# BEAUREGARD TEXTING THROUGH MOBILE TRAINING GUIDE

**409 North Ashley Ridge Loop**
**Shreveport, Louisiana 71106**
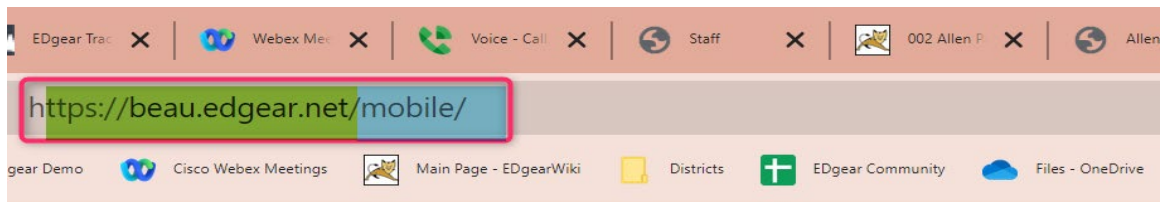**(318) 868 – 8000**
**(800) 509 – 7070**
**support@edgear.com**
**www.edgear.com**

## BEAUREGUARD PARISH TEACHER TEXTING THROUGH MOBILE

(1) Use the same URL as you do for JCampus except you use MOBILE – https://beau.edgear.net/jcampus

   Use URL – https://beau.edgear.net/mobile

(2) Login using your regular JCampus Login

(3) You will then get a screen that looks like this:



THE TEACHER/ ADMINISRATOR USES THE SAME USER NAME AND PASSWORD THEY USE FOR THE REGULAR JCAMPUS PR

**(4)** You will then get a screen that looks like this:

BOTH THE ADMINISTRATORS AND TEACHERS LOG-IN TO THE SAME "MOBILE" SITE AND CAN USE THE "STUDENT LOOK-UP" AND THE "POST ATTENDENCE" TABS, BUT THEY USE A DIFFERENT TAB FOR COMMUNICATING WITH PARENTS. THE TEACHER WILL USE "INNITATE MESSAGE" TAB AND THE ADMIN WILL USE THE "EMERGENCY" TAB.

| | | |
|---|---|---|
| Student Lookup | Walk Thru | Initiate Message |
| Post Attendance | S Sped | Scan Code |
| Emergency | | |
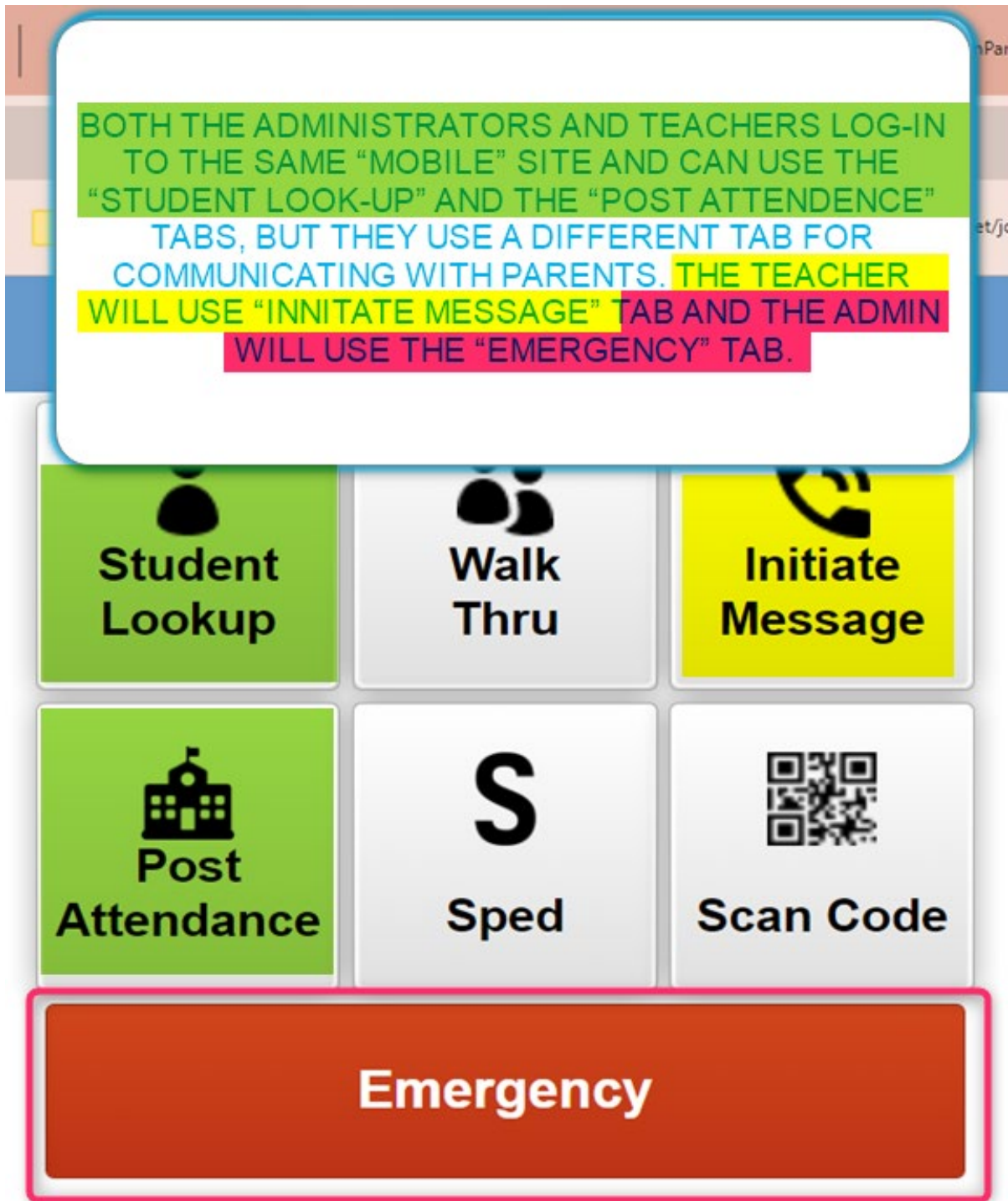
**(5)** Select "STUDENT LOOKUP" if you desire information on a Student you teach!

