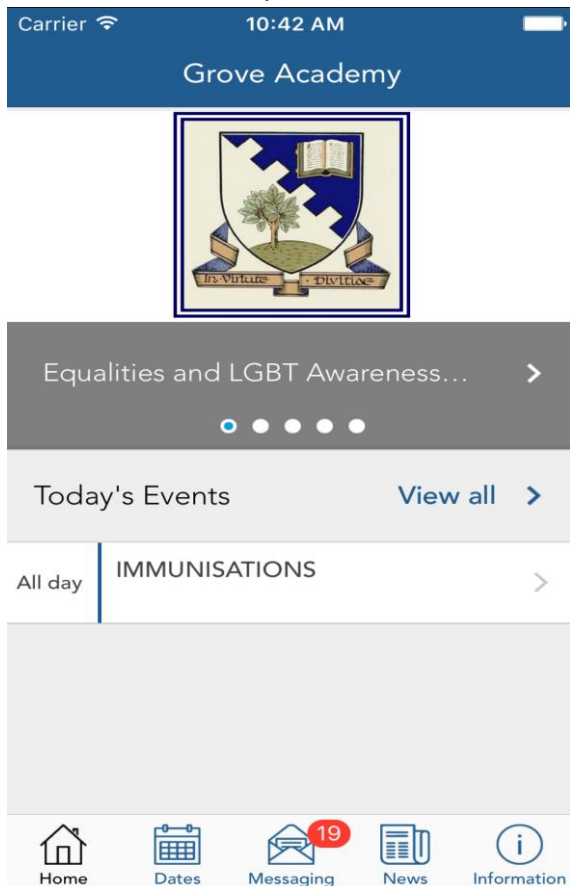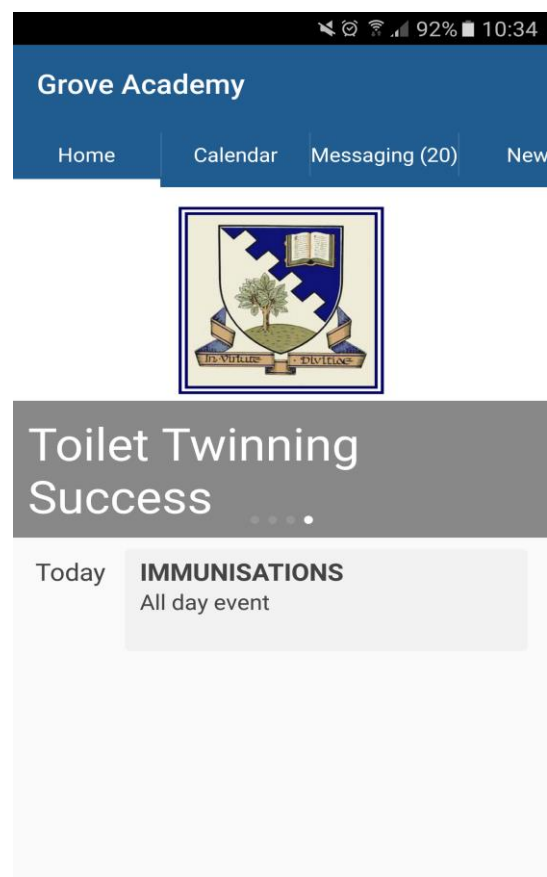# App User Guide For Parents

1. Download the app from the App Store Or Google Play Store by searching Grove Academy to receive all the information from the school.

