

Sending a Parent Alert Voice Message in FACTS SIS

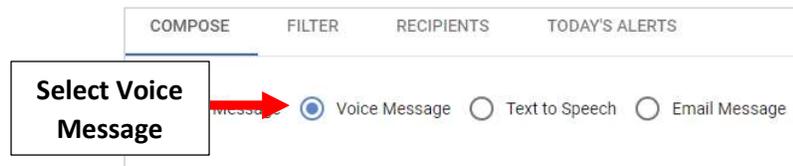
Once logged into FACTS please Select **Communications** from the Main Menu



Select Parent Alert from the Communications dropdown menu

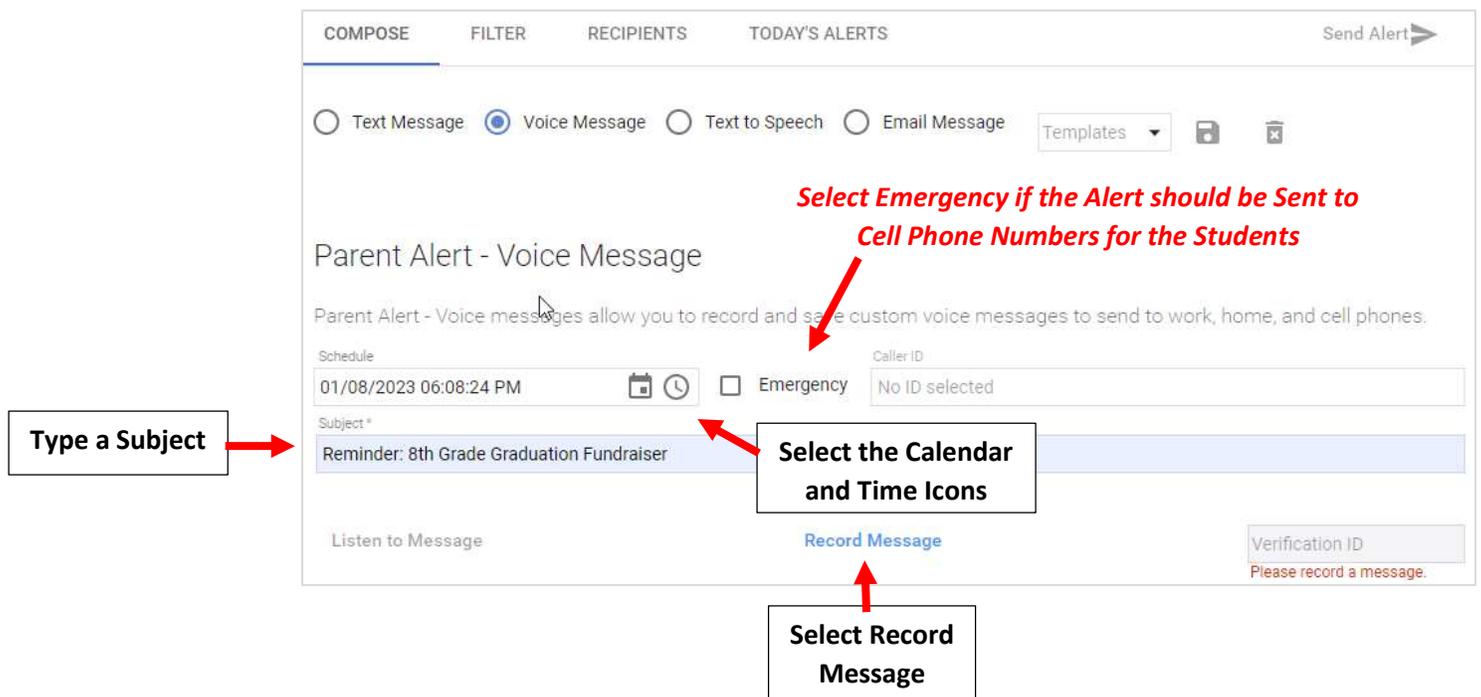


Select **Voice Message**



Select the **Calendar and Time Icons** to Schedule **Date and Time** Message will be Sent and Type a **Subject** for the Voice Message. Select **Record Message** to **Record** your Voice Message.