SMITH

| First | | Last | | 004 | Grade | 2122 |
|---|---|---|---|---|---|---|

| First | Last | M | GD | Sch | SID |
|---|---|---|---|---|---|
| CARLEE | SMITH | | 06 | 004 | 5229892 |
| CHEYENNE | SMITH | | 09 | 004 | 3069933 |
| MADELINE | SMITH | | 09 | 004 | 2229956 |
| PHOENIX | SMITH | | 07 | 004 | 4069982 |
| RAEGANN | SMITH | | 12 | 004 | 9229973 |
| RYLEIGH | SMITH | | 06 | 004 | 8229781 |

Grade :
Ethnic :
Gender :
Age :
DOB :
School :

Homeroom : No Homeroom
Locker : No Locker

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&lt;&lt; Menu    Hello Tricia

Close

Student
Schedule
Grades
Transcript
Attendance
Discipline
Doc Archive
Contacts          504
LEP
Parent Contact Log
Logout

Grade :      06
Ethnic :     0
Gender :     Female
Age :        13
DOB :        2009-04-07
School :     004

004 | Grade | 2122

Ryleigh Smith

ADMINISTRATORS AND TEACHERS CAN ACCESS INFORMATION ON ALL STUDENTS IN THE SCHOOL THROUGH THE ACCESS STUDENT LOOKUP TAB

WHEN THE ADMINISTRATOR AND TEACHER "CLICK" ON THE THREE LINES ICON THEY WILL HAVE ACCESS TO ALL STUDENT DEMOGRAPHIC AND "ALL" OTHER INFORMATION ON THE STUDENT IN QUESTION!!

Home :
Email : @beausch.org
Address : -26
TOWN, LA 70662

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**(6)** Select **"POST ATTENDENCE"** if you desire to mark a student **"ABSENT"** you teach for that period! Select ABSENCE, TARDY, or OTHER then place an "X" NEXT to student you wish to mark Absent, Tardy, or Other by "CLICKING" in the column under the **"GREEN-SIGN OFF BUTTON"** next to the picture of the student to be marked!

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&lt;&lt; Menu    Hello Tricia    X

AG II | Pd: 01 | Sem: S1 S2

Posting Code: 05 U Dr./Parent Note Needed

| Absence | Tardy | Other | Sign Off |
|---|---|---|---|

COOLEY, KARLON

GARBONE, MICHAEL

**(7) To send a MESSAGE to a CLASS, INDIVIDUAL, or GROUP OF INDIVIDUALS, put a check mark in the box adjacent to the class you want to select!**
**Also Click on the Box at the Bottom of the Page that says "SELECT INDIVIDUAL STUDENTS" or "SEND TO MULTIPLE GROUPS."**

<< Menu          Hello Tricia          ⊗

Select Group

EAST BEAUREGARD HIGH SCHOOL

AG II | Pd: 01
004191

AG III | Pd: 01
004068

AG CONST. TECH | Pd: 02
004129

AG II | Pd: 03
004110

AG III | Pd: 03
004471

AG I | Pd: 04
004088 JUDGING

AG II | Pd: 04
004116 JUDGING

RTI | Pd: 05
004239

AG EDUC ELECT I | Pd: 06
004624

AG II | Pd: 06
004517

AG III | Pd: 06
004518

AG I | Pd: 07
004143

PLANNING | Pd: 08
004123

Select Individual Students

Send to Multiple Groups

**(8)  You will then get a list of your students enrolled in that <mark>Course, Club or Sport(s)</mark> that you teach, sponsor or coach. You can then select individual students or the entire class, club or sport to send a message to by clicking the box in front of the student(s). You will then go down to the "BOTTOM" of the page and click on the box that says "NEXT."**



ONCE A TEACHER SELECTS A CLASS THEN THEY CAN SELECT INDIVIDUAL STUDENTS BY PLACING A CHECK IN THE SQUARE ASSOCIATED WITH THAT CHILD OR CHILDERN. THE TEACHER THEN CLICKS "NEXT" AND A BOX APPEARS WHERE THE MESSAGE TO BE SENT TO PARENTS/STUDENTS IS TYPED.

**(9)** You will then get a textbox that you can type a message that will be sent to ==the Parent(s) of the Student and the Student if the student's cell number is in the system.== The message should include what the students are to accomplish!

## Hello Tricia

**Enter Message**

*2000 Char Limit :*

Good Afternoon,

This is MS. CAPPELL, your child's AGRISCIENCE Teacher. I am sending you this message to inform you that your child did not complete his or her Assignment and this is affecting his or her grade.
Please help me and remind your child that we both want him or her to be successful but that cannot happen if he or she does not complete what is required to be successful!
If you have any specific questions about your child or about a specific assignment please go to the Student Progress Center and once you have logged in, select the Communication Tab and you will find a list of your child's teachers. Click on the "Show Email Tab", select my email and send me an email with your question(s). I will respond with a text message answering your question.
Thank you for your support in allowing me to provide your child with the best educational opportunities possible!

MS. CAPPELL, AGRISCIENCE Teacher

| Preview | Send |

**(10)** IF you want to make sure the message you are about to send is correct, you can select the **"PREVIEW TAB"** and a **"BOX"** will open that allows you to type in your phone number and the message will be sent to your phone so you can verify the message is correct before you send it out to the parents of the students you want to send the message to.

### Enter Message

*2000 Char Limit :*

Good Afternoon this is MS. CAPPELL, your child's AGRISCIENCE TEACHER. I

**Preview**

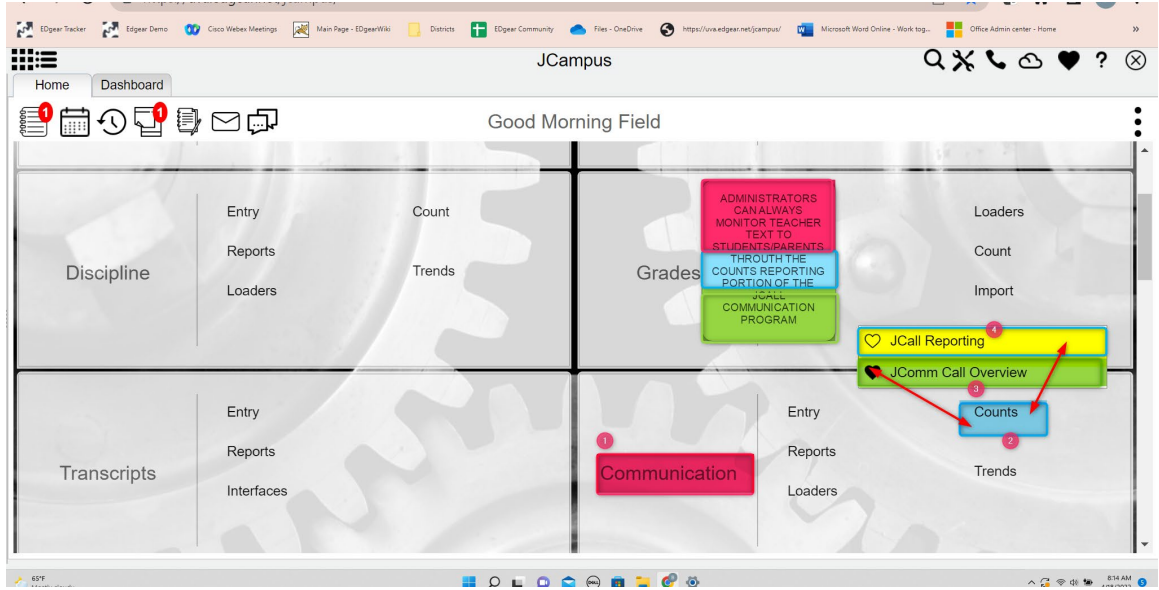Please enter your 10-digit phone number :