2. Once you have the app downloaded you can locate the app by looking for this icon on your phone screen.

3. Once you have opened the app the first screen will the splash screen, this will be seen until the app is loaded.
4. Once the app is loaded you will be greated by your home screen, with your home screen the layout is different between Android and Apple, with Android, the tabs for navigating round the app are at the top of the app and with Apple they are situated at the bottom, please see below:
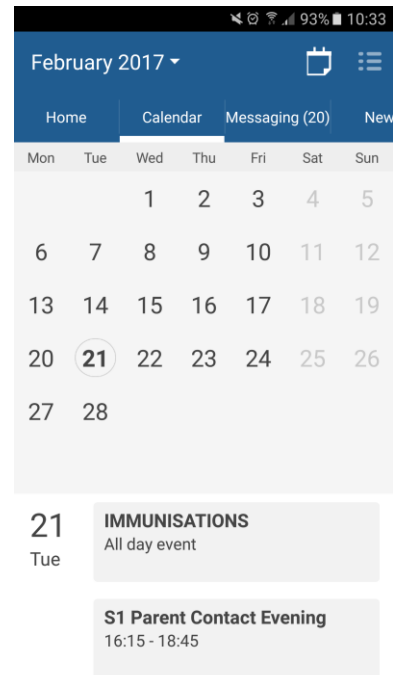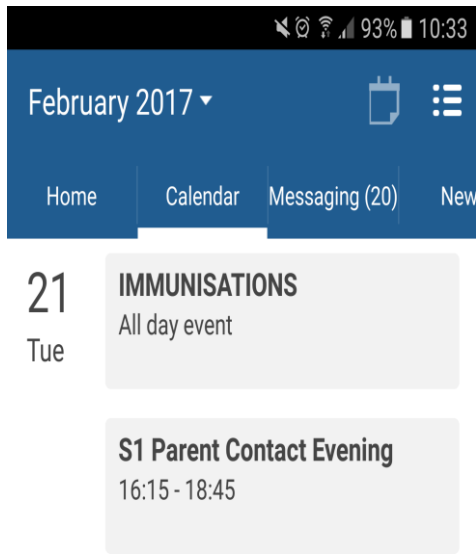

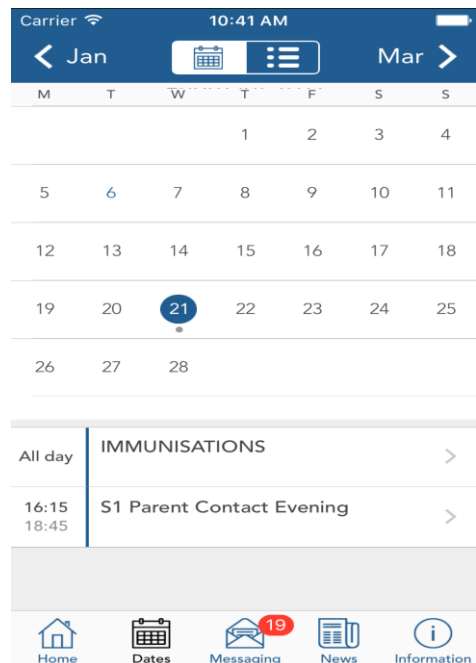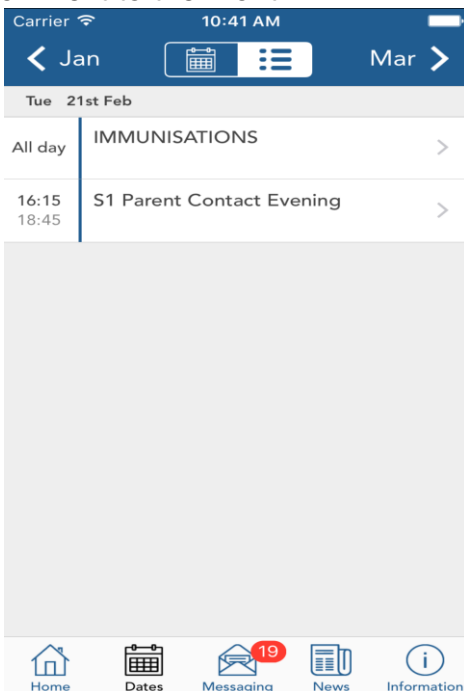| Apple | Android |

With the home screens you will see today's events, if there are no events for today, you will see a message there are no events for today, you will also see the latest news in the grey bar where you see Christmas 2015 Newsletter situated.

5. The next screen along is your calendar or dates tab, this will display all your events for the month, this can be displayed in two ways calendar view or list view this can be selected by the two tabs which are situated on the top right in Android and in the middle on Apple. You also have functionality to click on an event and this will show you all of the event information and a map of the location of the event.