****Please Note: Select Emergency if the Alert should be Sent to Cell Phone Numbers for the Students**
Contacts Regardless of Family Individual Preferences**



Enter **Phone Number** for System to **Call** you to **Record** your Message and **Click Call**

Record a Message

Enter a phone number for the system to call so you may record a message

Phone Number:
555-123-4567

Cancel Call

You will see the following Message, Select **Okay**

Parent Alert

You will receive a call shortly to record your message.

Okay

Accept the Call and **Follow Prompts** to **Record** the Voice Message. The **Verification ID Field** displays a Code Confirming a Message is recorded

****Please Note: There is No Maximum Length for the Message, but Phone Carriers May Cut Off a**
Voicemail Message Longer than 2 to 3 Minutes**

Click **Listen to Message** and Click **Call** then **Okay**. Accept the Call and **Follow Prompts** to **Listen** to the Message

Select **Filter** to Display Recipient Filter Options. Select **Filters** to **Limit** the Recipient List. Select **Recipients** and Click **>** to **Select Individual Recipients** or **>>** to **Select All Recipients**

COMPOSE **FILTER** TODAY'S ALERTS

Select Filter

Select Filters to Limit the Recipient List

School: High School Type: Student

Status: Enrolled Substatus: Substatus

District Wide Filter

Staff Will text the Cell phone listed on the staff screen

Student Will text the Cell phone listed on the student screen

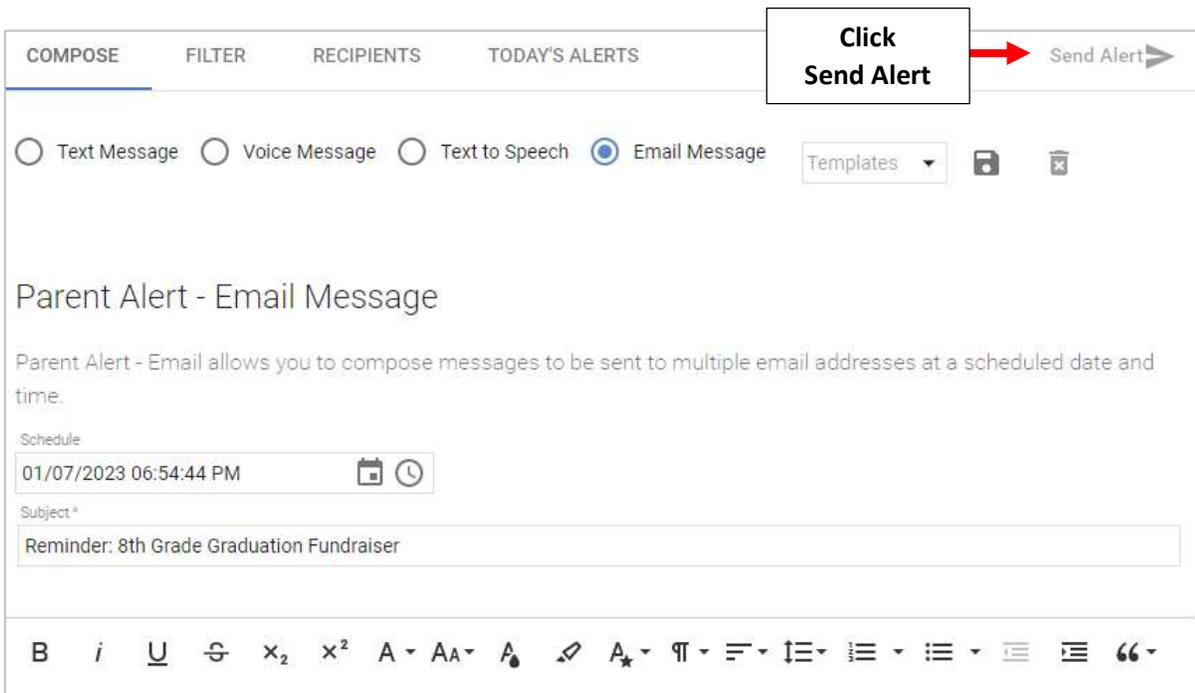
Correspondence Will text the Cell phone of any individual marked as correspondence in the relationship card