3372249340

Cancel          Send

your child or about a specific assignment

Preview          Send

**(11)** You then click on **"SEND"** to send the **Text Message** to the **Parents/Students.**

**(12)    ADMINISTRATORS CAN MONITOR TEXT SENT TO PARENTS AND/OR STUDENTS WITH COMMUNICATION>COUNTS>JCALL!**

IF AN ADMINISTRATOR HAS A QUESTION OR A CONCERN ABOUT A TEXT THAT A TEACHER HAS SENT TO A TUDENT / OR ARENT OF A STUDENT THE ADMINISTRATOR CAN RUN THE " JCOMM CALL OVERVIEW" AND "CLICK ON THE "GE – GROUP EVENT COLUMN" WHICH WILL OPEN A "NEW WINDOW" THAT WILL LIST ALL OF THE TEXT MESSAGES THAT HAVE BEEN SENT BY ALL TEACHERS DURING THE TIME FRAME SPESIFIED!!



Good afternoon, I attempted to call you today concerning your grade in Music and Technology but was unable to get through. You are currently failing the course. Please make up any missing assignments as soon as possible. You have until March 13th to complete work for the 3rd 9-weeks period. Message me in Canvas if you have questions or concerns! Thanks,

WHEN THE ADMINISTRATOR FINDS THE MESSAGE IN QUESTION HE/SHE "CLICKS" ON THE MESSAGE AND A BOX WILL OPEN THAT WILL CONTAIN THE ENTIRE MESSAGE!! YOU CAN CHECK AS MANY MESSAGES AS YOU NEED TO!!

# Column Headers

The summary of calls/emails/messages made will be displayed. Click on the counts to see more detailed information.

School - School site number

Student Name - Student's full name

Total - Total number of messages created

Processed - Total number of messages processed to be called.

AT - Total number of attendance messages processed.

DI - Total number of discipline messages processed.

GR - Total number of grade messages processed.

Group - Total number of messages to be called after messages are grouped.

EV - Total number of event calls processed.

GE - Total number of Group Event calls processed. Group Events works slightly different from the other arenas as it reflects messages generated to students by teachers via Mobile.

SMS - Total number of student SMS text messages processed.

Staff - Total number of staff calls processed.

Staff SMS - Total number of staff SMS text messages processed.

After clicking on the SMS Text columns, some examples of Status column are:

- Delivered - Message was delivered to the user`s call carrier. Once the carrier accepts the message, we are no longer involved in the sending of the message. If they are still not receiving the messages, it would have to be an issue with the carrier or cell phone.

NOTE that for the SMS text message with a weblink, with a status of READ, the completed time is the time that the link in the SMS message was clicked on, not when it was delivered. All other completed times are when the

message/call was actually delivered. See [JCall Reporting](#) instructions for [Calls Processed](#) for details.

- Read - Message was read by the person sent to.
- Undelivered - Tried to send but could not so contact the cell phone company (message was delivered to phone company but did not make it to the user`s cell phone)

Failed - Message failed to make it to the call provider.

- Expired - The call did not have enough time to go out before the Stop time expired. The Stop time would be indicated in the [Communication Configuration](#) settings.
- Opt Out - The student opted out due to [Student Master](#) permissions.
- Unsubscribed - This is a result of the parent typing in Stop to the last text message. To start again, the parent would need to use the district`s specifically designated 800, 844, etc. number and type in Start to have it start sending to them again.
- Duplicate - Anything marked with a duplicate means it has already tried to send that message to that same number. DNS Duplicate means a duplicate of a number for Do Not Send that has already been called. Machine (voice mail or answering machine) Duplicate means a duplicate of a number for Machine that has already been called.
- Success - For text messages only, this means that the carrier for the phone number received it. Once the carrier accepts the message, we are no longer involved in the sending of the message. If they are still not receiving the messages, it would have to be an issue with the carrier or cell phone.

Pending - Total number of calls currently being sent.

Sent - Total number of calls sent and awaiting status.

**Delivered** - Total number of calls attempted and delivered successfully.

**Not Delivered** - Total number of calls attempted and not delivered successfully.

**Answered** - Total number of calls answered by a human or machine.

**Not Answered** - Total number of calls not answered.

**Emails** – Is the number of emails delivered.

**Optout** - Total number of calls that are opted out of by contact.

**Bad Phone** - Total number of calls failed because of bad phone number.

A breakdown of the specific messages made to parents and/or guardians can be retrieved by clicking in the cell for any of the counts on the report.

Click Print to print the summary report and any of the breakdown lists.