Android Calendar And List View

With Android calendar view all the dates that events on them are symbolized with the date highlighted in red, You can also navigate through the months by clicking on the drop down arrow next to the month.
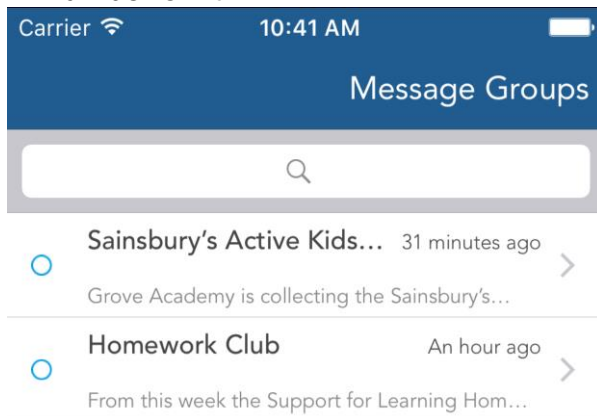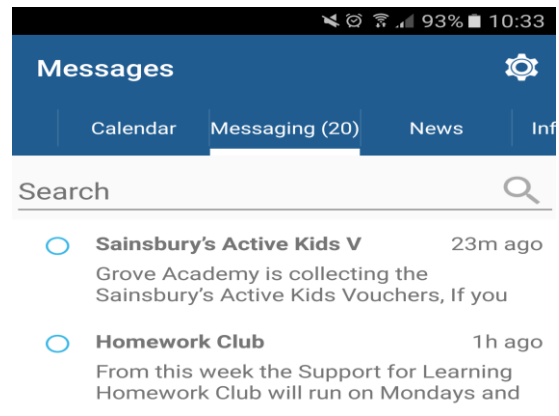

Apple Calendar And List View

With Apple calendar view all the dates that have events on them are symblised with a dot underneath the date, You can also navigate through the months by clicking on the arrows next to the month.

6. The next tab along brings you into your messaging section of the app, this is where

you can read all the messages the school has sent out, you can also use the search function to find a certain message also. In apple you will also able to see how many message you have that are unread this will be symbolized by a red circle with a number on it.
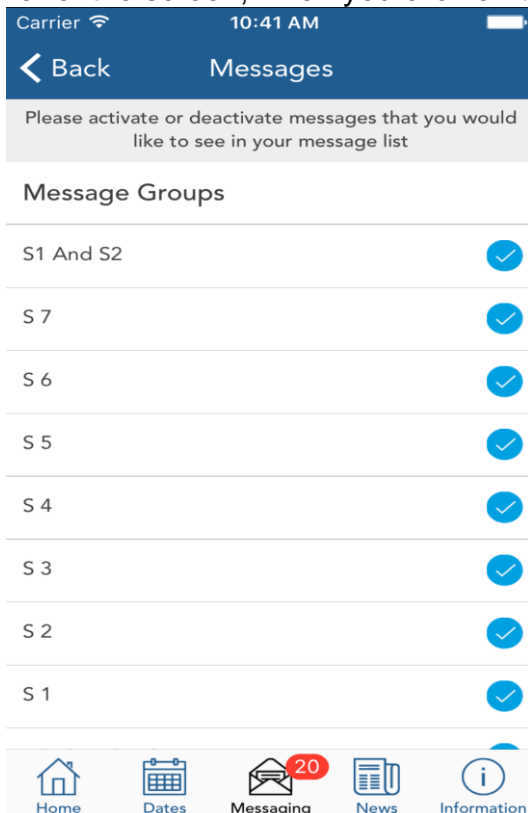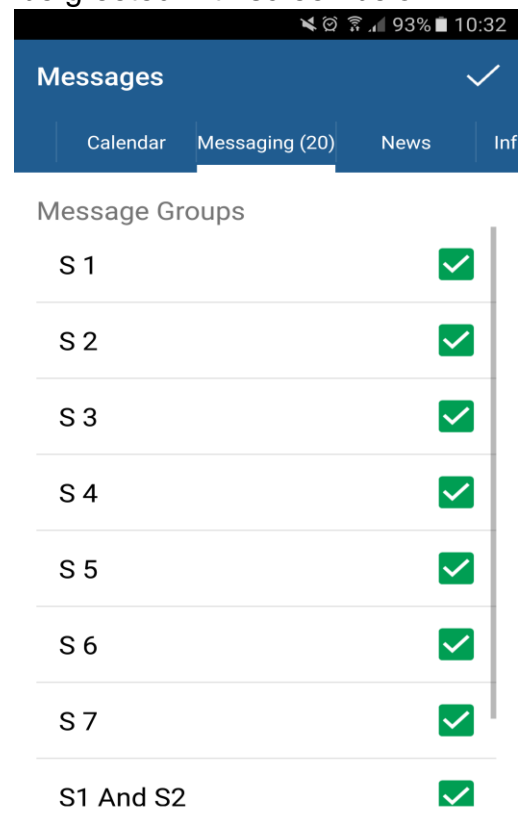