Search by n: Gillham, Amanda; Gilliam, Christopher; Glaske, Collin; Glaske, Dakota; Glaske, Matt

Search by n: Bryant, Joshua; Chapman, Taryn; Dover, Lisa; Gaines, Megan; Gerard, Chad

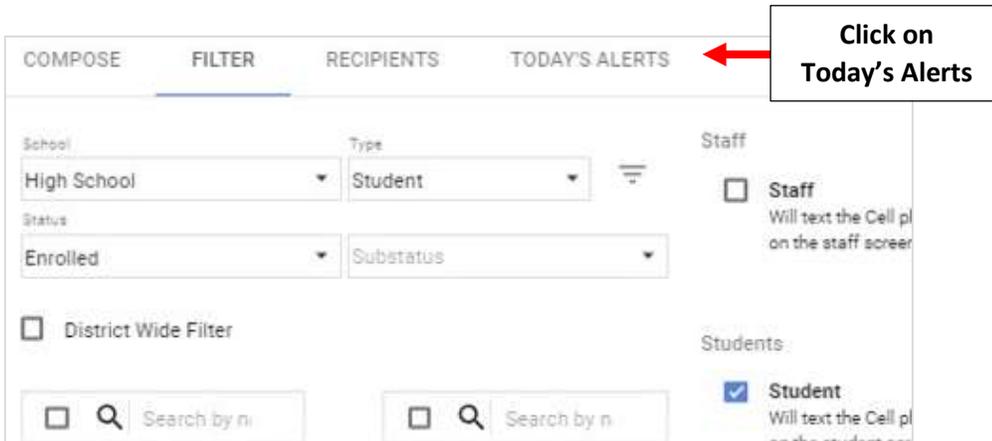
Click Recipients to view a list of All Individuals to Receive the Alert.

Click **Send** to **Send the Message** as Schedules Alert



The screenshot shows the 'COMPOSE' tab of an alert system. The navigation bar includes 'COMPOSE', 'FILTER', 'RECIPIENTS', and 'TODAY'S ALERTS'. A callout box with the text 'Click Send Alert' and a red arrow points to the 'Send Alert' button in the top right corner. Below the navigation bar, there are radio buttons for 'Text Message', 'Voice Message', 'Text to Speech', and 'Email Message' (which is selected). A 'Templates' dropdown menu is visible. The main content area contains the text 'Parent Alert - Email Message' and a description: 'Parent Alert - Email allows you to compose messages to be sent to multiple email addresses at a scheduled date and time.' Below this is a 'Schedule' field with the value '01/07/2023 06:54:44 PM' and a 'Subject*' field with the value 'Reminder: 8th Grade Graduation Fundraiser'. At the bottom, there is a rich text editor toolbar with various formatting options.

Sent Alerts may be Reviewed in **Today's Alerts**



The screenshot shows the 'TODAY'S ALERTS' tab of the alert system. A callout box with the text 'Click on Today's Alerts' and a red arrow points to the 'TODAY'S ALERTS' tab. The interface displays filter options for 'School' (High School), 'Type' (Student), 'Status' (Enrolled), and 'Substatus'. There are also search boxes for 'Search by n'. On the right side, there are sections for 'Staff' and 'Students'. The 'Staff' section has a checkbox for 'Staff' which is unchecked. The 'Students' section has a checkbox for 'Student' which is checked.