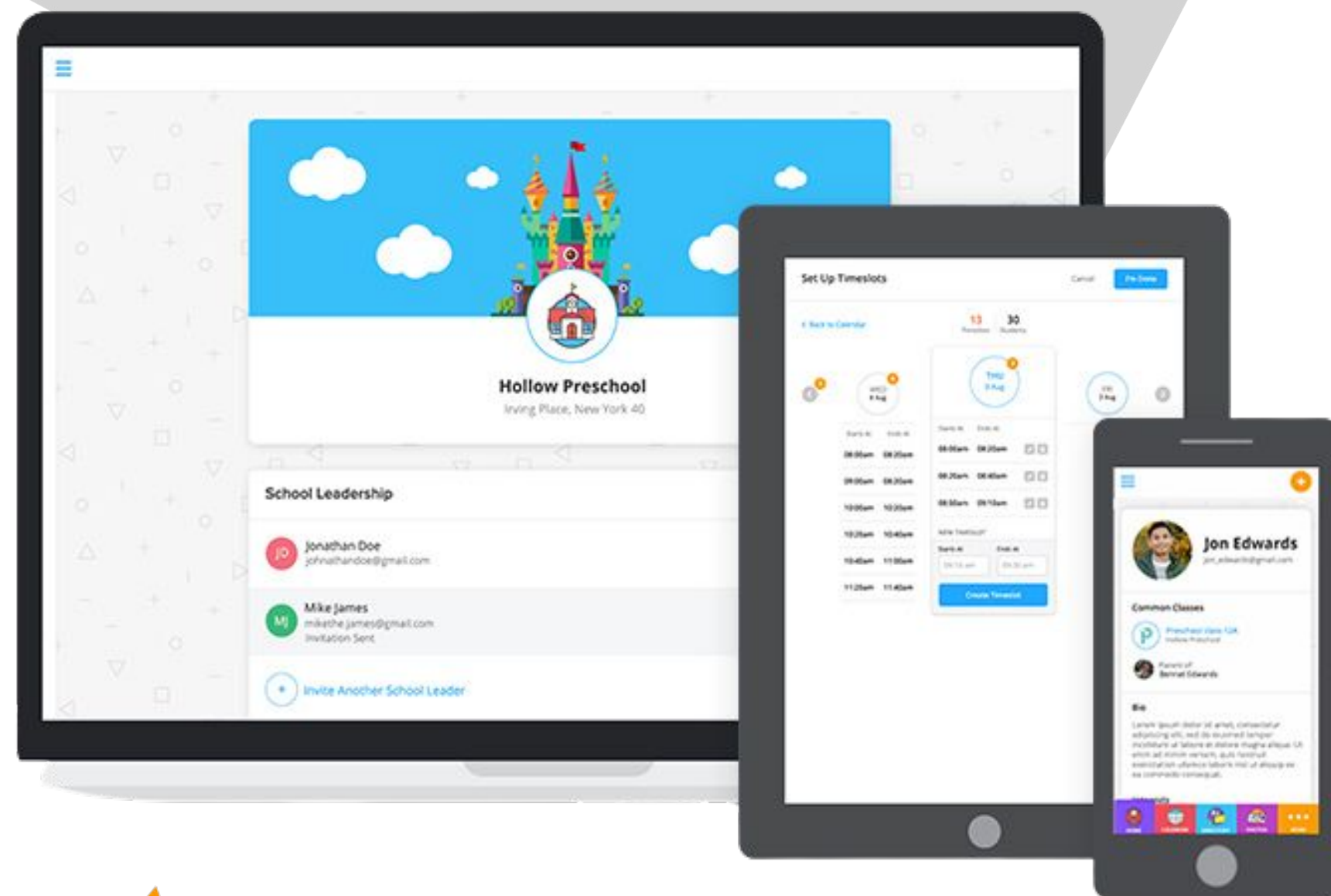


CARVER PUBLIC SCHOOLS

“How To’s” for families



ClassTag “How To’s” for families



Logging In



Classroom Views



Contacting Staff



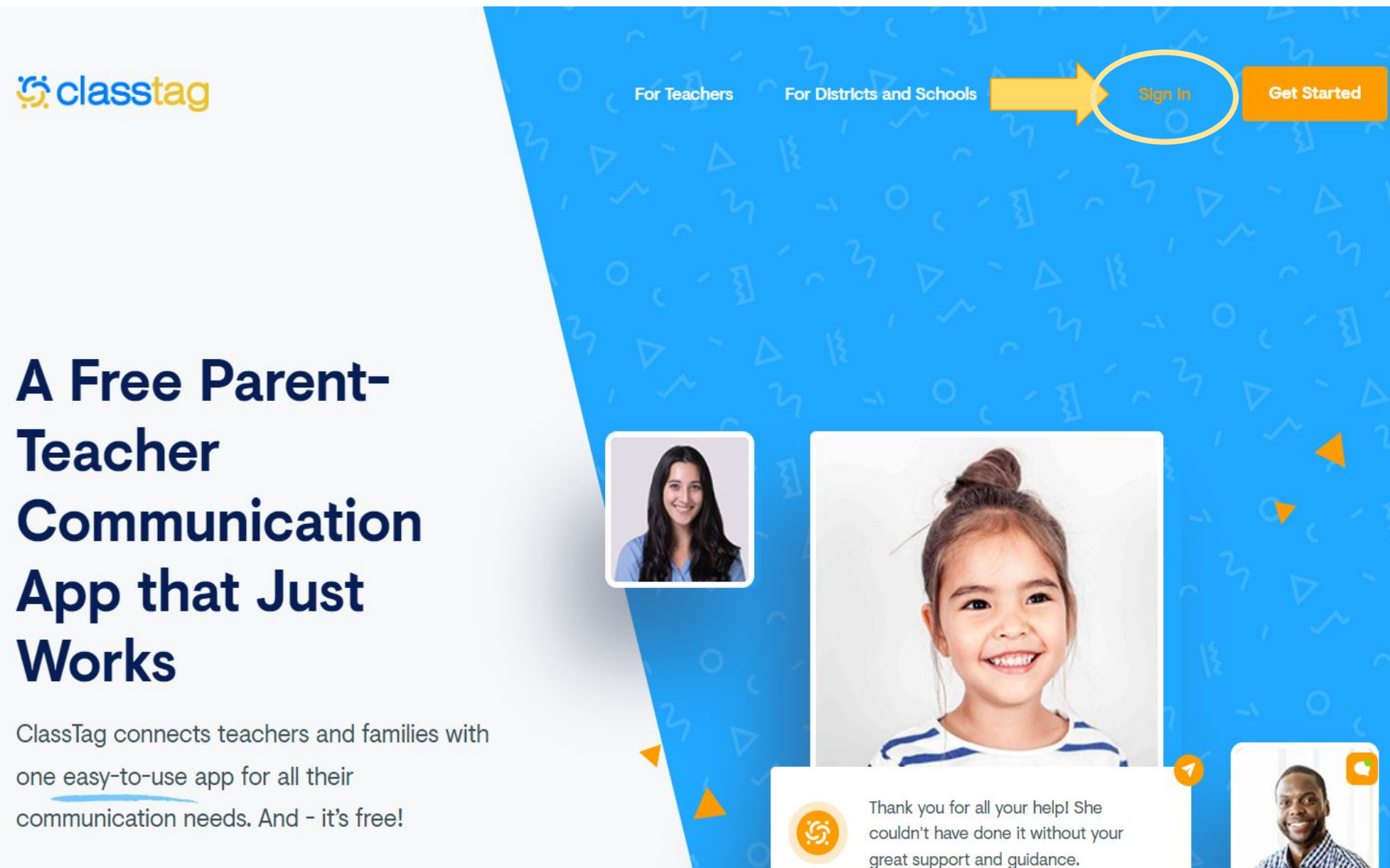
Personal Preferences



Student Access

Parents Log In Using their Email Address

1. **“SIGN IN”** at ClassTag.com or on the App using the email address listed in Aspen.
2. If you have not signed in before with ClassTag -
Select “Forgot Password” and you will receive an email allowing you to change your password.



