



**Aeries** + *loop*

Parent & Guardian Walkthrough



Loop is the solution to fragmented communication in the K-12 community. It provides a secure, simple and manageable place to connect with staff, students and parents.

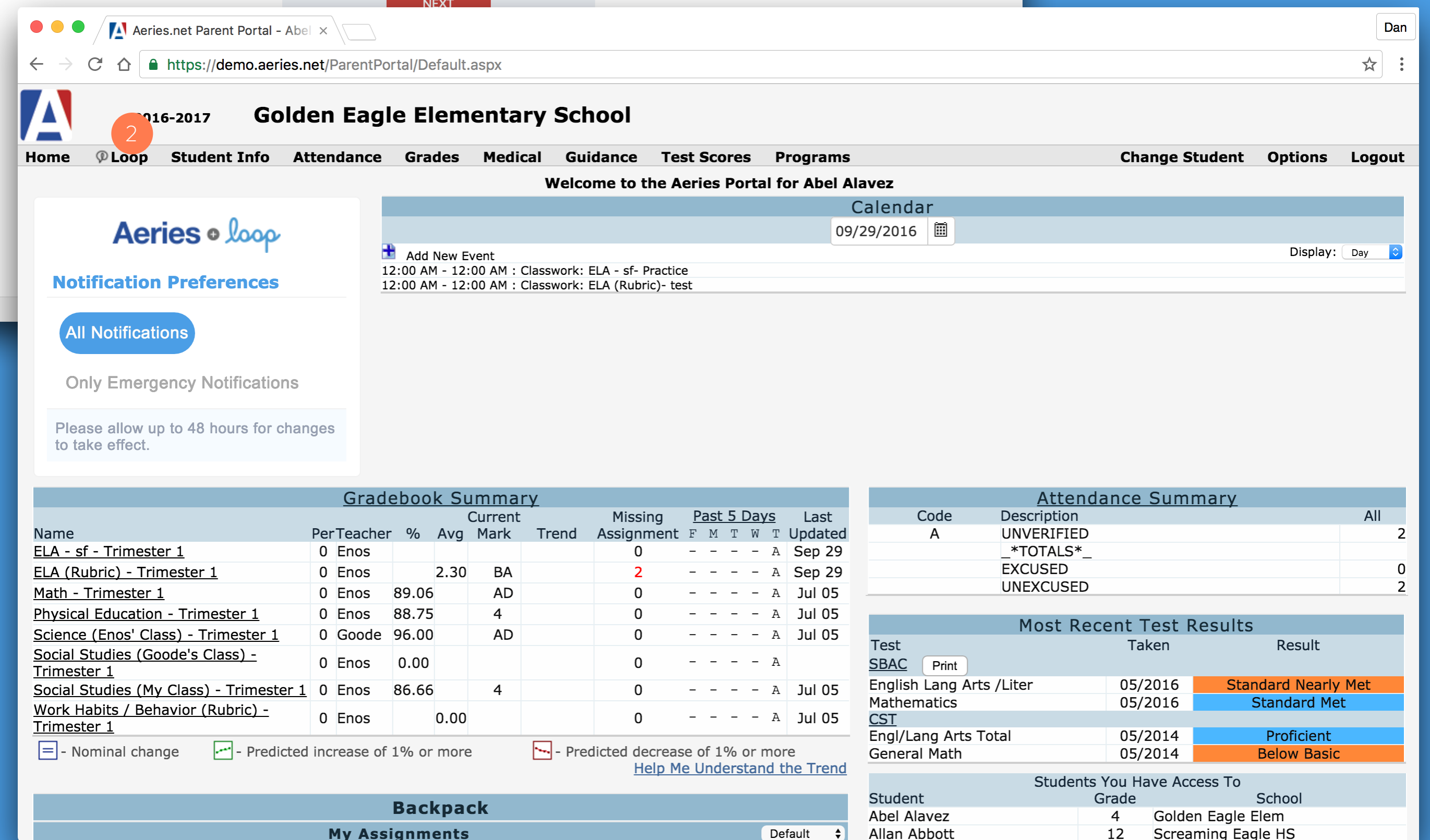
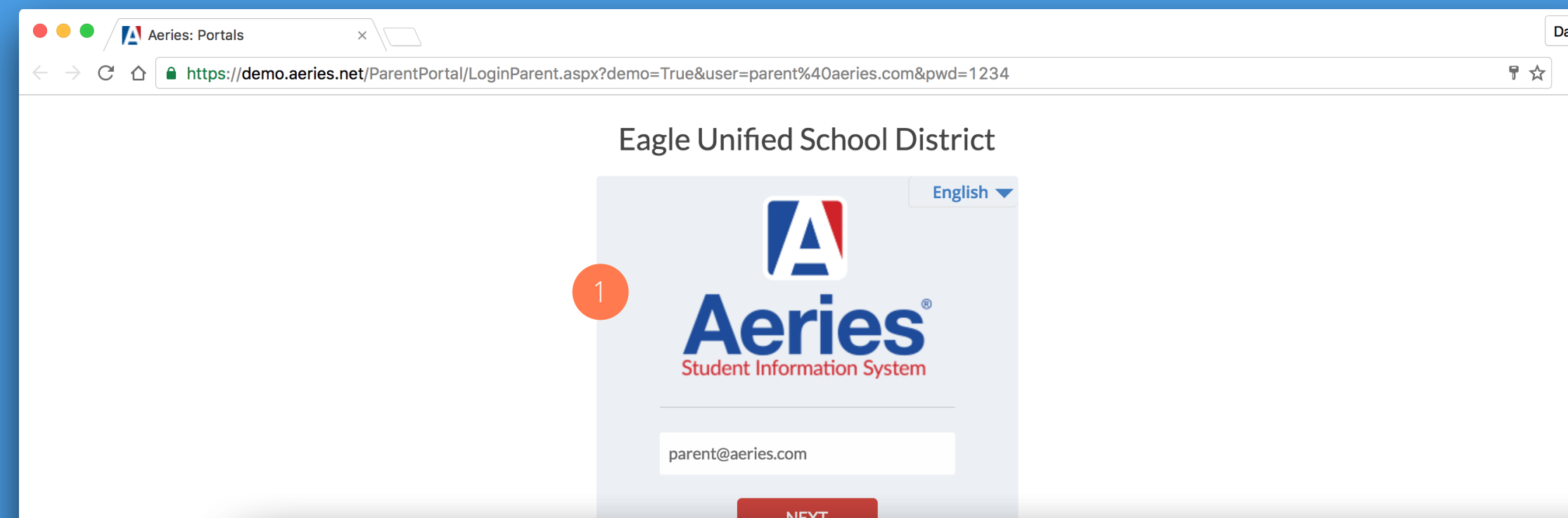
# Getting Started

