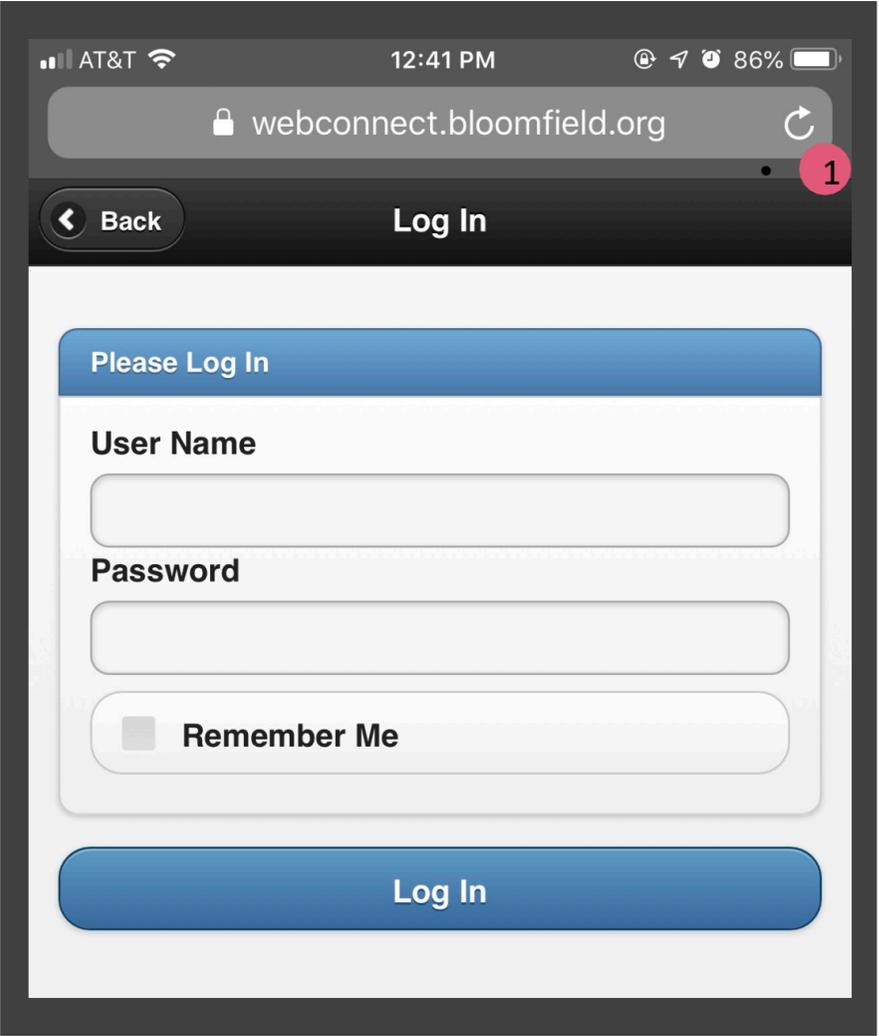
Visit: <https://webconnect.bloomfield.org/q/Home/LoginDS>

*\*There's an option to "Add to Home Screen" on the same settings menu if you'd like to bookmark this page.*

Request the desktop site by:

**Samsung, Chrome, Firefox, and Opera browsers:** select the three stacked dots on the top right corner of the browser to open the browser options window. Select "Request Desktop Site" or click the box to select the "Desktop Site."

Follow the steps to select "Q Communications" from the left navigation menu.



# Profile Settings | Personal Info

## 1 Settings Menu

Click on your avatar to open your settings.

## 2 Photo

To upload or change your profile photo just click on the large avatar and follow the upload instructions.

## 3 Display Name

Click on your name to edit how your name will be displayed within the app.