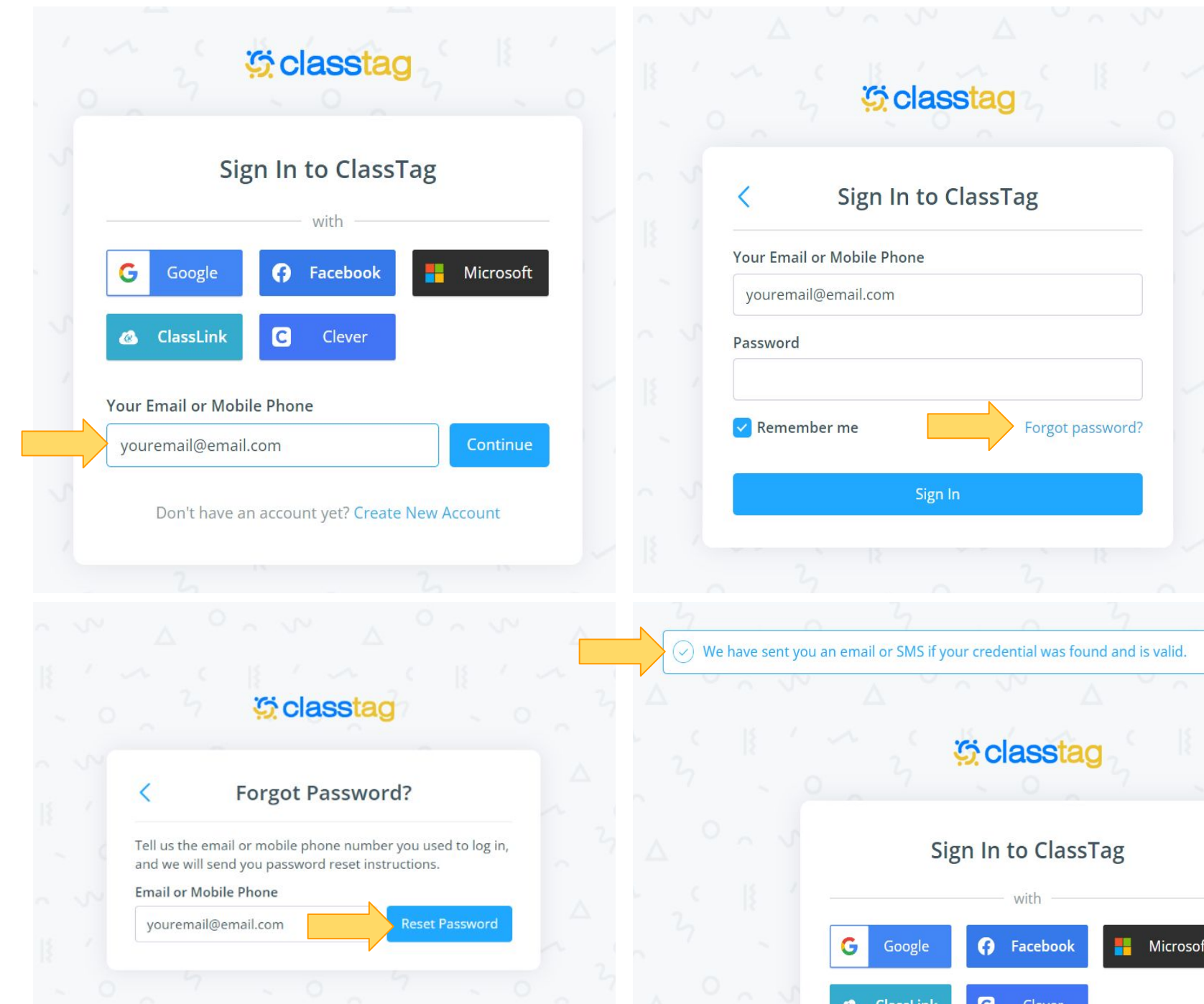
classtag

For Teachers For Districts and Schools **Sign In** Get Started

A Free Parent-Teacher Communication App that Just Works

ClassTag connects teachers and families with one easy-to-use app for all their communication needs. And - it's free!

Thank you for all your help! She couldn't have done it without your great support and guidance.



classtag

Sign In to ClassTag

with

Google Facebook Microsoft

ClassLink Clever

Your Email or Mobile Phone

youremail@email.com Continue

Don't have an account yet? [Create New Account](#)

classtag

Sign In to ClassTag

Your Email or Mobile Phone

youremail@email.com

Password

☒ Remember me [Forgot password?](#)

Sign In

☒ We have sent you an email or SMS if your credential was found and is valid.

classtag

Forgot Password?

Tell us the email or mobile phone number you used to log in, and we will send you password reset instructions.

Email or Mobile Phone

youremail@email.com [Reset Password](#)