## 1 Log in to Aeries

To get started with Loop first log in through your Aeries parent portal.

## 2 Welcome to Loop

Once inside Aeries, click on "Loop" in the menu and you will begin onboarding. After entering a few pieces of information you will take a quick tour and then be free to explore Loop.



Gradebook Summary												
Name	Per Teacher	%	Avg	Current Mark	Trend	Missing Assignment	Past 5 Days					Last Updated
							F	M	T	W	T	
ELA - sf - Trimester 1	0	Enos				0	-	-	-	-	-	Sep 29
ELA (Rubric) - Trimester 1	0	Enos	2.30	BA		2	-	-	-	-	-	Sep 29
Math - Trimester 1	0	Enos	89.06	AD		0	-	-	-	-	-	Jul 05
Physical Education - Trimester 1	0	Enos	88.75	4		0	-	-	-	-	-	Jul 05
Science (Enos' Class) - Trimester 1	0	Goode	96.00	AD		0	-	-	-	-	-	Jul 05
Social Studies (Goode's Class) - Trimester 1	0	Enos	0.00			0	-	-	-	-	-	
Social Studies (My Class) - Trimester 1	0	Enos	86.66	4		0	-	-	-	-	-	Jul 05
Work Habits / Behavior (Rubric) - Trimester 1	0	Enos	0.00			0	-	-	-	-	-	Jul 05

Attendance Summary		
Code	Description	All
A	UNVERIFIED	2
*_TOTALS*_		
	EXCUSED	0
	UNEXCUSED	2

Most Recent Test Results		
Test	Taken	Result
SBAC		
English Lang Arts /Liter	05/2016	Standard Nearly Met
Mathematics	05/2016	Standard Met
CST		
Engl/Lang Arts Total	05/2014	Proficient
General Math	05/2014	Below Basic

Students You Have Access To		
Student	Grade	School
Abel Alavez	4	Golden Eagle Elem
Allan Abbott	12	Screaming Eagle HS

# Welcome home.

## 1 Announcement Feed

A chronological list of announcements from all schools, classes and groups your children and you are connected with.

