

## **SchoolWay Mobile Communications App**

The Nevis School now has an app (SchoolWay) that you can download to your phone or tablet! There is also a Web app that can be downloaded to other devices.

With this app you can choose to receive notices from many different areas in the school. For example, you can sign up for:

- notices from specific teachers
- notices about a specific class
- notices from your son's/daughter's coach or activity director
- general notices from the district
- emergency notices from the district
- notices from community ed.
- notices regarding high school students only
- notices regarding elementary students only

Note: Not all faculty may wish to send notices.

In addition, there are links to items such as lunch menu, activities calendar, athletics schedules, the gradebook, and our school Website.

This is an "opt in" system. So, you will need to sign in and choose the areas you wish to receive notices from. (If you do not select areas, you will not receive any notices.)

To download the SchoolWay app go to [\*\*http://www.myschoolway.com/nevis\*\*](http://www.myschoolway.com/nevis). The following pages have instructions for setting up the SchoolWay App on your device so you can receive messages from different areas in the Nevis School.

If you have questions, please email Amy Schroeder at [aschroeder@nevis.k12.mn.us](mailto:aschroeder@nevis.k12.mn.us) or call 218-652-3500, ext. 187. For additional information regarding the SchoolWay app, go to [\*\*http://www.myschoolway.com\*\*](http://www.myschoolway.com)

Download your app now and stay connected!

### How do I add a district?

1. Tap **Slide-Over Menu** button in the upper left hand corner.
2. Tap **Plus** icon on **Districts** menu header.
3. Select **State** and **District**.
4. Tap **Save**.
5. Select district in drop down menu (if subscribing to multiple districts).
6. Toggle **ON/OFF** to **ON** position on **Set Notifications** to receive notifications from schools.
7. Tap **Save**.

OR

1. Tap **Slide-Over Menu** button in the upper left hand corner.
2. Select **Settings** under **App Settings**.
3. Tap **Manage Districts**.
4. Select **State** and **District**.
5. Tap **Save**.
6. Select district in drop down menu (if subscribing to multiple districts).
7. Toggle **ON/OFF** to **ON** position on **Set Notifications** to receive notifications from schools.
8. Tap **Save**.

### How do I sign up to receive push notifications from my district?

1. Tap **Slide-Over Menu** button in upper left hand corner.
2. Select **Settings** under **App Settings**.
3. Select **Manage Notifications**.
4. Choose district from drop-down menu.
5. Tap **Done**.
6. Toggle **ON/OFF** button to **ON** position.
7. Tap **Save**.

### How do I sign up to receive push notifications from my school?

1. Tap **Slide-Over Menu** button in the upper left hand corner.
2. Select **Settings** under **App Settings**.
3. Select **Manage Notifications**.
4. Choose desired district from drop-down menu.
5. Toggle **ON/OFF** button next to desired school to **ON** position.
6. Tap **Save**.

### How do I sign up to receive push notifications from a Course Page?

1. Select **Courses** from the **navigation wheel** on district's home page.
2. Select school.
3. Toggle **ON/OFF** button next to desired course to **ON** position.

OR

1. Tap **Slide-Over Menu** button and select **District Info** heading.
2. Tap **Courses**.
3. Select school.
4. Toggle **ON/OFF** button next to desired course to **ON** position.

### How do I sign up to receive push notifications from an Athletic Page?

1. Select **Athletics** from the **navigation wheel** on district's home page.
2. Select school.
3. Toggle **ON/OFF** button next to desired sport to **ON** position.

OR

1. Tap **Slide-Over Menu** button and select **District Info** heading.
2. Tap **Athletics**.
3. Select school.
4. Toggle **ON/OFF** button next to desired sport to **ON** position.

### How do I sign up to receive push notifications from a Club Page?

1. Select **Clubs** from the **navigation wheel** on district's home page.
2. Select school.
3. Toggle **ON/OFF** button next to desired club to **ON** position.

OR

1. Tap **Slide-Over Menu** button and select **District Info** heading.
2. Tap **Clubs**.
3. Select school.
4. Toggle **ON/OFF** button next to desired club to **ON** position.

### How do I sign up to receive push notifications from a Group?

1. Select **Groups** from the **navigation wheel** on district's home page.
2. Select school or district level.
3. Toggle **ON/OFF** button next to desired group to **ON** position.
  1. Please Note: If group is **password protected**, tap the **Padlock** icon to enter password or request access from admin.

OR

1. Tap **Slide-Over Menu** button and select **District Info** heading.
2. Tap **Groups**.
3. Select school or district level.
4. Toggle **ON/OFF** button next to desired group to **ON** position.
  1. Please Note: If group is **password protected**, tap the **Padlock** icon to enter password or request access.

### How do I sign up to receive push notifications via email?

1. Tap **Slide-Over Menu** button in upper left hand corner.
2. Select **Settings** under **App Settings**.
3. Select **Manage Notifications**.
4. Tap the **Email** tab.
5. Enter email address(es).
6. Tap **Save**.
7. Follow instructions in confirmation text email to complete set-up.

### How do I access the SchoolWay App in a different language?

1. Tap **Slide-Over Menu** button in the upper left hand corner.
2. Select **Settings** under **App Settings**.
3. Select **Languages**.
4. Select desired language.
5. Tap **OK**.