classtag

Sign In to ClassTag

with

Google Facebook Microsoft

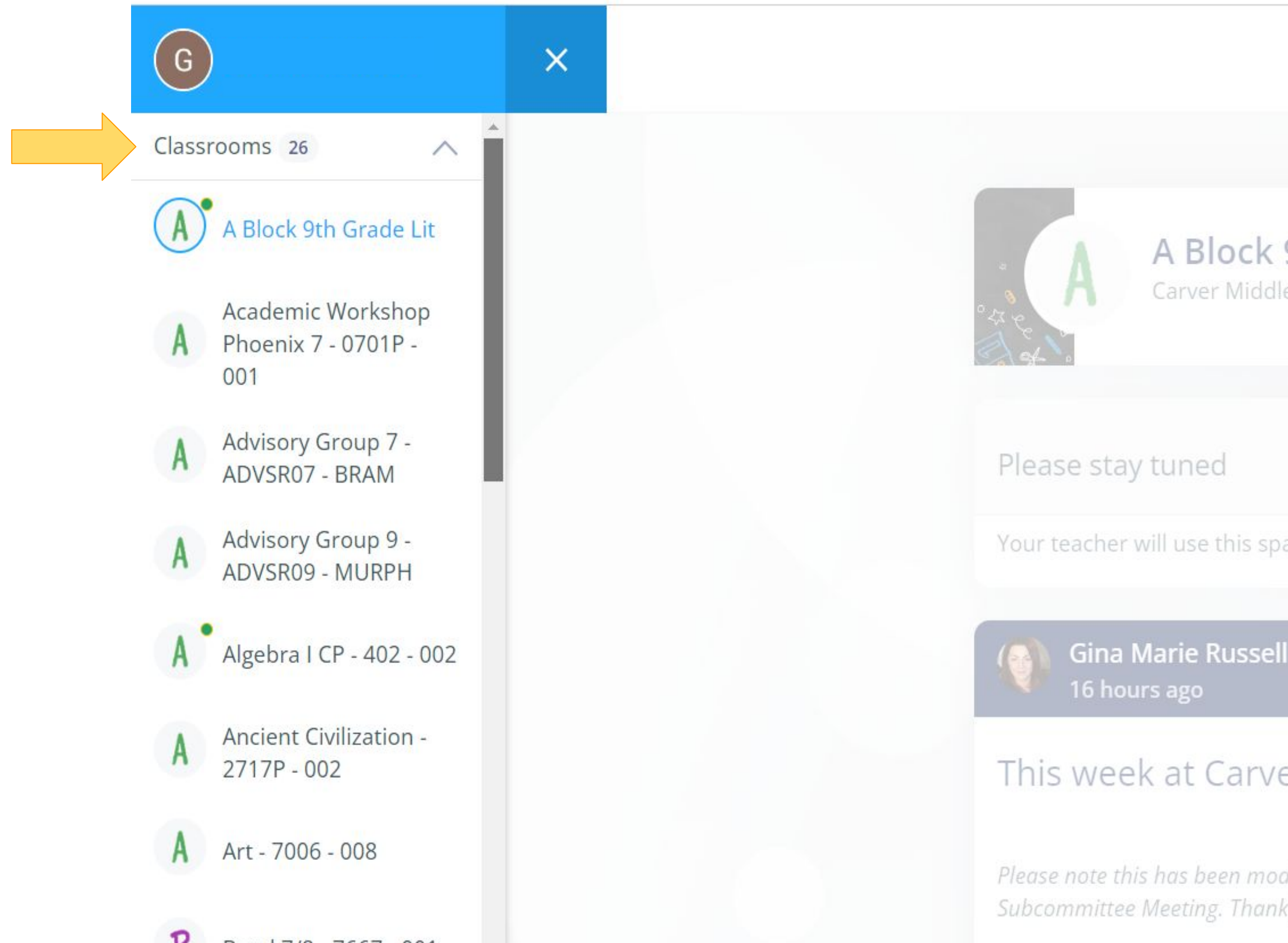
ClassLink Clever

All Classes will Already be Listed

1. Once in ClassTag, classes for all of your students will be listed under the **“Classrooms”** option when clicking on the three lined menu on the left-hand side.

⇒ Note: Elementary students will now also have their “specials” classes listed as well identified by class and homeroom teachers name.
i.e. **MUSIC 3 - MU301 - BRO** for Music Special with Ms. Krampf for Ms. Brown’s Class

