

iAutoAlert

Guardian Calls from iPass

Calling Guardians has never been easier than utilizing the iAutoAlert features built into your iPass database.

Calling Directly from the iPass iAutoAlert Folder

Security Settings:

Users must be given security access to make calls using iAutoAlert in iPass. Go to Security, Manage Users, search for and select the user. At the bottom of the screen, under Extra Security Options, select **Can Call Using iAutoAlert** and click on Submit to update the user.

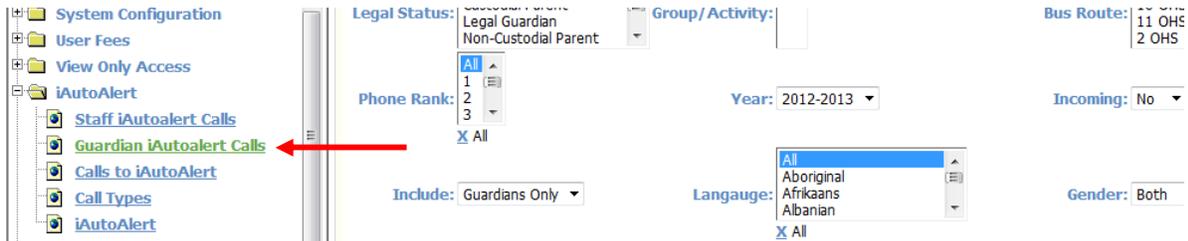
Extra Security Options	
<input checked="" type="checkbox"/> Can overload classes.	<input checked="" type="checkbox"/> Can enter period attendance from daily attendance
<input checked="" type="checkbox"/> Can submit student scheduler from schedule screen.	<input checked="" type="checkbox"/> Can enter grades for closed terms
<input checked="" type="checkbox"/> Can create course conflicts from schedule screen.	<input checked="" type="checkbox"/> Can clear previous student schedules.
<input checked="" type="checkbox"/> Can delete student records.	<input checked="" type="checkbox"/> Can Update Prior Year Grades.
<input checked="" type="checkbox"/> Can input daily attendance on all home rooms.	<input checked="" type="checkbox"/> Can Update All Competency Groups.
<input checked="" type="checkbox"/> Can Edit ANY Student on Find Page.	<input checked="" type="checkbox"/> Teacher Can View ANY Student in View Only.
<input checked="" type="checkbox"/> Can View ANY Student on Find Page.	<input checked="" type="checkbox"/> Can View Locker Combinations.
<input checked="" type="checkbox"/> Can Update All Competencies.	<input checked="" type="checkbox"/> Attendance Clerk?
<input checked="" type="checkbox"/> Can Delete Success Plans	<input checked="" type="checkbox"/> Can Submit Batch Reports
<input checked="" type="checkbox"/> Can Alter User Fee Invoices and Payments	<input checked="" type="checkbox"/> Can Email Discipline Notifications
<input checked="" type="checkbox"/> Can View/Update SSN	
<input checked="" type="checkbox"/> Can View Confidential in Staff View Only	
<input type="checkbox"/> Can Delete Uploads	
<input checked="" type="checkbox"/> Can Call Using iAutoAlert	

Please Note: A message must be previously recorded for the school for the message list to appear on the guardian and staff calls screen. Once an administrator of iAutoAlert has recorded a message it will appear for the users given the extra security option of "Can Call using iAutoAlert."

Directions for recording messages in iAutoAlert can be found in the Resource Center in the iAutoAlert folder.