**(13)**    A NEW ADDITION to "MOBILE" for DISTRICT PERSONNEL IS THE "HR TAB" THAT LETS DISTRICT PERSONNEL GET HUMAN RESOURCE INFORMATION on ALL DISTRICT PERSONNEL!
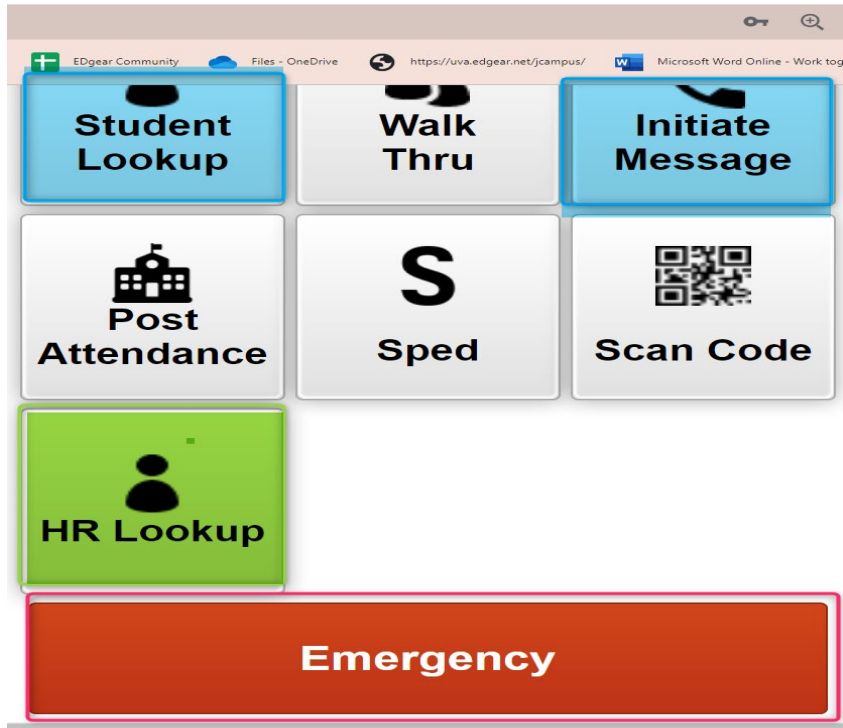
| Last | First | SID |
|------|-------|-----|
| R____EY | M___LIN | 412980 |
| R____EY | S___VEN | 946669 |
| R____EY | T___RY | 088816 |

R____EY

M___LIN RAMSEY

**Contacts**

Phone : (_____

Email : n_____k12.la.us

Address : _____ 706520000

**(14)    ADMINISTRATORS CAN SET UP "CAMPAIGNS" WHICH ARE PRE-MADE SETS OF OR INDIV IDUAL MESSAGES THAT ARE SENT OUT AS A GROUP ARE INDIVIDUAL MESSAGES!**

On the left navigation panel select **Communication > Entry > Message Manager**.

Setup Options

| Setup 08.15.2017 | [X] |
|---|---|
| Year : | 1718 |
| District : | 027 |
| School : | 700 |
| | OK |

CAMPAIGNS

**Year** - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop down list.

**District** - Default value is based on the user's security settings. It will be limited to their district only.
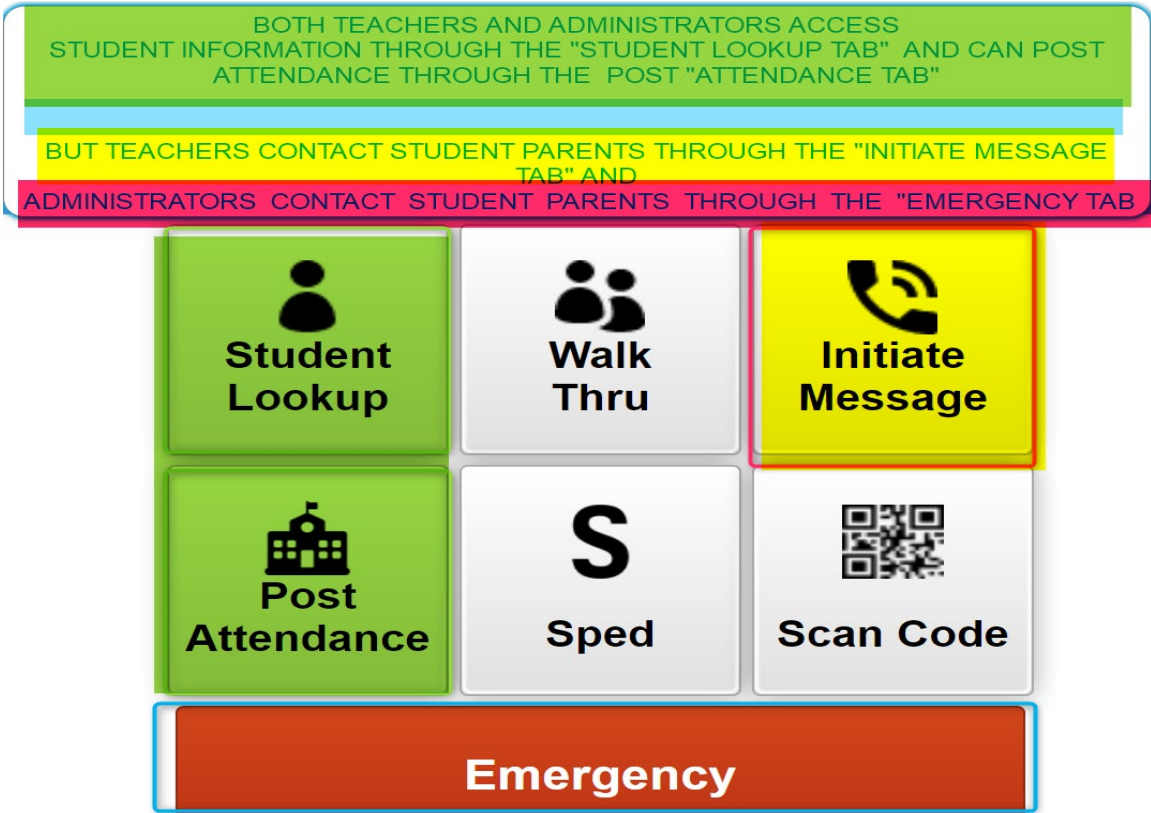
**School** - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be their school site code. The user`s messages and buttons that they create will only show in their school`s Message Manager for which they have security.

To find definitions for standard setup values, follow this link: Standard Setup Options.

**Campaign Main**

| | Delete | Title | Description | WAV | T2S | SMS | Email | Create Date |
|---|---|---|---|---|---|---|---|---|
| 1 | | 10th Grade Permission Slips | | 0 | 0 | 1 | 0 | 2019-11-12 14:39:23 |
| 2 | | EV001 | School tomorrow | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |
| 3 | | EV002 | | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |
| 4 | | EV003 | Homecoming | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |
| 5 | | EV004 | | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |
| 6 | | EV005 | Lunch | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |
| 7 | | EV006 | No School | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |
| 8 | | EV007 | May 5 | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |
| 9 | | EV008 | Jeans | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |
| 10 | | EV009 | End of school | 0 | 1 | 0 | 0 | 2018-03-08 01:10:23 |

**(15)    ADMINISRATORS USE THE EMERGENCY TAB FOR COMMUNICATION WITH PARENTS/STUDENTS THROUGH THE MOBILE PRODUCT!!**

BOTH TEACHERS AND ADMINISTRATORS ACCESS STUDENT INFORMATION THROUGH THE "STUDENT LOOKUP TAB" AND CAN POST ATTENDANCE THROUGH THE POST "ATTENDANCE TAB"