2. From this menu you can select a classroom that you would like to view information for or to contact that teacher.

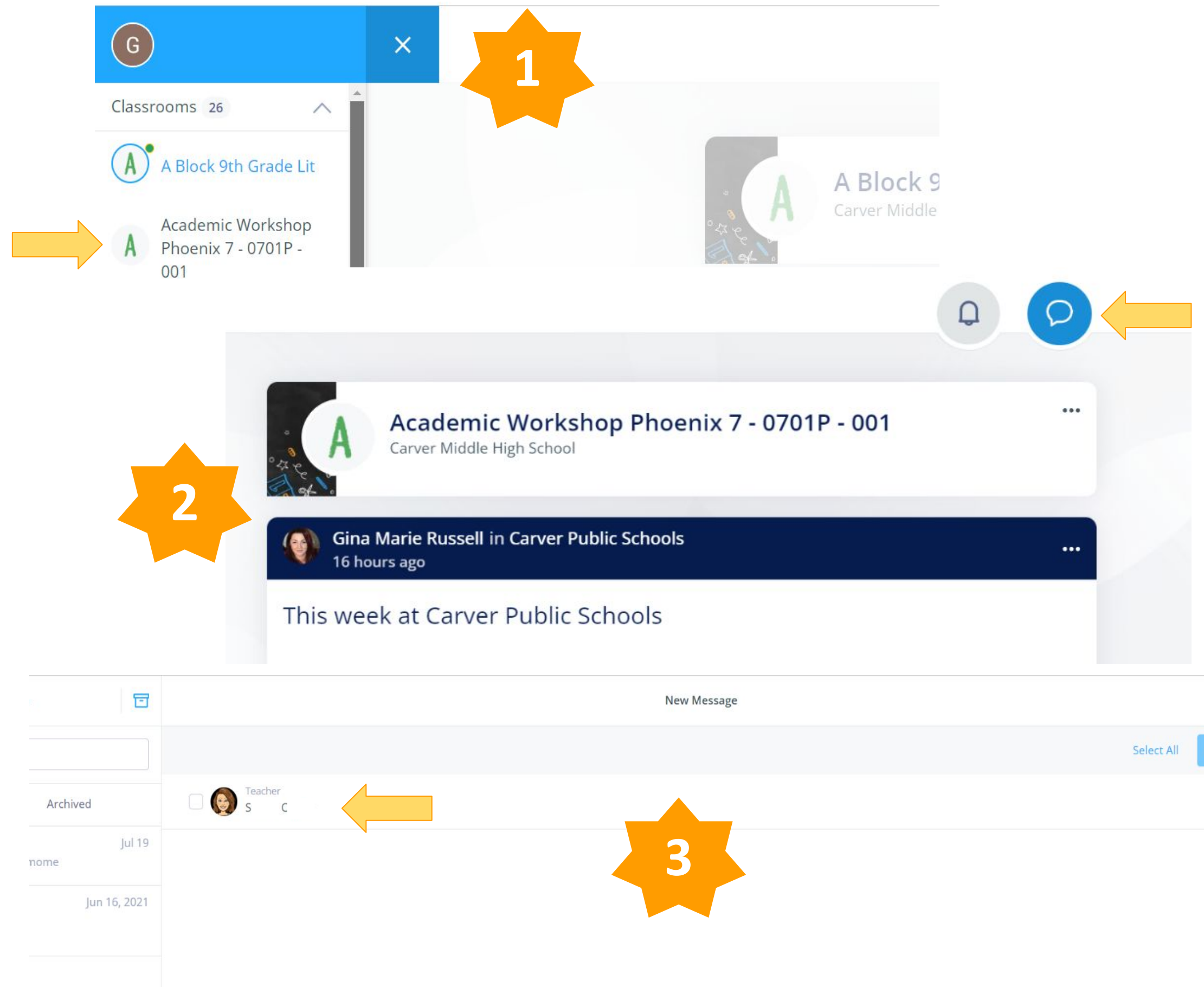


Two Ways to Message Staff

THROUGH THE CLASSROOM

Teachers can be contacted through each of the classroom pages.

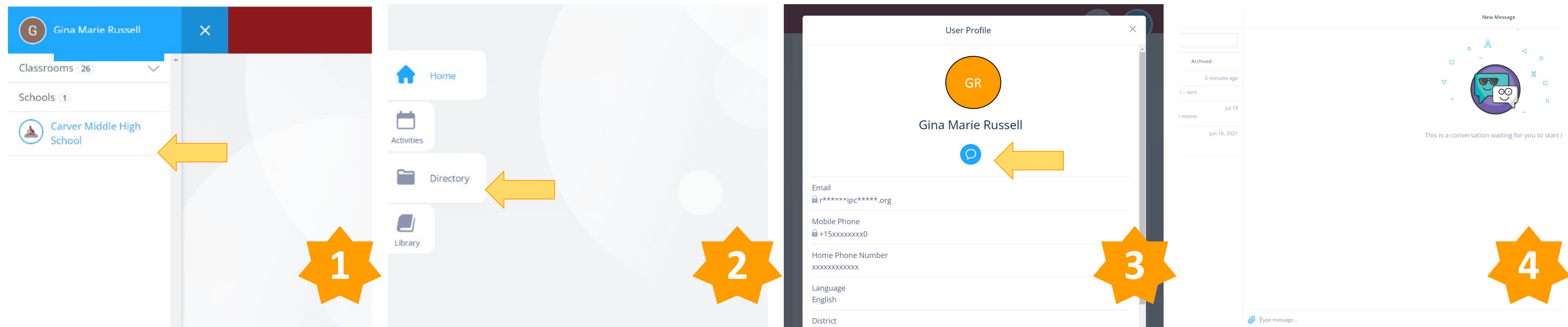
1. Select the classroom for the teacher you would like to message by selecting the class under the “Classroom” menu option.
2. Once in that classroom, select the blue message bubble at the top right of the page.
3. The teachers will automatically load allowing you check the teacher you would like to message.
 - ⇒ Team teachers may both be an option in team grade levels in elementary levels.



Two Ways to Message Staff

THROUGH THE DIRECTORY Staff can also be contacted through the school directory.

1. Select the School of the staff member you would like to contact under the **“Schools” menu option**.
2. Once on the selected school’s page, click the **“Directory” button** located on the left-hand side of the page.
3. All staff members for that school will be listed and can also be searched at the top of the page. Once you have found the staff member you would like to contact, click their name to display their user profile and select the blue message button located under their name.
4. This will open up a **“New Message”** and will allow you to message that staff member directly.