Guardian Phone Calls from iPass:

Open the iAutoAlert Folder and Click on Guardian iAutoAlert Calls



Search for Guardians of students by filters:

You may use Enter/Return or Click Search

Last Name: **First Name:** **Guardian Last Name:**
Grade Level: SP, 08, 09, 10 **Home Room:** A111, A201, A202, A203 **School:** A.M. Chaffee Elementary School, Central Office, Clara Barton Elementary School, Out Of District Students
Town: All, *Oxford, Auburn, Barre **Phone Types:** Cell, Home, Work **Relationships:** Aunt, Daughter, All
Legal Status: Custodial Parent, Legal Guardian, Non-Custodial Parent **Group/Activity:** **Bus Route:** 1 OHS, 10 OHS, 11 OHS, 2 OHS
Phone Rank: All, 1, 2, 3 **Year:** 2012-2013 **Incoming:** No
Include: Guardians Only **Language:** All, Aboriginal, Afrikaans, Albanian **Gender:** Both
Special Needs: Both

Last Name Student Last Name

First Name Student First Name

Guardian Last Name Parent/Guardian last name

Grade Level(s) Select single Grade Level or multiple

Homeroom(s) Select single Homeroom or multiple

Schools If user has access to multiple schools they may be selected. If user is restricted by building then only their building(s) will appear on the selection list.

Town Select single town or multiple in your district

Phone Types Select Phone Type or multiple: home, work, cell

Relationships	Select Relationship or multiple associated with a student's guardian
Legal Status	Select Legal status or multiple associated with student's guardian
Group/Activity	Select a group or activity to call guardians of students in that group/activity
Bus Route	Select a single bus route or multiple
Phone Rank	Select Phone rank associated with guardian phone numbers or multiple: Rank 1, 2, 3
Academic Year	Select Academic Year
Incoming	Select Yes/No Example: set the year to the next academic year and set incoming to yes to call incoming kindergarten/preschool or students that will be moving from one school to another in the next academic year
Include	Select Guardians Only, Students Only or Both. Please note that student phone numbers are stored at the bottom of the student biographical profile screen.
Language	Filter students by Primary Language selected in the student biographical Language tab. Example: select Spanish Language to send a call recorded in Spanish to students/guardians whose primary language is Spanish.
Gender	Select Both, Male, Female to filter by gender
Special Needs	Select Yes, No, Both. Yes selection will filter by students who have something other than "not applicable" in DOE34 which sets the yes flag for special needs. No will filter by students that have "not applicable" set in DOE34 which means that they are non-special needs students. Both will include all students.

» SEARCH STUDENTS/GUARDIANS

Saved Searches
Modify/Edit: [All Guardians - Home/Cell](#) | [All Guardian Home/Cell](#) | [All Guardians](#) | [Grade 9&10 Guardians](#) |
Save As: Grade 9&10 Guardians Save Search Criteria:
You may use Enter/Return or Click Search

Last Name: First Name: Guardian Last Name:
Grade Level: 09 10 11 12 X 09 X 10 Home Room: 1205 1209 1211 1213 School: Far Away School Far From Hear Elementary i-PASS Elementary School Incoming X iPass High School
Town: All Acton Boston Concord X All Phone Types: # BEEPER NUMBER CAR PHONE Cell X CELL PHONE X HOME PHONE Relationships: Aunt Brother Brother-in-law
Legal Status: Custodial Parent Emergency Contact Legal Guardian X Custodial Parent X Legal Guardian Group/Activity: freshman nursing students Bus Route: 1-Barry 100-B 1000 2-Barry
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
SEARCH & SAVE CRITERIA CLEAR

Click **SEARCH & SAVE CRITERIA** to search for guardians and save the search criteria.

Select a Message and Schedule the Call

- Use the Drop Down Message to select a previously recorded message.
- Enter a name for the description of the call to be sent.
- Select an email template previously created and saved if applicable.
- Enter a Subject for the email.
- Type the body of the email if applicable.

» GUARDIANS OF STUDENTS MESSAGING

Students
Recorded Message: Please Select a Recorded Message
Description:
Email Template: Please Select an Email Template
Email Subject:
Email Message:

Styles Format Font

Size

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Source

To preview the selected message before scheduling or sending, click on . File will open in your default audio player (QuickTime, WindowsMediaPlayer, etc.) in a new window in your browser.
Enter the description of your message in Call Description (Open House, etc).

Select Call Now or Specify Date/Time Below
Enter the call date in Call Start Date

Enter the start time in Call Start Time

Click on **SEND CALL** to schedule or send the call now.