Apple Message Centre

Android Message Centre

7. One big benefit of the messages section is that you can choose what messages you receive you can do this by clicking on message groups, with Apple it is just message groups on the top right corner and with Android you can click on the cog on the top right corner of the screen, when you click on these you will be greeted with screen below:
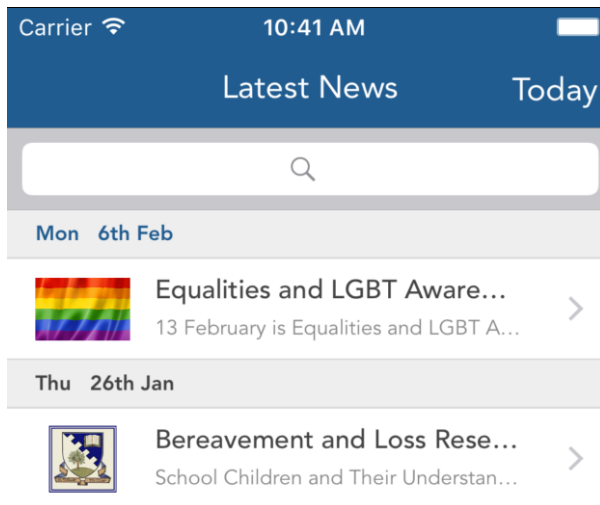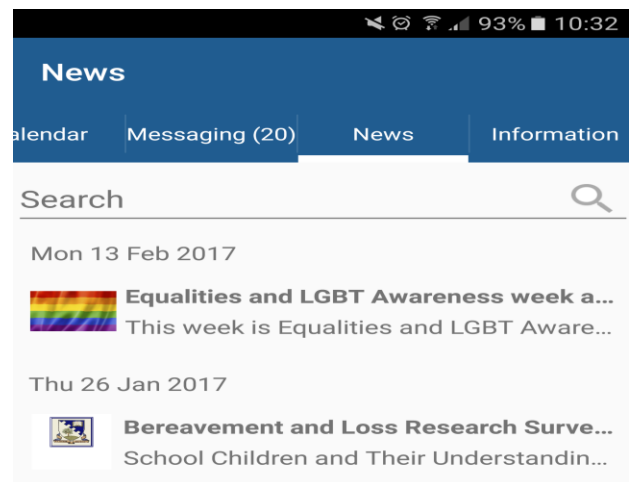

Apple Message Groups

Android Message Groups

Above you can select what message groups you would like to receive messages from so to give an example if you only have a child in year 5 then would untick all other options apart from year 5/6 and whole school and you would only receive messages sent to that year group, so that you are0 not bombarded with messages, once you have selected your message groups then all you have to do is click back with Apple and click the tick with android.

8. The next screen is your news screen, this contains all the news that has been posted by the school, you can keep up to date following the news the school puts into their news section.
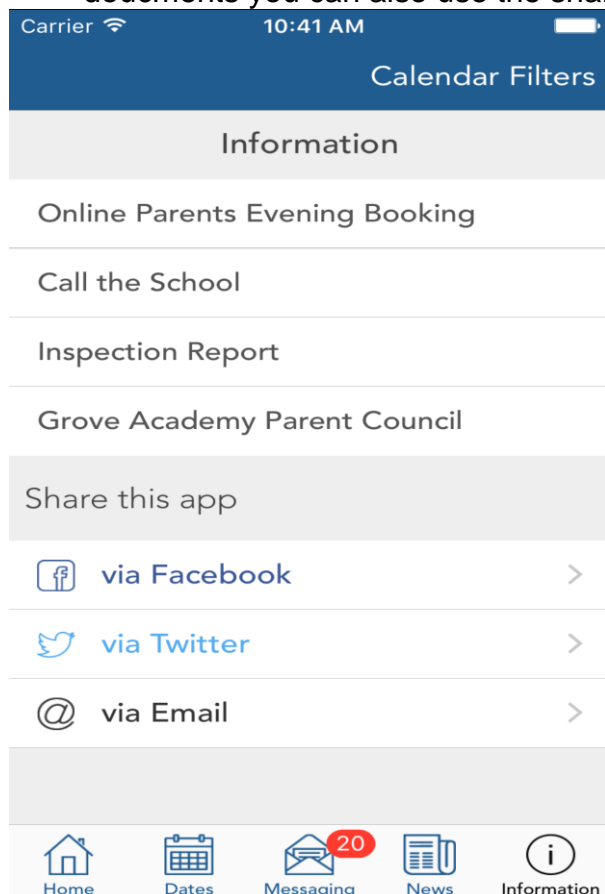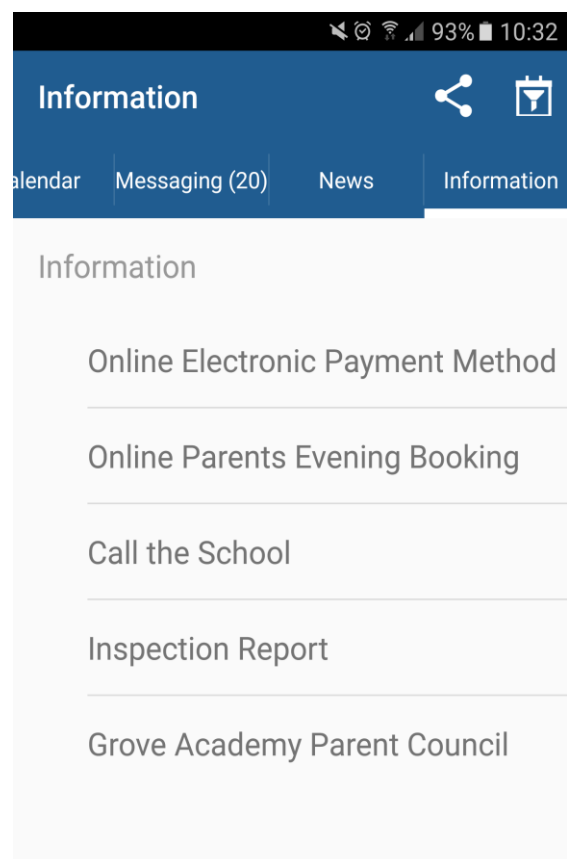