Updating Your Personal Preferences

Every Parent Is Different.



01

Every parent has different needs and preferences...

02

Some speak different languages.

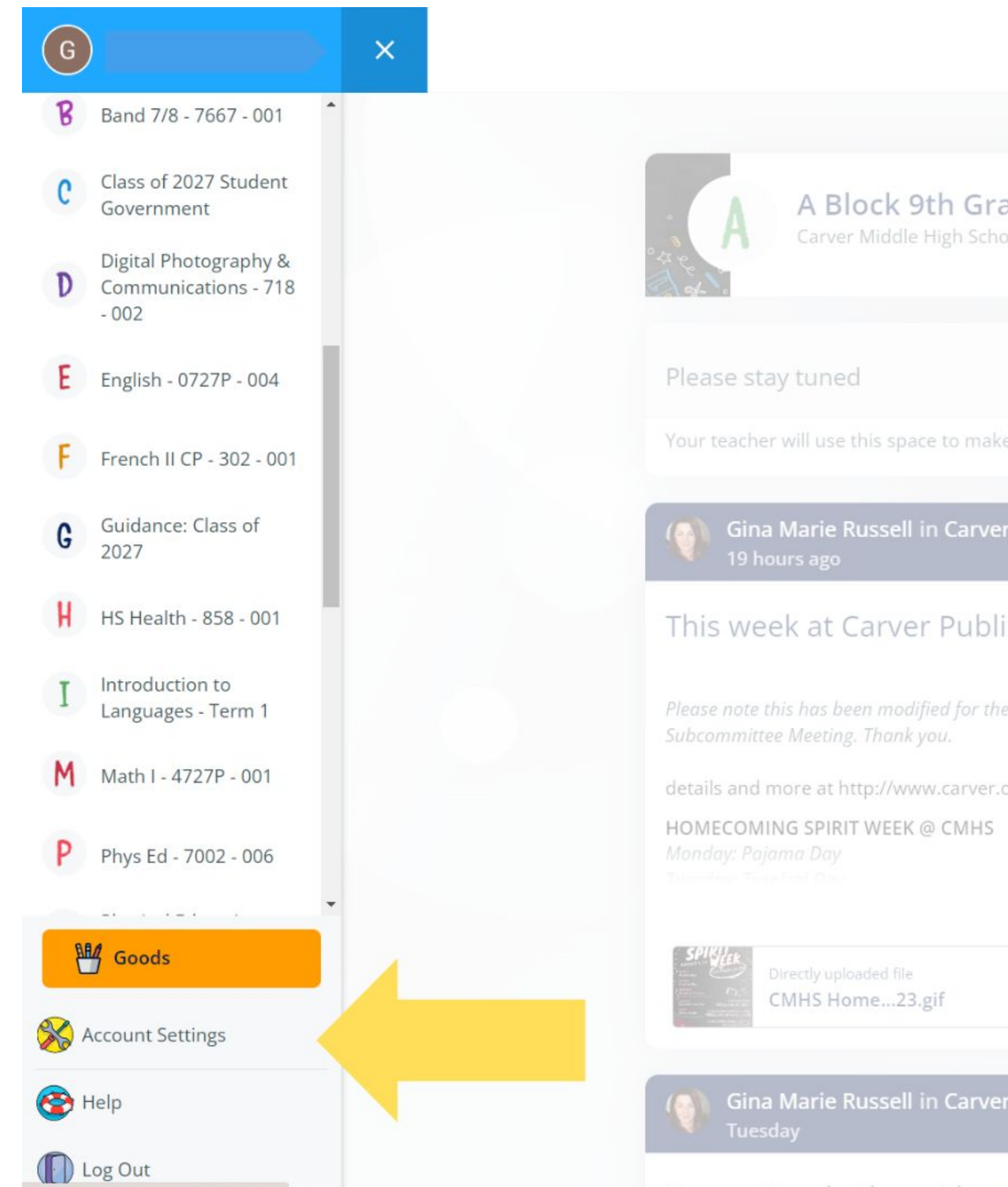
03

Some prefer different means of communication (SMS / email).

Updating Your Personal Preferences

Parent/Guardians have the ability to tailor their ClassTag notifications to their preferred method of contact and their home language.

