# How To: Swift K12

PowerSchool

Click this button (graduation cap).

PowerSchool

Start Page > SwiftK12

**SwiftK12**

🏠 Home    Live HELP

**Alerting**

SwiftReach SwiftK12

**Navigation**

PowerTeacher Pro

Start Page
Daily Bulletin
Schedule
Staff Directory
Meals
Personalize
Reports
Recommendations

**PTG 2.8**
Launch ▾
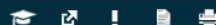
📕 Knowledge Base

G Select Language | ▼

What would you like to do?

Send an Alert
Create & Send

Manage Alerts
& Edit

View History
And Reports

📣 Quick Alerts

⏻ Current Activity

| Control | Alert Name | Status | Progress | Duration |
|---------|-----------|--------|----------|----------|

☺ Looks like there are no active alerts.

∇ Scheduled Activity

10:48 AM

It will take you to this screen where you will want to click "Send an Alert"

**Send an Alert**
Create & Send

Once you click "send an alert," the screen below will pop up. This is more individualized, but an example is on the next page of what you could place in each box.

## ◀ Create/Send Alert Wizard

**STEPS:**   ⊙ Basic Info     ⊙ Message Types     ⊙ Compose Message     ⊙ Save Alert

## What do you want to call this alert?

**Alert Name**

[REQUIRED] The name of this alert

**Alert Description**

Describe this alert's content

## What type of alert is this?

Guardians Only - No Students     ▾

## Who are the recipients for this alert?

✔ Which Students Should Be Contacted?

○ **All My Students** - This will select all of your your students.

○ **Students by Courses** - Select students by the courses you want to include.

○ **Students by Sections** - Select students by sections within courses.

○ **Individual Students** - Select your students one-by-one from selected courses.

**You will need to fill in an:**

- Alert name

- Alert description

- Type of alert

- Recipients

- Course Selection

- Individual Student Selection



# EXAMPLE

**If you click INDIVIDUAL STUDENTS, it will have you select your section first, and then below you can select students one by one.**

Who are the recipients for this alert?

✔ Which Students Should Be Contacted?

○ **All My Students** - This will select all of your your students.

○ **Students by Courses** - Select students by the courses you want to include.

○ **Students by Sections** - Select students by sections within courses.

◉ **Individual Students** - Select your students one-by-one from selected courses.

🔖 Course Selection

E200XA - 10 English A ▾

👤+ Individual Student Selection

Justin Trudeau

Individual students will appear here, and then it will send a message (email or text) to whoever is on their guardian list.

Choose how you would like your message sent (I would recommend via text and email in case an email address is not on file).



## Create/Send Alert Wizard

**STEPS:** ✔ Basic Info    ⊙ Message Types    ⊙ Compose Message    ⊙ Save Alert

### How would you like your alert messages delivered?

ℹ **English** is selected and can not be deselected because it is the default language for your account.

📖 Show/Hide Supported Languages

How would you like your alert messages delivered?

Which message types would you like to send?

☐ Phone Calls   ☐ SMS/TXT   ☐ E-mail

How would you like to proceed with message content entry?

⦿ Basic

○ Advanced *(Define content differently for each of the selected message types)*

‹ Back    Next ›

**Keep this checked as "basic."

# ◢ Create/Send Alert Wizard

STEPS: ✔ Basic Info ✔ Message Types ◉ Compose Message ◎ Save Alert

## What do you want to tell the alert recipients?

☑ Automated Language Translation

> 🛈 Automated computer language translation is not guaranteed to be accurate. If you wish to verify the accuracy of translations to the languages supported by your system, uncheck **Automated Language Translation**.

**From Name**  TEACHER NAME

**Message From**  whitmerteacher     wls4kids.org ▼

**Message Subject**

GRADE CHECK

**Fill out these parts with the appropriate details.**

Message Content

✏ **Insert Merge Field**  ▾

Please check PowerSchool. Your child is at risk of failing 2nd Quarter.

Attached Files

🔗 **Add Attachment**     ✖ **Remove Selected Attachment(s)**

‹ **Back**   **Next** ›

## ◤ Create/Send Alert Wizard

**STEPS:** ✅ Basic Info  ✅ Message Types  ✅ Compose Message  ⊙ Save Alert

## Are these alert options correct?

| | |
|---|---|
| **Alert Name:** | Grade Check |
| **Alert Category:** | Guardians Only - No Students |
| **For School:** | Whitmer High School |
| **Being Sent To:** | 1 Selected Student(s) Charter, Adrianna |
| **Send Via:** | SMS/TXT, E-mail |
| **Message Counts:** | 0 Phone Calls, 2 SMS Messages, 2 E-mails |
| | (** Estimates before duplicate and do-not-contact processing) |
| **Using Languages:** | Arabic, Cantonese, English, German, Portuguese, Russian, Spanish, Vietnamese |
| **Message Content:** | Please check PowerSchool. Your child is at risk of failing 2nd Quarter. |

> ⚠️ In this wizard step you will confirm alert options are correct and **SAVE** the alert. The **NEXT STEP** will provide launch options for this alert.

**‹ Back**    **🖨 Save & Continue ›**

**The screen will have you REVIEW your message, and then click "Save & Continue."**

## Create/Send Alert Wizard

STEPS:   ⊙ Send Options   ⊙ Confirm Launch   ⊙ Alert Status

What do you want to do with this alert?

**Launch Now**
Send Immediately

**Launch Later**
Schedule

**Test Alert**
To Yourself

**I would recommend completing a "Test Alert" first in order to see what your message looks like. Otherwise, choose when you would like the message to send.**

If you click, "Launch Now," it will take you to this screen.

## Create/Send Alert Wizard

STEPS:   ✔ Send Options   ⊙ Confirm Launch   ⊙ Alert Status

Are the launch scheduling options correct?

| | |
|---|---|
| Alert Name: | Grade Check |
| Scheduled For: | Run Now |

**Double check your message, and then click "FINALIZE ALERT."**

‹ Back   Finalize Alert ☑

**Once you have finalized and sent your message, it will take you back to the home Swift K12 screen and you will see that you have a message actively being sent.**