Apple News Section

Android News Section

9. The last screen on the app is the information section contains all the links to school information, in this section the school can upload such things as websites, text or doucments you can also use the sharing options for Facebook, Twitter and Email.
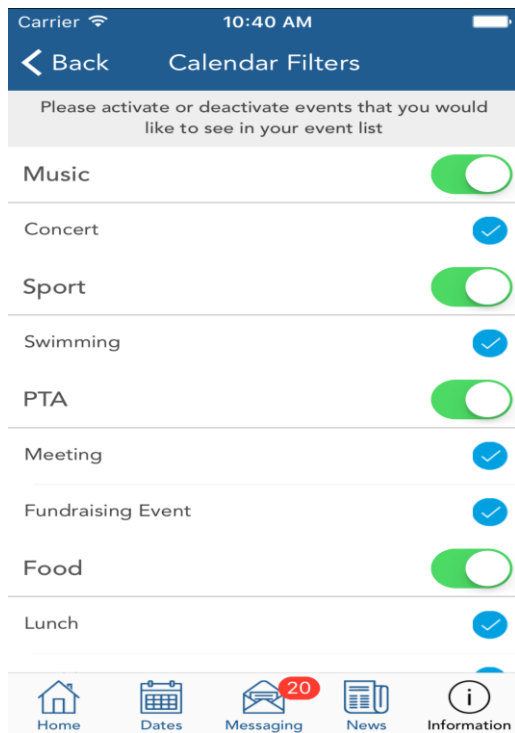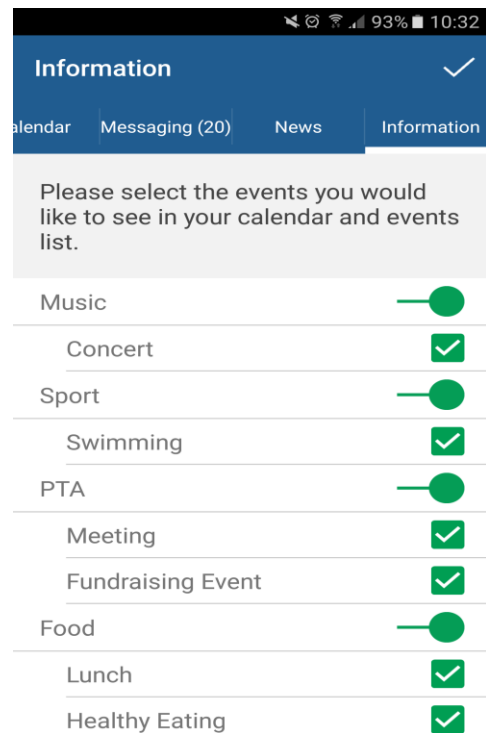

Apple Information Section

Android Information Section

10. Also at the top right you can click on calendar filters, in Android this is the square with the plug this section enables you to select the department/filter which applies to

you so for example, so to give an example if you only have a child in year 5 then would untick all other options apart from year 5/6 and whole school, and only these events will appear on your calendar once you have selected your filters then all you have to do is click back with Apple and click the tick with android.

Apple Calendar Filters

Android Calendar Filters