BUT TEACHERS CONTACT STUDENT PARENTS THROUGH THE "INITIATE MESSAGE TAB" AND

ADMINISTRATORS CONTACT STUDENT PARENTS THROUGH THE "EMERGENCY TAB

| | | |
|---|---|---|
| **Student Lookup** | **Walk Thru** | **Initiate Message** |
| **Post Attendance** | **S** Sped | **Scan Code** |

**Emergency**

(16)    When the Administrator "CLICKS" on the EMERGENCY TAB they will get the following options:

<< Menu                    Hello Jason                    ⊗                School 004

Select Emergency Destination

All Students and Staff

All Students          All Staff

Select Students          Select Staff

(17)    When the Administrator chooses one of the options for ALL STUDENTS AND STAFF, ALL STUDENTS, or ALL STAFF they will see the following screen and can select one of the six different types of messages to send to ALL STUDENTS OR STAFF!!
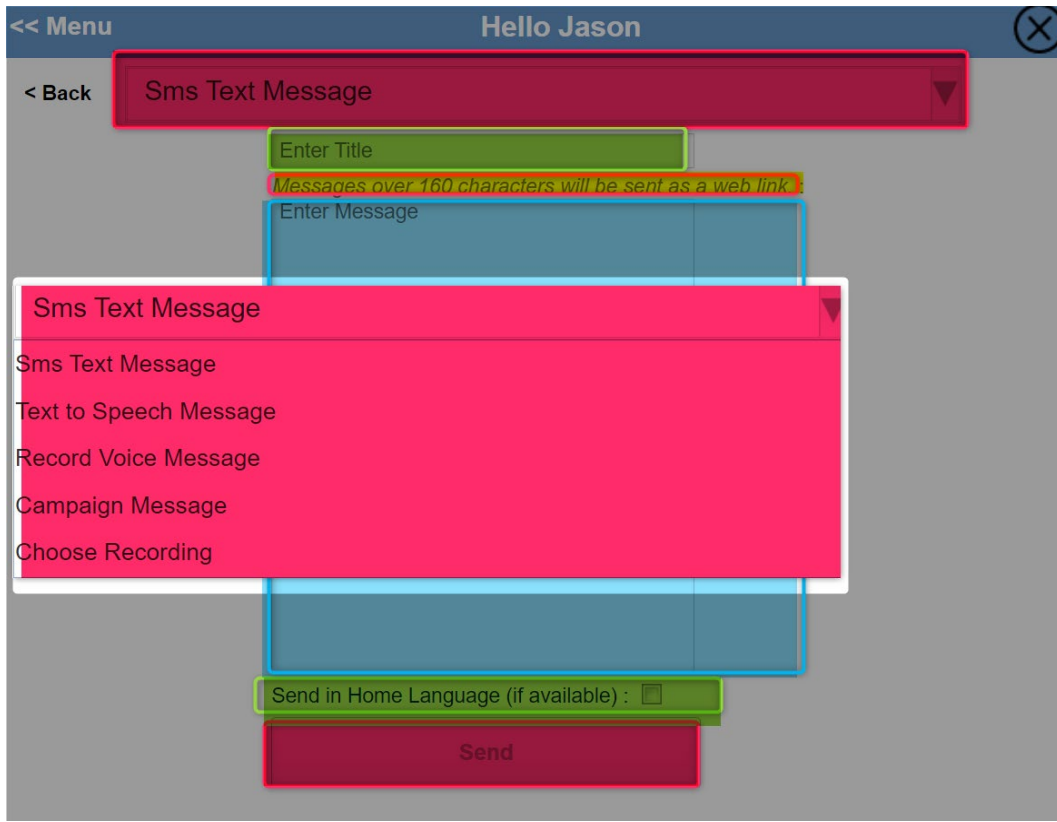
**(18)** If sending a Message to STAFF, the Administrator can choose to use any one of the three options listed on the following screenshots.
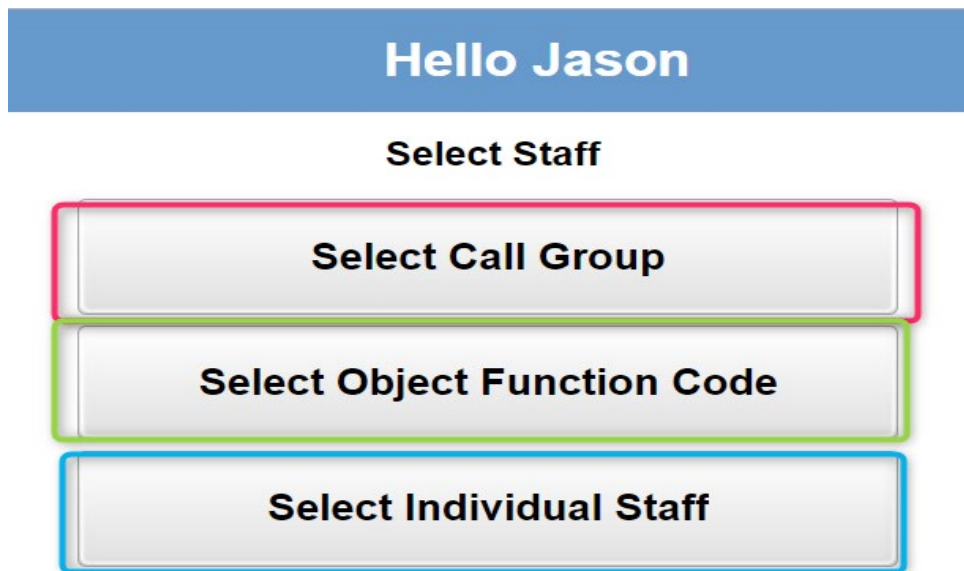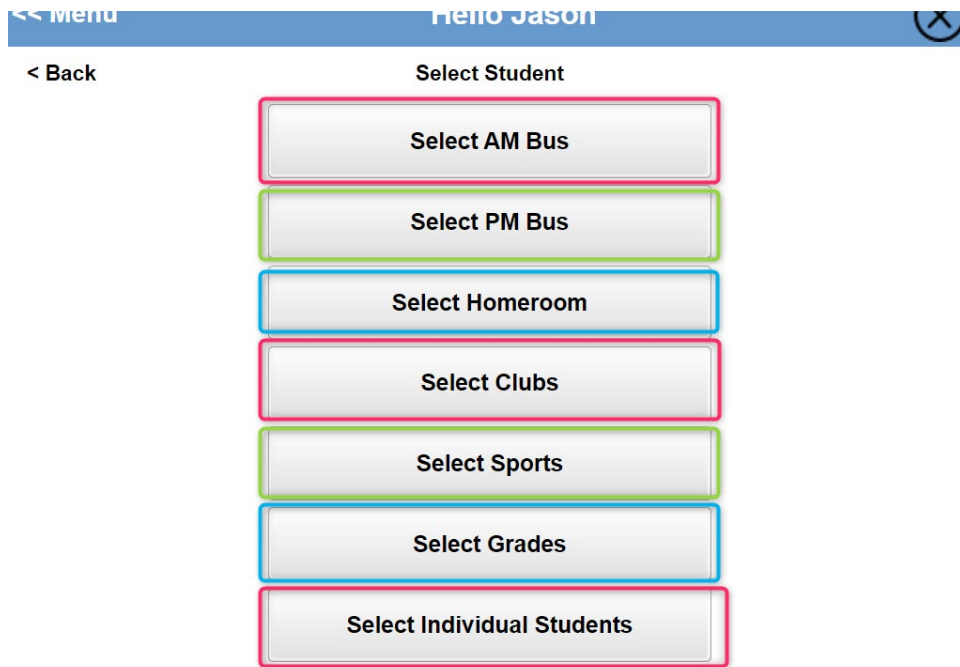
**(19)    SELECT CALL GROUPS:**  These are groups set up in the **JCALL** System by the Administration. (Examples: Teachers, Assistant Principals, Counselors, Support Personnel, Bus Drivers, Leadership Team, SBLC Committee, Athletic Committee)