1. Access your personal account settings by selecting the **“Account Settings”** option when clicking on the three lined menu on the left-hand side.
2. Any changes you make in account settings will be automatically saved.
3. ClassTag works directly with our Aspen information system and therefore all of your and your students information will be continually updated with the most current information as you inform the school of any changes.
 - Please take a moment to log into your Aspen parent portal to make sure the information listed for you is current, including your email and mobile phone number. This information can be viewed and updated by completing an updated emergency contact card. Instructions on how to complete this can be found on our website at <https://carver.org/new-aspen-parent-guardian-annual-updates/>

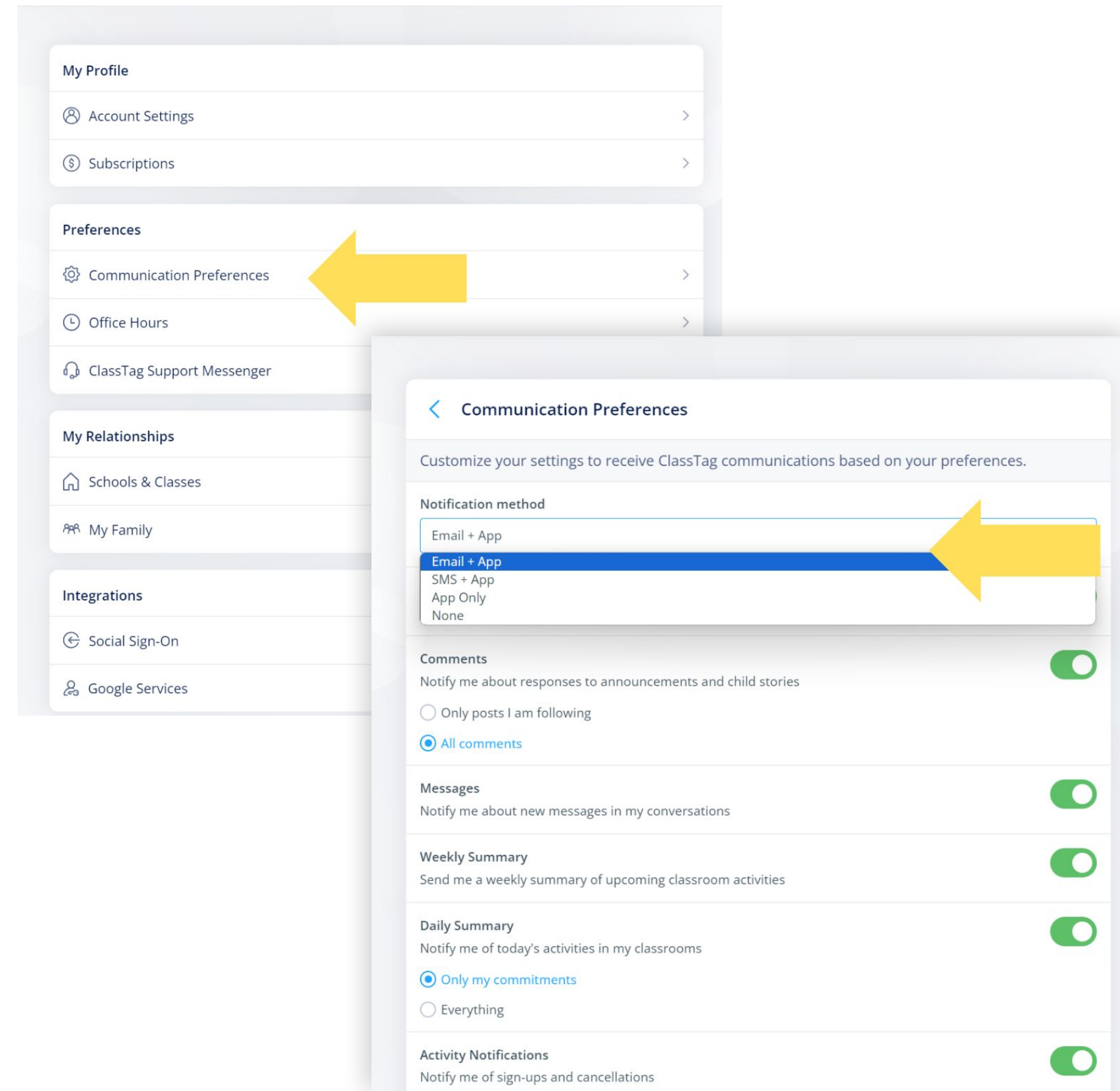


Updating Your Personal Preferences

COMMUNICATION PREFERENCES

There are a number of ways you can be contacted through ClassTag and you can select your preferred method of contact; by email, text message, in the app, or you can opt out of communications altogether

1. Once in your personal profile, select the **“Communication Preferences”** menu option
2. You may then select your preferred method of contact as well as additional preferences for:
 - ⇒ Weekly Summaries,
 - ⇒ Comments,
 - ⇒ Messages/Conversations,
 - ⇒ Activity Notifications, etc.
3. Any changes made will be automatically saved and updated.

