

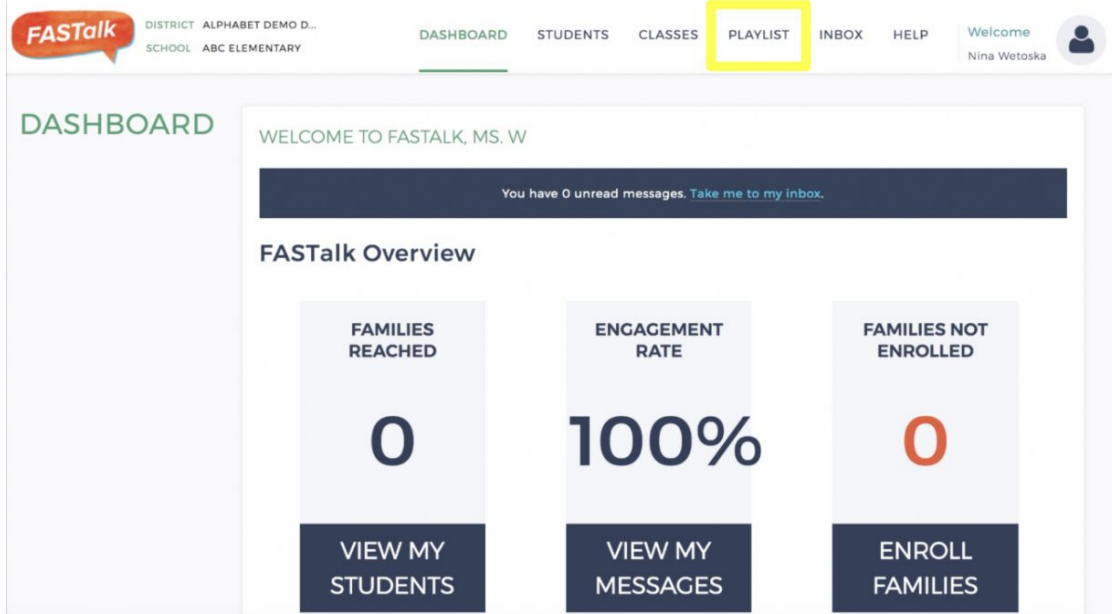


How-To: Customize An Existing FASTalk Playlist


To modify the frequency, pacing, or content of the messages within an existing FASTalk playlist, follow the steps below:

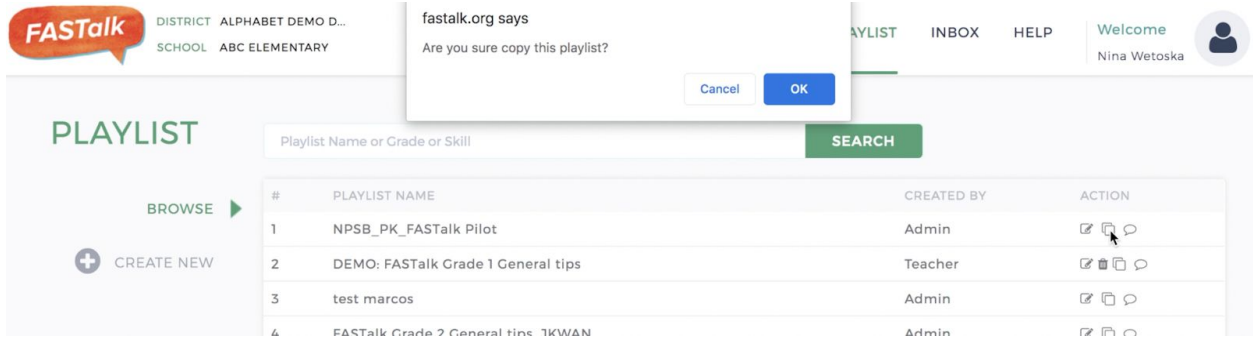
Step 1:

To customize an existing playlist, log-in to your www.FASTalk.org account and click on the **PLAYLIST** tab.