Create a Template for Future Use

Using Saved Searches, type a name for your template in the box for Save Search Criteria. Example: Grade 9 & 10 Guardians: Type the name of the template to be created in the box next to Save Search Criteria.

SEARCH STUDENTS/GUARDIANS

Saved Searches

Modify/Edit: All Guardians - Home/Cell | All Guardian Home/Cell | All Guardians | Grade 9&10 Guardians |

Save As: Save Search Criteria:

You may use Enter/Return or Click Search

Last Name: First Name: Guardian Last Name:

Grade Level: Home Room: School:

Town: Phone Types: Relationships:

Legal Status: Group/Activity: Bus Route:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SEARCH & SAVE CRITERIA **CLEAR**

Select the appropriate fields for filtering: Grade Level, Phone Types, Legal Status, etc.

Click on **SEARCH & SAVE CRITERIA** to create the template.

To use the template, go to Guardian Phone Calls and click on the Template at the top of the screen. The template name will appear in the "Save As" box and the saved search criteria will automatically be populated on the screen.

SEARCH STUDENTS/GUARDIANS

Saved Searches

Modify/Edit: All Guardians - Home/Cell | All Guardian Home/Cell | All Guardians | Grade 9&10 Guardians |

Save As: Save Search Criteria:

You may use Enter/Return or Click Search

Last Name: First Name: Guardian Last Name:

Grade Level: Home Room: School:

Town: Phone Types: Relationships:

Legal Status: Group/Activity: Bus Route:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SEARCH & SAVE CRITERIA **CLEAR**

Click on **SEARCH & SAVE CRITERIA** to search for guardians to call.

Select Guardians to Call

Guardians that meet the search criteria will be automatically checked off. Uncheck as necessary prior to sending the call.

Student	Grade	Room	Guardians	Check All	Clear All	Phone	Guardian Address
Baaco, Jacqueline Marie	10	1209	Baaco, Delia - Mother Barnett, Rob - Father Baaco, Frank - Father Whitty, Jaye - Mother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	508-005-3691 HOME PHONE 617-460-5933 Father's Work # 508-005-3691 HOME PHONE 000-004-3718 Mother at Work 000-004-3719 Father's Work # 774-292-1938 27 Mother's Work # 508-333-4444 Cell	12 Smeraglia Avenue 22 Ashland, MA 01702
Baldassano, Salvatore NMN	10		Baldassano, Rosetta - Parent	<input checked="" type="checkbox"/>	<input type="checkbox"/>		7360 Tarr's Road Gloucester, CA 98857
Bergmann, Edward Thomas	10	2202E	Griffin, James - Father	<input checked="" type="checkbox"/>	<input type="checkbox"/>	508-958-0514 CELL PHONE	1833 Franklin Street Framingham, CA 93077
Bergmann, Mark Ryan	10	2202E	Bergmann, Debbie - Mother Bergmann, Henry - Father	<input checked="" type="checkbox"/>	<input type="checkbox"/>	000-004-3862 HOME PHONE 000-004-3863 Mother at Work 000-004-3864 HOME PHONE	
Bill, Bill	10	2202E	Baker, Jill - Mother	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Brown, Daniel George	10	2202E	Brown, Deanna - Mother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	000-123-0777 BEEPER NUMBER 000-123-0777 BEEPER NUMBER 000-003-9452 HOME PHONE 000-004-0498 Emergency Contact #1 000-004-1629 Father's Work #	9006 Millett Street Gloucester, CA 93222
Burrega, Renslaw	10	2202E		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Chiasson, Marcel John	10	2202E	Roberts, Geraldine - Mother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	000-002-6675 test 000-000-1218 HOME PHONE 000-002-8120 test 000-000-1219 test 000-002-9508 test	4445 Mansfield Street Gloucester, CA 97732
Ciolino, Salvatore Giuseppe	10	2202E	Ciolino, Giuseppe - Father Ciolino, Josephine - Mother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	000-002-6681 Cell 000-000-1237 HOME PHONE 000-000-5821 HOME PHONE 000-004-2404 Mom's Cell	1808 Trask Street Gloucester, CA 92075

Click on **SEND CALL** to send your message to the selected guardians.