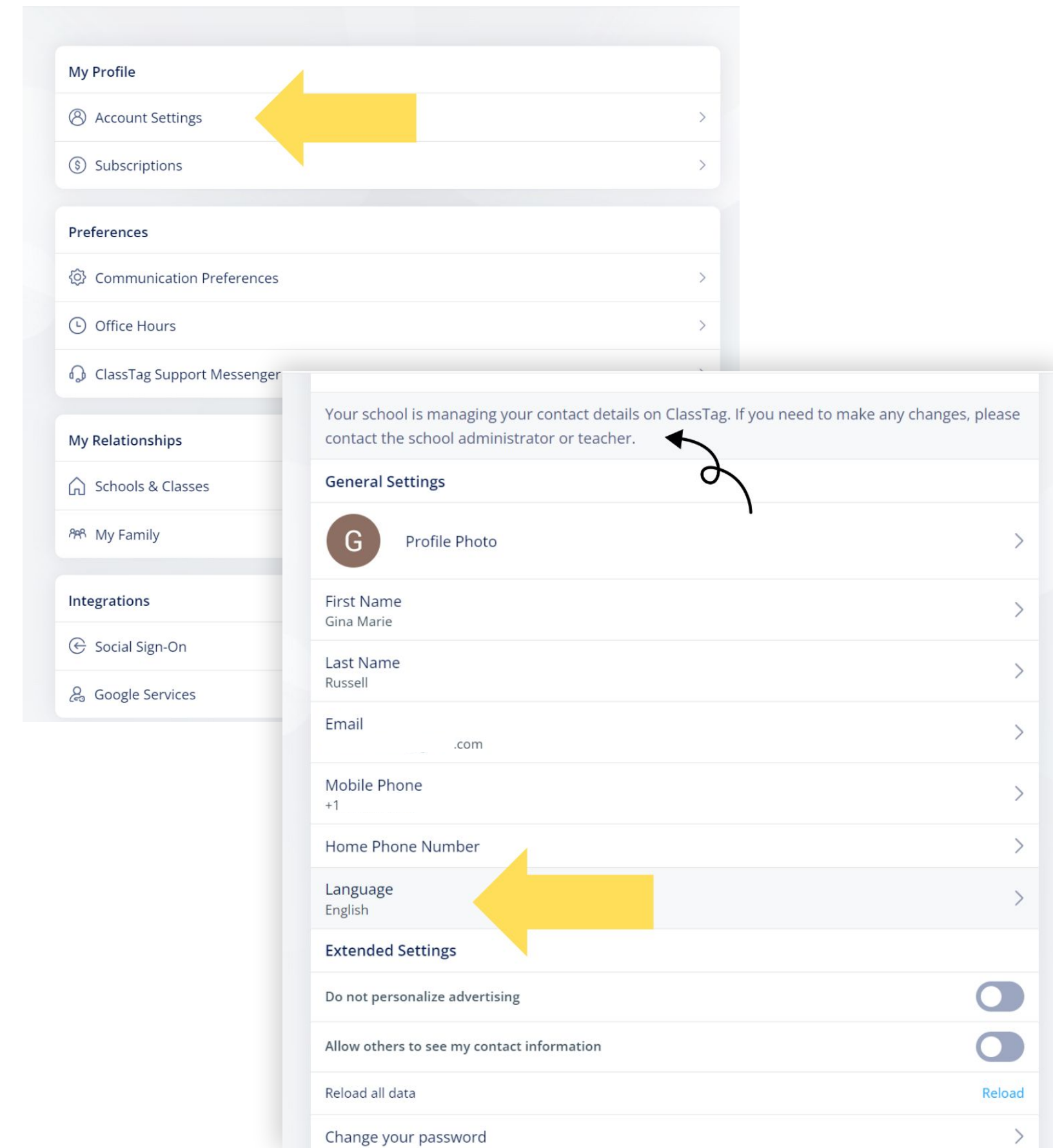


Updating Your Personal Preferences

HOME LANGUAGES

ClassTag can be set up for communication in your preferred home language.

1. Once in your personal profile, select the **“Account Settings” menu option** and select your preferred home language under the **“Language” menu option**.
2. ClassTag will translate all announcements and messages as well as auto-translate instant messages to staff/teachers so you can each communicate with one another using your preferred language.
3. In this view you may also review your information for accuracy.
 - ⇒ **Note:** ClassTag works directly with our Aspen information system and therefore all of your and your students information will be continually updated with the most current information through the Aspen information system as you inform the school of any changes.



Students will ...

- **RECEIVE EMAILS** from teachers, coaches, advisors, etc. in their student email accounts
- **HAVE 1:1 COMMUNICATION** with Teachers / Coaches / Advisors
- Be able to **DOWNLOAD THE APP**
 - ⇒ Students should sign in using their student email account through google
- **STUDENTS WILL NOT** see a news feed like parent/guardians but we're working on it with ClassTag!
 - ⇒ We are looking forward to the possibility of this being offered for Middle High Schools students in the near future.