**(20)    SELECT OBJECT FUNCTION CODE:**  Object Function Codes can be used to Select Personnel Based on Job Type or Function
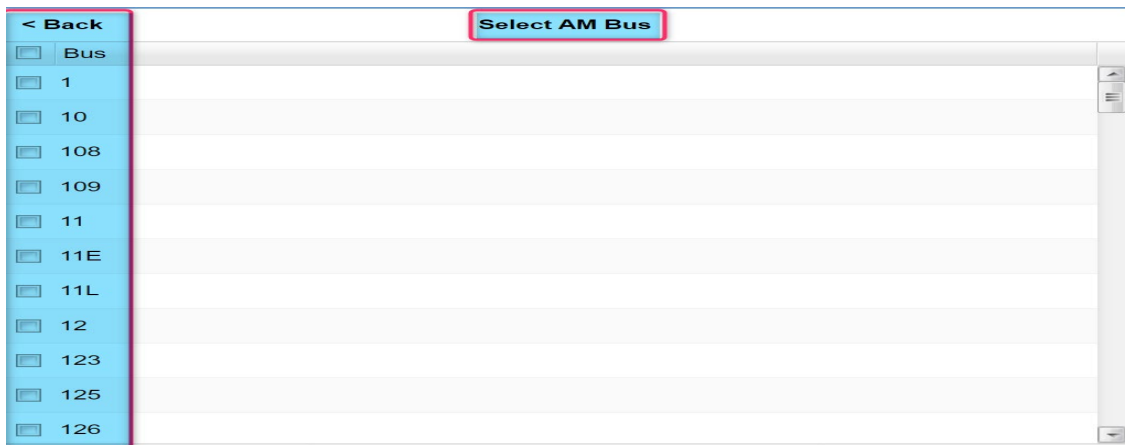
| << Menu | | Hello Jason |
|---|---|---|
| < Back | | Select Object Code |

| | Code | Description |
|---|---|---|
| ☐ | 111 | Supervisor |
| ☐ | 112 | Teacher |
| ☐ | 113 | Therapist/Spec/Counselor |
| ☐ | 114 | Clerical/Secretarial |
| ☐ | 115 | Teacher`s Aide |
| ☐ | 116 | Service Worker |
| ☐ | 117 | Skilled Craftsman |
| ☐ | 118 | Degreed Professionals |
| ☐ | 119 | Other Personnel |

Next

**(21)    SELECT INDIVIDUAL STAFF:** (Select Teachers Based on their **NAME.**

**(22)    **  If sending a **Message to STUDENTS** the Administrator can select students based upon **INDIVIDUAL CHARACTERISTICS!** (Examples: A.M./P.M. Buses, Homerooms, Grades, Clubs, Sports or by Selecting Individual Students)

< Back                     Select Student

**Select AM Bus**

**Select PM Bus**

**Select Homeroom**

**Select Clubs**

**Select Sports**

**Select Grades**

**Select Individual Students**

**(23) Select the A.M. BUS(ES) their child(ren) ride to send a Message to the Parents concerning an Issue with the BUS their child(ren) ride!**

| < Back | Select AM Bus |
|--------|---------------|
| ☐ Bus | |
| ☐ 1 | |
| ☐ 10 | |
| ☐ 108 | |
| ☐ 109 | |
| ☐ 11 | |
| ☐ 11E | |
| ☐ 11L | |
| ☐ 12 | |
| ☐ 123 | |
| ☐ 125 | |
| ☐ 126 | |

**(24)   Select the P.M. BUS(ES) their child(ren) ride to send a Message to the Parents concerning an Issue with the BUS their child(ren) ride!**
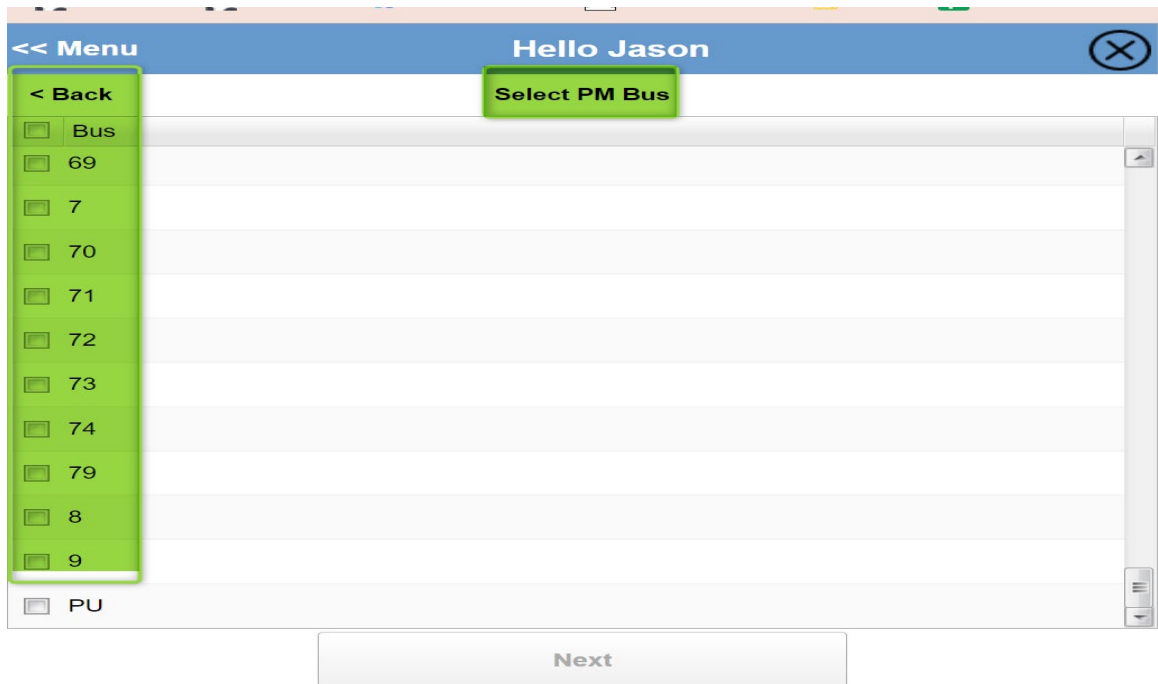
**(25)  Select the HOMEROOM of the students the ADMINISTRATOR**