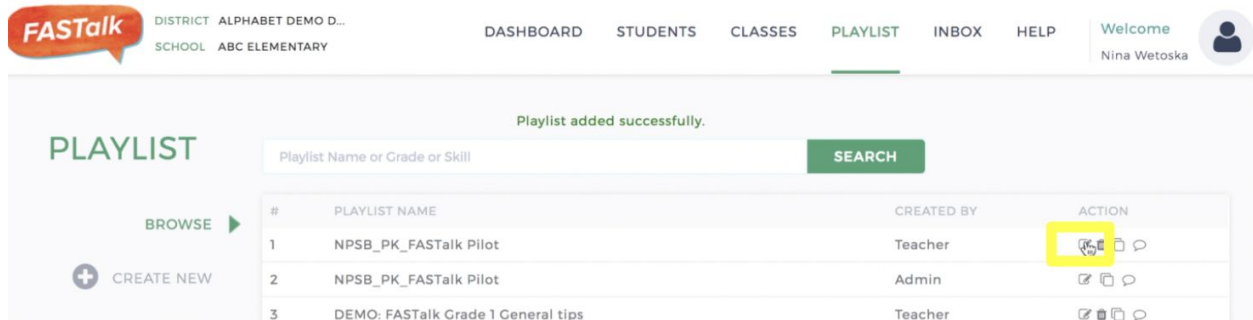
Step 2:

Click on the **COPY** icon  next to the existing playlist that you want to use. Click on “**OK**” to the pop-up window that asks you if you are sure that you want to make a copy.



Step 3:

Now, click on the **EDIT** icon  of the cloned playlist you just created. It will be listed at the top of the page and will indicate that the playlist is created by “Teacher” instead of “admin”














FASTalk DISTRICT ALPHABET DEMO D... SCHOOL ABC ELEMENTARY DASHBOARD STUDENTS CLASSES **PLAYLIST** INBOX HELP Welcome Nina Wetoska

Playlist added successfully.

PLAYLIST

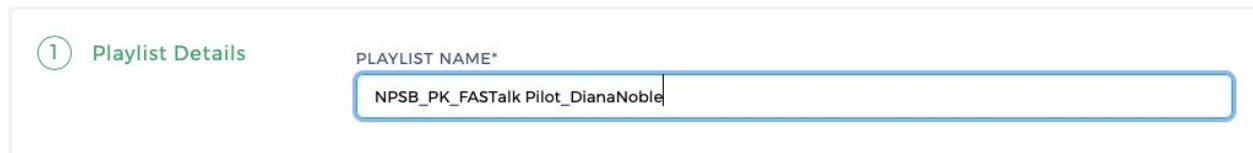
Playlist Name or Grade or Skill **SEARCH**

BROWSE   CREATE NEW

#	PLAYLIST NAME	CREATED BY	ACTION
1	NPSB_PK_FASTalk Pilot	Teacher	  
2	NPSB_PK_FASTalk Pilot	Admin	  
3	DEMO: FASTalk Grade 1 General tips	Teacher	  

Step 4:

Rename the playlist with your name so that you are able to distinguish between your cloned version and the original playlist.













1 Playlist Details

PLAYLIST NAME*

Step 5:

Next, click on the **EDIT** icon  next to the message you want to edit.

#	SCHEDULED DATE	SCHEDULED TIME	MESSAGE NAME	ACTION
1	2020-07-20	10:00 AM	Welcome Message	 
2	2020-07-22	6:00 AM	Labeling feelings	 
3	2020-07-27	6:00 AM	Retelling stories	 
4	2020-07-29	6:00 AM	Retell order of events	 
5	2020-07-20	10:00 AM	Feelings about K	 

Step 6:

You can make any changes you would like such as, changing the scheduled date and the scheduled time that the messages will be pre-scheduled to send. Make sure to click **SUBMIT** to save your changes.

To change the **SCHEDULED DATE**, click on the calendar:

SCHEDULED DATE* SCHEDULED TIME*

2020-07-20 10:00 AM

MESSAGE TEXT*

+ Welcome! NPSB PK is partnering with a program called FASTalk to help support learning at home. We'll be sending 3 txts/week

REMOVE TEACHER NAME FROM

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

To change the **SCHEDULED TIME**, click on the clock (times are in PST):

SCHEDULED DATE* SCHEDULED TIME*

2020-08-22 10:00 AM

MESSAGE TEXT*





+ Welcome! NPSB PK is partnering with a program called FASTalk to help support learning at home. We'll be sending 3 txts/week

