

# Comsewogue School District **Mobile App Guide**

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# New in This Version

Our first update for Summer 2022 includes new content in preparation for the 2022-2023 school year.

- Links to the 2021-2022 District Calendar & Summary and 2021-2022 Printable Calendar have been removed from the app
- Administration updates have been made to Clinton Avenue Elementary School and the Pupil Personnel Services department
- Links in the Staff Resources module have been updated
- A bug was fixed that prevented numerous images from appearing throughout the app
- Home page images have been updated

# Subscribing to Schools

When you first open the app, you will be prompted to select the schools you would like to subscribe to. This will allow you to:

- Receive push notifications regarding events and important information for the schools you select
- See specific calendar events pertaining to your subscribed schools
- View news articles pertaining your subscribed schools

Tap the button for each school you would like to follow. You can change these in the **Settings** in the navigation menu of the app by clicking “Subscribe to Schools.”

# Push Notifications

If you allow Push Notifications on the Comsewogue App, you will receive alerts on your mobile device for the buildings you choose. You will automatically receive push notifications that are sent district-wide.

**Note:** Notifications for Athletics are also available if your child participates in a sport. The calendar for Athletics can be accessed by clicking the **Athletics** module and scrolling to the bottom, selecting “Athletics Calendar.” You will only see the Athletics Calendar if you select “Athletics” in the settings.

# Navigation Menu

The navigation menu can be found in the top left corner of the app. In this part of the app, you will find:

- **Notifications Center:** View past push notifications that have been sent to our mobile app. You will see notifications for the schools you are subscribed to.
- **Mobile App Update History:** provides you with a summary of all changes made in our app. Each time we release an update, we will add it here and provide details of what was changed/updated.
- **Settings:** Turn notifications for specific schools on and off, change the language of the app, provide feedback or share our app via email or SMS.

# Calendar & Events Module

Our calendars & events module provides you with a number of resources including district-wide events, building events, CHS/JFK A/B Day calendars and more. You can also add events from this section directly to your phone by following these steps:

- Click the **Calendars & Events** module in the first row, then select **District & Building Events**.
- Choose an event.
- Click “Add to Calendar.” You may need to change permissions in your device settings to allow the app to access your calendar.
- In the top right, on an Apple device click “Add.” On an Android device, click “Save.”

# **This Week at Comsewogue** Module

This module will provide you with a link to our website for a list of the upcoming events for the week at Comsewogue School District.

# Schools Module

An easy go-to for the location of each school, as well as District Office (named “Comsewogue School District” at the top of the list). You can also view them all at once by clicking “Map” at the top of the screen.

Click any of the schools for additional information, such as phone and fax numbers, and a link to the mobile version of the website for that school. Social Media links are available if the school has them.

Each school will also have relevant information available, such as bell schedules, daily announcements, supply lists and more, if applicable.



# SchoolTool Module

This module will allow you to link to the SchoolTool website from the Comsewogue App. Use SchoolTool to monitor your child's grades, attendance, class schedule and more.

# Lunch Menus Module

This module will bring you to the lunch menus for the High School, JFK and our Elementary Schools. Menus are updated monthly on our website.

# Transportation Module

This module provides contact information and links to Bus Routes, Babysitter Forms, Parent Release Forms and more.

# Athletics Module

You will find lots of useful information about the Athletics programs in this module. Included are:

- Latest Athletics News & Announcements
- Athletic Calendar, with the contest locations, and the ability to add the event to the calendar on your phone (same steps as the Calendar module)
- Link to the Comsewogue Athletics Social Media Platforms
- Link to the official Section XI Website

# Communications Module

Take advantage of the many ways that you can receive information and notifications from Comsewogue School District. Besides our mobile app, you will find other resources and means of communication, including:

- District Social Media accounts: Facebook, Instagram and Twitter
- Links to Dr. Quinn's Phone Calls (English & Spanish)
- The SchoolMessenger Communicate App, used for parent-teacher messaging
- Emergency Information, including our Emergency Procedures Handbook
- District YouTube Channel (used for live-streaming)

# Board of Education Module

Listed are the Board of Education President, Board of Education Vice President and the Board of Education trustees, in addition to their email addresses. Also found in this module are:

- Budget Information
- BoardDocs (Meeting Agendas, Minutes & Policies)
- Board of Education Meeting Calendar
- Board Goals

# Parent & Student Resources Module

This module provides additional links and resources to both parents and students that are used on a daily or weekly basis. Some of these links include Google Classroom, an Admin/Department Directory, GSuite, Digital Payments and more.

# Staff Resources Module

This module provides faculty and staff members with links to apps, programs, helpdesks and more. Staff should always use their ClassLink Launchpad to find specific programs, apps and forms that may be helpful to them.



# Settings

This is where you can select your schools to receive push notifications. By selecting a school, or multiple schools, you will also see their calendar events appear in the **Calendar** module and their news articles in the **News** module.

In the settings, you can also change the language of the app (English or Spanish are currently available), share our app, and provide App Support/Feedback.

The settings for our app can be found in the Navigation Menu.

# App Support & Feedback

Feedback, questions, suggestions and/or comments can be sent to [webmaster@comsewogue.k12.ny.us](mailto:webmaster@comsewogue.k12.ny.us). We will do our best to respond as quickly as possible. You can also click the App Support/Feedback button in the Settings.

If you are experiencing a problem with the app, please email us and specifically state the following:

- Mobile phone/device you have (type and model; ex: iPhone 13 Pro)
- The operating system it is running (ex: iOS 15.5)
- The issue you are experiencing

This information will help us resolve any possible issues as quickly as possible.

# How to Download

Download for iOS Devices from the App Store (click the icon):



Download for Android Devices from the Google Play Store (click the icon):