**wants to send a Message to the Parents of.**
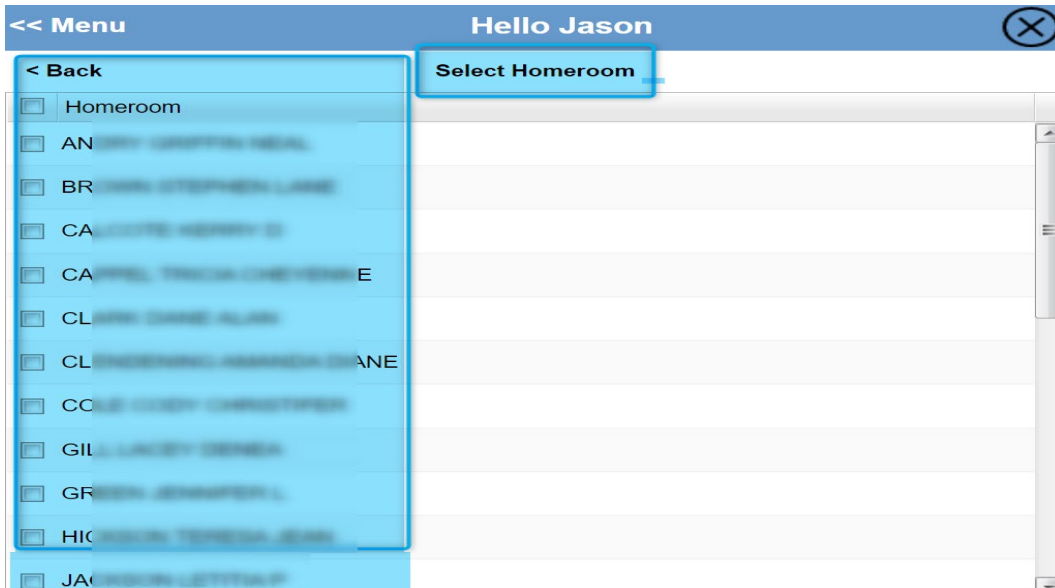
**(26)  Select the CLUB of the children the AD MINISTRATOR wants to send a Message to the Parents concerning an issue with the children in that CLUB!**

| << Menu | | Hello Jason | |
| --- | --- | --- | --- |
| < Back | | Select Clubs | |
| ☐ Code | Club | | |
| ☐ 4H | 4-H | | |
| ☐ ABA | Abalone | | |
| ☐ ACT | Act | | |
| ☐ ACC | Accelerated Program | | |
| ☐ ACG | Academic Games | | |
| ☐ ACH | Achievers | | |
| ☐ AGC | Agriculture Club | | |
| ☐ AMB | Ambition Club | | |

**(27)   Select the SPORT the children the ADMINISTRATOR wants to send a Message to the Parents concerning an issue with children in that**

**SPORT!**



**(28)  Select the GRADES the children the ADMINISTRATOR wants to send a Message to the Parents concerning an Issue with the children in that GRADE!**
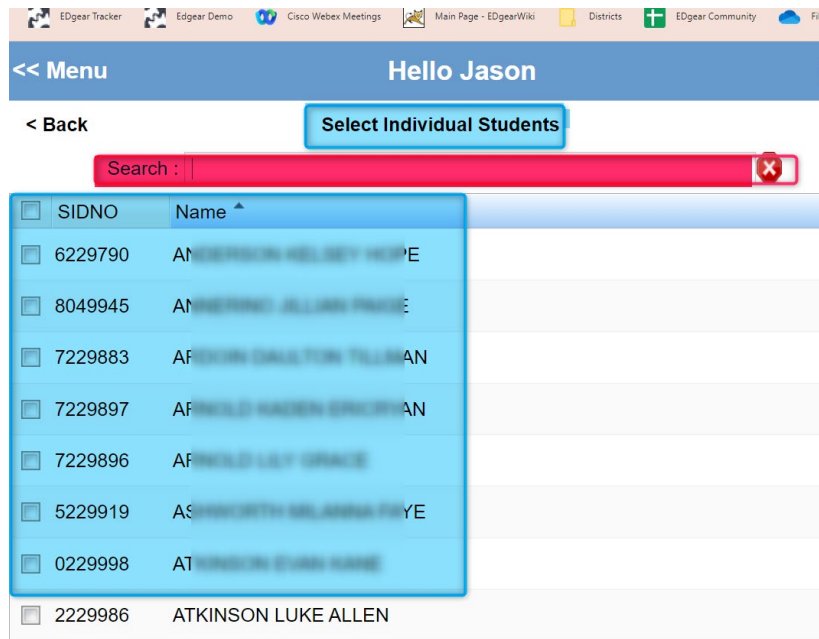


**(29)  Select the INDIVIDUAL STUDENT(S) the children the ADMINISTRATOR wants to send a Message to the Parents**
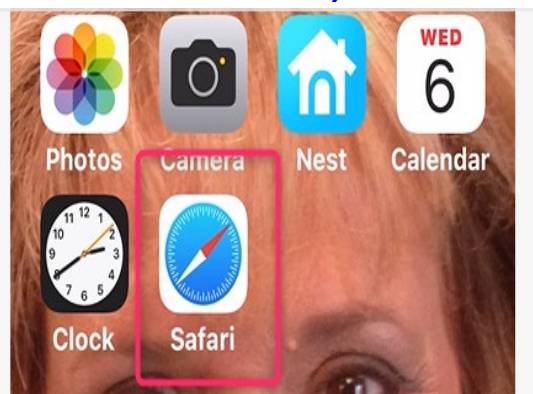
**concerning an Issue with the children in the INDIVIDUAL STUDENT LIST based on the STUDENT(S) NAMES!**