## 4 Add / Edit

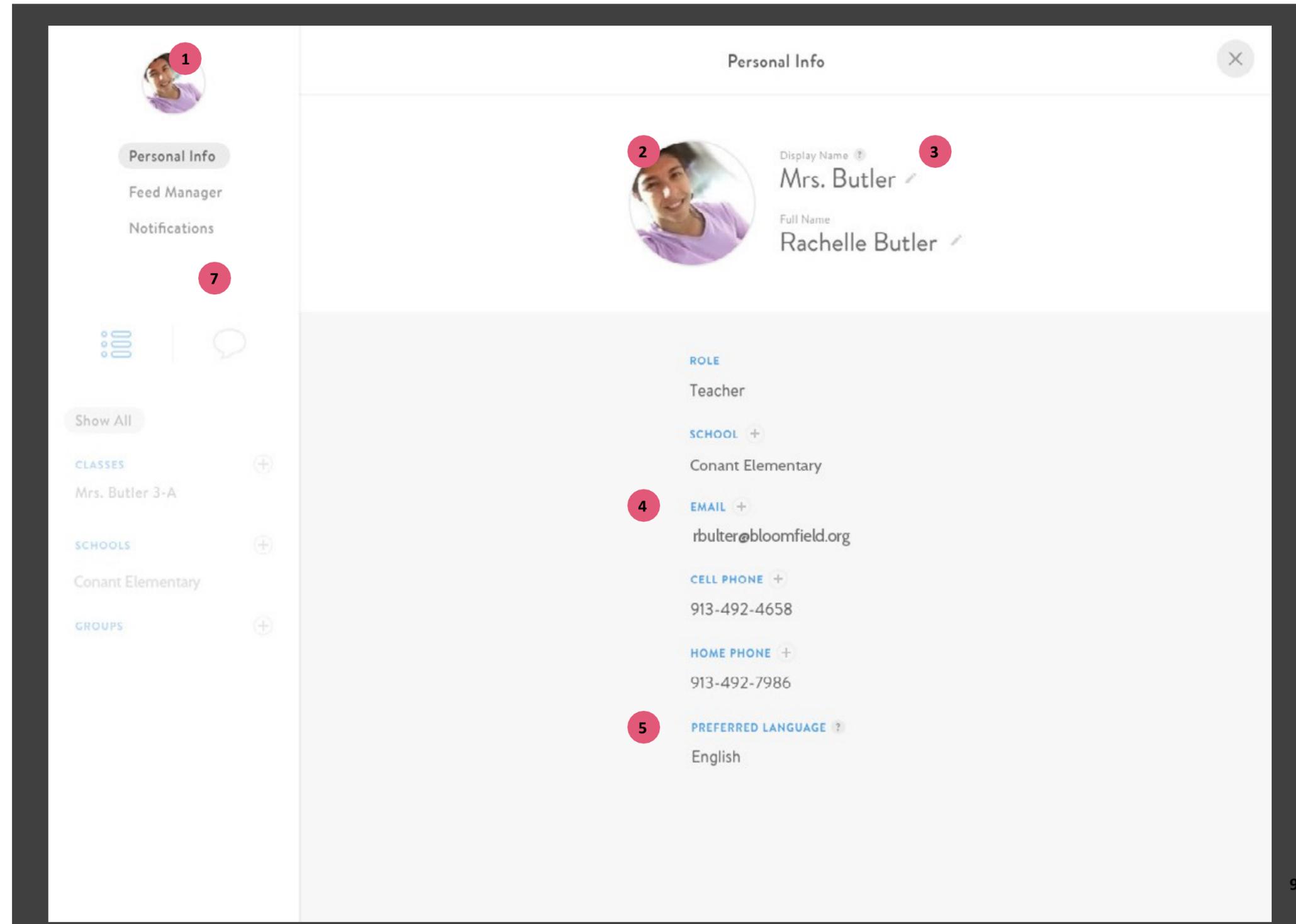
To add or edit an email or phone number, visit [www.bloomfield.org/notifications](http://www.bloomfield.org/notifications) and select the **BHHS STAFF** tab for instructions. This information needs to be updated in the HR system that syncs with Q Communications.

## 5 Language Preference

Adjust your preferred language to receive translated announcements and direct messages.

## 6 Sign Out

There is a Sign Out option under the personal settings gear icon. As an enhanced security feature, Q will also timeout after 20 minutes of non-activity.



# Profile Settings | Notifications

**1 Notification Settings**

Only want certain kinds of announcements sent to your phone or email? Here you can click/unclick the check boxes to update these granular settings.

	Phone Call	SMS Text	Email
Direct Message Recieved	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Class Announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Group Announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General District Announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General School Announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lunch Balance Alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grade Alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Announcements i.e. Weather closures, school lockdown These notifications cannot be turned off	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Activity

## 1 Activity Alert

You can easily open the Activity Panel by clicking on the activity “bell” icon.

## 2 Activity Panel

Similar to other social apps, the Activity Panel shows you a quick overview of the activity related to your account. Click on anything within the Activity list to be taken to that specific Announcement or DM conversation.