LANGUAGE Hour Minutes

AM	PM	00	05	10	15
1	2	3	4	20	25
English	5	6	7	8	30
					35
					40
					45
					50
					55
9	10	11	12		

Set

To delete a message, click on the **TRASHCAN** icon 

#	SCHEDULED DATE	SCHEDULED TIME	MESSAGE NAME	ACTION
1	2020-08-19	8:00 AM	Welcome	 
2	2020-08-17	4:00 AM	Unit 1	 

or click **REMOVE** under the Message details:





The screenshot shows a web interface for managing messages. On the left, there is a sidebar with an 'EDIT' button and a breadcrumb '2 Messages / Poll'. The main area has tabs for 'MESSAGES' and 'POLL'. Below the tabs, there is a '2 Messages' section with a blue 'REMOVE' button highlighted in a yellow box. The message form contains the following fields:

- MESSAGE NAME:** A text box containing 'Welcome'.
- SCHEDULED DATE*:** A date picker set to '2020-08-19'.
- SCHEDULED TIME*:** A time picker set to '8:00 AM'.
- MESSAGE TEXT*:** A text area containing the text: 'Hello! These messages will be a supplementary learning resource. Let me know how the activities are for you and your...'. There is a blue plus icon on the left.
- LANGUAGE*:** A dropdown menu set to 'English'.
- REMOVE TEACHER NAME FROM MESSAGE:** A checkbox that is currently unchecked.


To change the Message content, edit the **“MESSAGE TEXT”** box:

This close-up view shows the 'MESSAGE TEXT*' and 'LANGUAGE*' fields. The 'MESSAGE TEXT*' field contains the text: 'Welcome! NPSB PK is partnering with a program called FASTalk to help support learning at home. We'll be sending 3 txts/week'. The 'LANGUAGE*' dropdown is set to 'English'. Below the form are two buttons: a grey 'CANCEL' button and a green 'SUBMIT' button.


To delete a poll, click on the **TRASHCAN** icon 

#	SCHEDULED DATE	SCHEDULED TIME	MESSAGE NAME	ACTION
1	2020-08-19	8:00 AM	Welcome	 
2	2020-08-17	4:00 AM	Unit 1	 

or click **REMOVE** under the Poll details:



EDIT  ② Messages / Poll

MESSAGES POLL


② Poll 

POLL NAME

Unit 1 Activity

SCHEDULED DATE* 2020-08-17  SCHEDULED TIME* 8:00 AM 

RESPONSE TYPE

multiple choice 

To edit a poll, click on the **EDIT** icon  under the **POLL** tab:


① Playlist Details

PLAYLIST NAME*

Playlist Demo



② Messages / Poll



MESSAGES **POLL**

② Poll 

POLL NAME

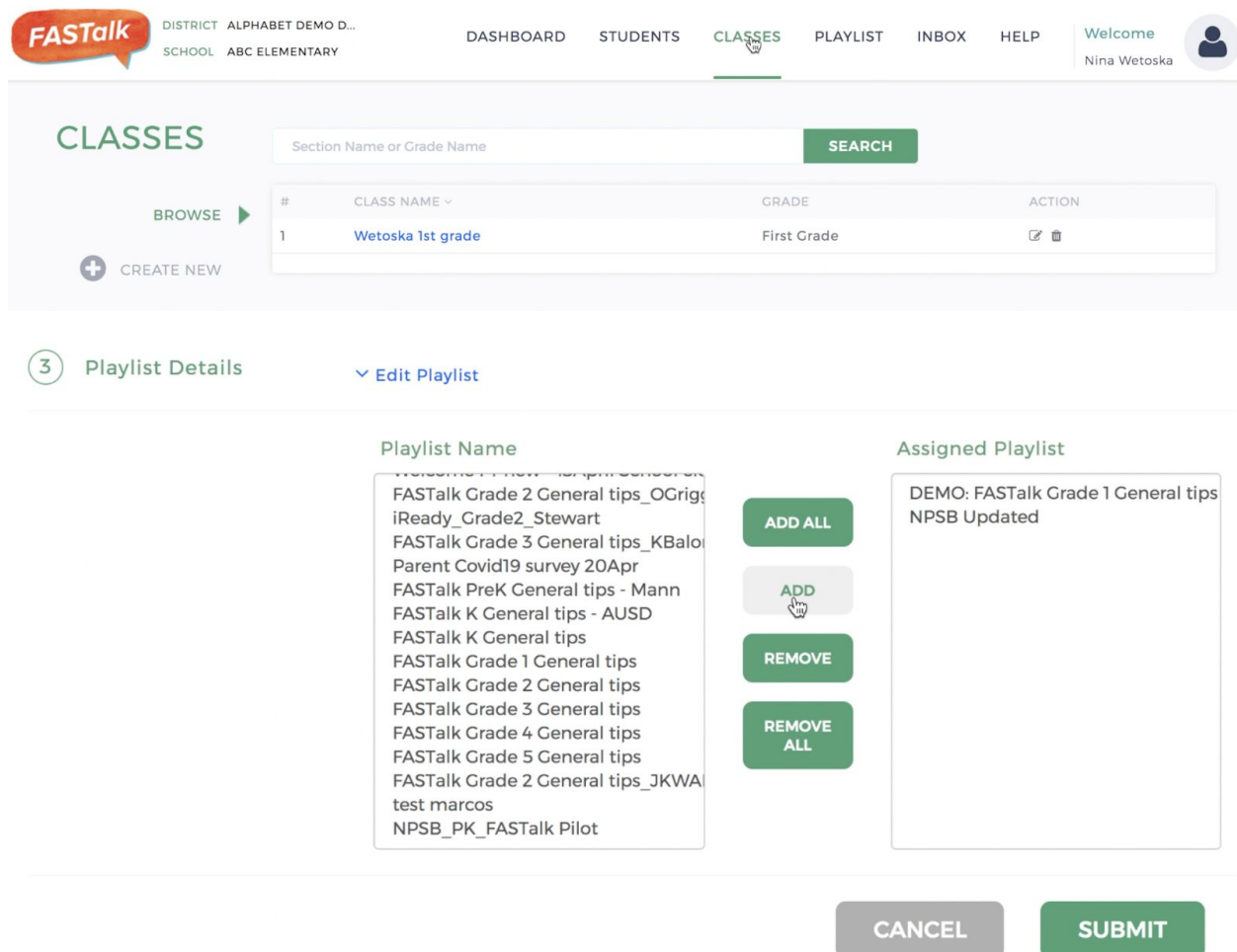
Unit 1 Activity

SCHEDULED DATE* 2020-08-17  SCHEDULED TIME* 8:00 AM 

#	SCHEDULED DATE	SCHEDULED TIME	POLL NAME	ACTION
1	2020-08-17	3:00 AM	Unit 1 Activity	 

Step 7:

After making your desired adjustments to the playlist, go back to **CLASSES** tab and make sure you assign your adjusted playlist so that families receive your modified messages and polls. You can remove the old playlist by selecting the previous playlist under “Assigned Playlist” and clicking **REMOVE**. Click **SUBMIT** when you have assigned your modified playlist to your class.



The screenshot shows the FASTalk interface. At the top, there is a navigation bar with the FASTalk logo, district information (DISTRICT: ALPHABET DEMO D..., SCHOOL: ABC ELEMENTARY), and menu items: DASHBOARD, STUDENTS, CLASSES (highlighted), PLAYLIST, INBOX, and HELP. A user profile for Nina Wetoska is visible on the right.

The main content area is titled 'CLASSES'. It features a search bar for 'Section Name or Grade Name' and a 'SEARCH' button. Below this is a table with columns for '#', 'CLASS NAME', 'GRADE', and 'ACTION'. One class is listed: '1 Wetoska 1st grade' with 'First Grade' as the grade and edit/delete icons in the action column. There are also 'BROWSE' and 'CREATE NEW' options.

The 'Playlist Details' section is active, showing a list of available playlists on the left and an 'Assigned Playlist' on the right. The available playlists include various general tips for different grades and subjects. The assigned playlist is 'DEMO: FASTalk Grade 1 General tips NPSB Updated'. Between the lists are buttons for 'ADD ALL', 'ADD', 'REMOVE', and 'REMOVE ALL'. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

Questions?

If you need any support or assistance adjusting preset FASTalk playlists, please contact support@fastalk.org.