

# -- KONSTELLA --

Welcome!! This year we will be using Konstella as a way to communicate with the Serene Hills Elementary Family. We look forward to a great year!

Staff, Teachers, & PTO can will send communications to the whole school, individual classrooms, and committees about important information with out all of the hassle of having multiple apps or sending to HRP's to resend out. HRP's will focus on classroom related needs.



You should have received a welcome email from your teacher via Konstella. Now you can choose to download the app or just continue to receive emails from your students class. In the event you have not received access to Konstella via email join Serene Hills Elementary at the following ...

<https://www.konstella.com/cd/3MWRAx> or scan the QR code ---->



If you prefer to not receive the messages you can opt out at the bottom of the email.

**\*\*Please note opting out means you will no longer receive important information from the class or the school.\*\***

## NAVIGATE THE COMMON USE CASES THROUGH THE WEB AND THE MOBILE APPS

### Join a Room

Place your child in her classroom so that you are kept in the classroom communication loop.

**Web:** Click your name in the top left corner. Click "Your Children" to add/modify your children.

**Mobile App:** Click the Settings icon in the top left corner. Click "Your Children".

### Join a Committee

**Web:** Click the green "Committees" link on the left-hand menu to browse the committees. Click on a committee and sign up or remove yourself.

**Mobile App:** Click the "Directory" tab at the bottom. Click "Browse Committees" to browse and sign up for the volunteer opportunities.

### Send a Message to an Individual or Individuals

**Web:** Click the "+" sign right next to the "Messages" label on the left-hand menu.

**Mobile App:** On the "Messages" tab, click the "+" at the top right corner. Choose "Send a Private Message".

### Summary of the Mobile App Navigation

**School Tab:** Shows the announcements, events, and sign-ups in your school and classrooms.

**Messages Tab:** Shows the groups you are in and the messages in the groups.

**Directory Tab:** Allows you to look up parents, and browse committees (iPhone)

**Settings Icon in the top left corner:** for account settings.