**HOW TO ADD A MOBILE LOGIN ICON TO YOUR SMART PHONE!!**

**(A) TO PLACE A MOBILE LOGIN WINDOW ON YOUR SMART PHONE HOME SCREEN FOLLOW THE TEN STEPS AS LISTED:**

**(B) FIND YOUR PHONE'S SEARCH ENGINE. (EXAMPLE - SAFARI)**

## (C) SEARCH FOR BEAU.EDGEAR.NET/MOBILE.

**JCampus**
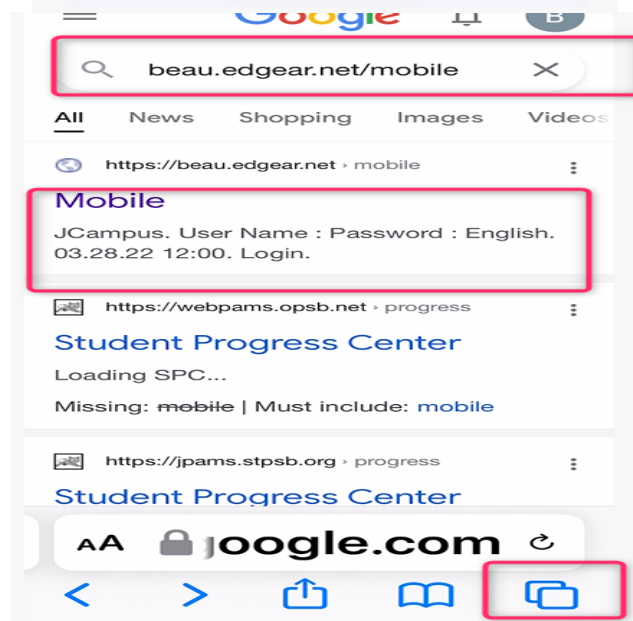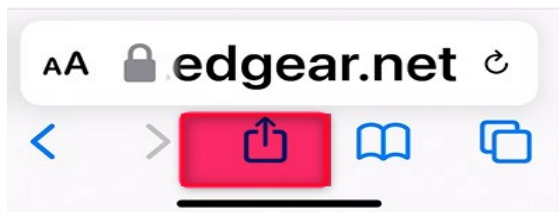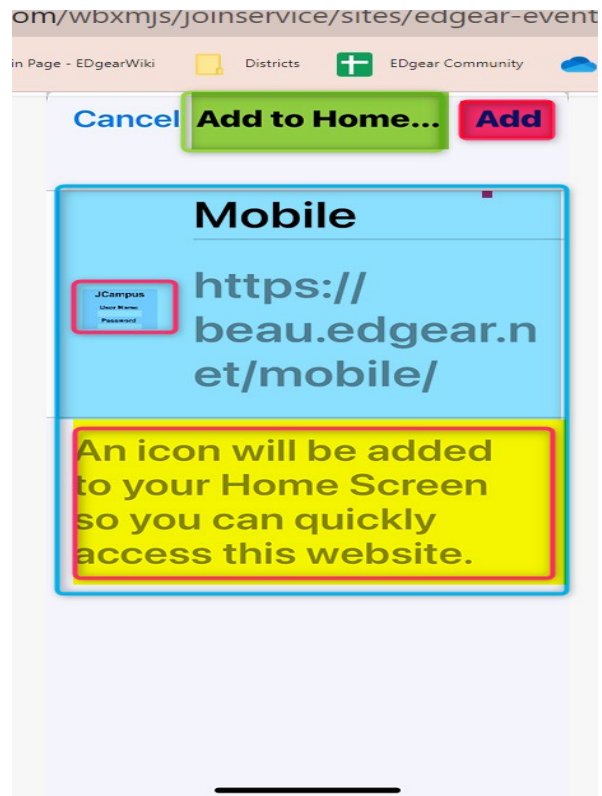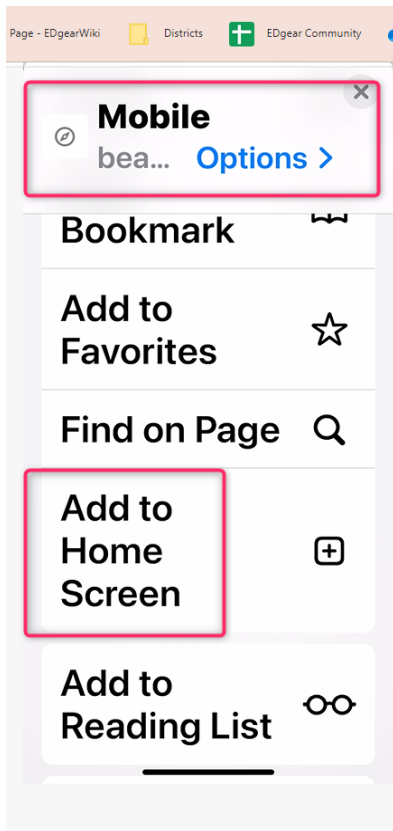
User Name :

Password :

🇺🇸 English ▾

**Login**

04.01.22 16:30

EDgear®
*Software Drives Education*

om/wbxmjs/joinservice/sites/edgear-event

in Page - EDgearWiki | Districts | EDgear Community

Cancel **Add to Home...** **Add**

**Mobile**

JCampus
User Name:
Password

https:// beau.edgear.n et/mobile/

An icon will be added to your Home Screen so you can quickly access this website.

AA 🔒 .edgear.net ↻

< > ⬆ 📖 ⧉

Google

🔍 beau.edgear.net/mobile ✕

All    News    Shopping    Images    Videos

🌐 https://beau.edgear.net › mobile    ⋮

**Mobile**
JCampus. User Name : Password : English. 03.28.22 12:00. Login.

🖼 https://webpams.opsb.net › progress    ⋮

**Student Progress Center**
Loading SPC...
Missing: ~~mobile~~ | Must include: mobile

🖼 https://jpams.stpsb.org › progress    ⋮

**Student Progress Center**

AA 🔒 joogle.com ↻

< > ⬆ 📖 ⧉

## (D) CHOOSE THE UPLOAD PAGE ICON. Then SELECT "PLACE ON HOME PAGE.

**(E)**    PLACE "LOGIN SCREEN" ON HOME PAGE!