## 2 Schools, Classes, Groups

To filter your feed down to a specific school, class or group, just click on the name within the side menu.

## 3 Follow Groups

Click on the plus button next to groups and check out groups to follow in your school.

## 4 Direct Messages

Use messages to start a one-to-one conversation with a teacher or school administrator.

## 5 Settings

To view your profile settings just click on your avatar in the lefthand menu.

The screenshot shows the Loop app interface. On the left is a navigation menu with a profile picture (5), a list icon, a message icon (4), and a plus icon (3). The main content area has a blue header with a sun and clouds, displaying 'JAMESTOWN DISTRICT' and 'Good Morning, Amy!'. Below the header is a list of filters: 'SCHOOLS' (Brookridge Elementary), 'CLASSES' (Mrs. Butler 3-A, Mr. Wilson 2-A), and 'GROUPS' (+). The main feed shows a message from 'Team Loop' (1) addressed to 'Rachelle Butler' (2) with the text 'Welcome to Loop. This feed is where announcements will show up. The navigation on the left lets you filter this stream of content. Take a look around. If you need any help just click the (?) at the top of the page.' and a timestamp 'Just Now'. Below it is a message from 'Brookridge Elementary' addressed to 'All School' with the text 'Just a reminder to all parents that the annual book fair will begin next Monday the 28th and run through the'.

# Direct Messages

## 1 Direct Message Toggle

Click on the  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.

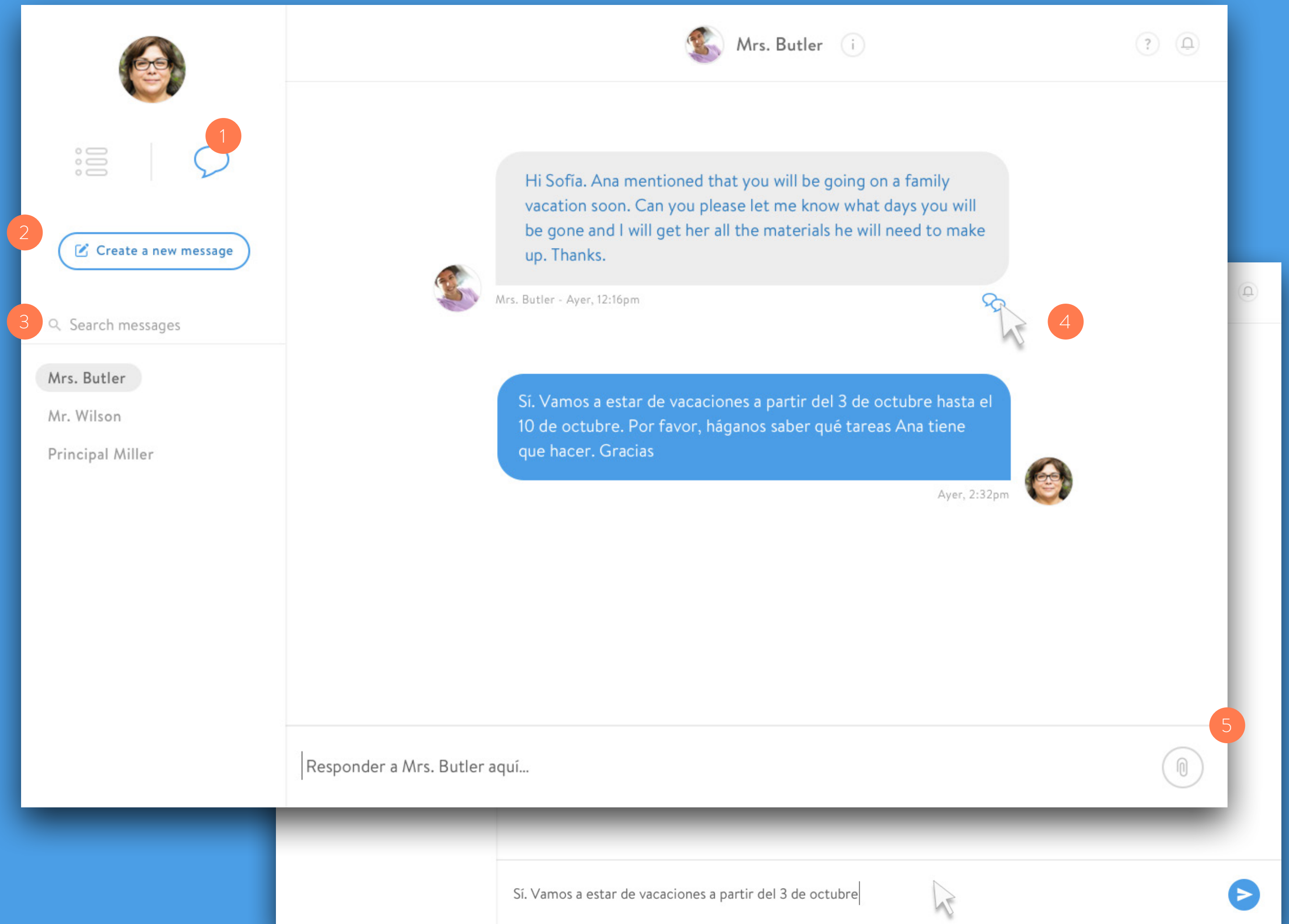
## 4 DM Translation

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

## 5 Message Entry / Send Attachment

Here you can either send a message or an attachment (paperclip icon). When you start typing the Send button will replace the Attachment button.

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



# 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 Add / Edit

To add or edit your personal information please do so within the main Aeries portal.

## 4 Language Preference

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

# Profile Settings | Feed Manager

## 1 Feed Manager

The next item under profile settings is your Feed Manager. This is where you can edit what appears in your home announcement feed.

## 2 Add / Unfollow

To add a Group to your feed click on the plus (+) or the “Add Group” button and follow the simple instructions. To stop following a group just click the Unfollow button.

The screenshot displays the 'Feed Manager' interface. On the left is a navigation sidebar with a user profile picture at the top, followed by menu items: 'Personal Info', 'Feed Manager' (highlighted with a red circle and the number 1), 'Notifications', and 'Sign Out'. Below these are icons for a list and a chat bubble, and a 'Show All' button. The main content area is titled 'Feed Manager' and contains three sections: 'CLASSES' with two entries for 'Mrs. Butler 3-A', each with a 'View Feed' button; 'SCHOOLS' with one entry for 'Brookridge Elementary' and a 'View Feed' button; and 'GROUPS' with a plus sign icon and a red circle containing the number 2. Below the 'GROUPS' section, it says 'No groups added yet' and includes an 'Add Group' button.

# Profile Settings | Notifications

## 1 Notification Settings

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

By default, General Announcements will be sent to phone and email. Emergency Announcements will immediately be delivered to all available channels no matter the user setting.

The screenshot shows a user profile page with a sidebar on the left and a main content area on the right. The sidebar includes a user profile picture, 'Personal Info', 'Feed Manager' (with a red '1' badge), 'Notifications' (highlighted), and 'Sign Out'. Below these are icons for a menu and a chat bubble, a 'Show All' button, and sections for 'CLASSES' (Mrs. Butler 3-A, Mr. Wilson 2-A), 'SCHOOLS' (Brookridge Elementary), and 'GROUPS' (+). The main content area is titled 'Notifications' and contains a section for 'REMOTE NOTIFICATIONS' with a sub-header 'Fully customize how you wish to be notified on your phone or in your inbox.' Below this is a table of notification settings for various announcement types, with columns for 'Phone Call', 'SMS Text', and 'Email'.

	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"/>
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 pop 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 Message.

The screenshot shows a social media interface with a left sidebar and a main content area. The sidebar includes a profile picture, a menu icon, and a list of activity items under 'SCHOOLS', 'CLASSES', and 'GROUPS'. The main content area shows a message from Mrs. Butler to Mrs. Butler 3-A. A right-side activity panel is open, showing a list of notifications. Red circles with numbers 1 and 2 highlight the bell icon in the top right and the activity panel, respectively.

**Activity Panel (Left Sidebar):**

- Show All
- SCHOOLS
  - Brookridge Elementary
- CLASSES
  - Mrs. Butler 3-A
  - Mr. Wilson 2-A
- GROUPS (+)

**Main Content Area:**

Mrs. Butler 3-A

Mrs. Butler

To: Mrs. Butler 3-A

Just a reminder to all parents that the permission slip for next week's field trip need to be returned to me by this Friday (9/13). Thanks!

Mrs. Butler

To: Mrs. Butler 3-A

We will be having a class in the park next Wednesday. Dress accordingly and bring a snack if you want.

**Activity Panel (Right Side):**

- Mr. Wilson sent you a Direct Message
- Mrs. Butler sent you a Direct Message