HOW-TO SEND AN ANNOUNCEMENT TO FAMILIES ON WWW. FASTalk .ORG



STEP 1

Enter your school email and FASTalk password on www.fastalk.org.

Then, click LOG IN to access your FASTalk teacher account.



STEP 2

On your Dashboard, click INBOX to access your conversations.

NBOX	12 STUDENT	A PARENT/CAREGIVER	🔍 снат-		
	1 Archie Smith		CONVERSALION		
	2 Lily Hodge		Write your message here	4	
5	3 Meg Elliott				
GROUP MESSAGE	4 Tyler Adams				

STEP 3

Click GROUP MESSAGE on the left hand side of the page.

INBOX () Create New Group Message TO PARENT/CARECULE OF SELECT

STEP 4

Select your recipients in the dropdown menu under TO PARENT/CAREGIVER OF.

TO MESSAGE THE ENTIRE CLASS...

TO PARENT/CAREGIVER OF*	
6 SELECTED	Ŧ
Search	
select all	
🗹 filip wallace - grace wallace	
🗹 hunter tanco - maria tanco	
☑ lily hodge - stacey hodge	
🛿 lily hodge - kelsey hodge	
🗹 meg elliott - anthony elliott	

Click SELECT ALL. A check mark should appear near to all of the names in the list.



TO PARENT/CAREGIVER OF*	
4 SELECTED	~
select all	
filip wallace - grace wallace	
🗹 hunter tanco - maria tanco	
lily hodge - stacey hodge	
🗹 lily hodge - kelsey hodge	
meg elliott - anthony elliott	
🛛 tyler adams - ron adams	

Click the boxes next to the names of the students and caregivers you wish to message.



STEP 5

Type your message in the MESSAGE TEXT box.

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STEP 6

Select the language in which you wrote your message from the MESSAGE LANGUAGE menu. If you wrote your message in English, move to step 7.

INBOX	(1) Create New Group	TO PARENT/CARECIVER OF*			
	Message	6 SELECTED *			
CONVERSATION		MESSAGE TEXT*			
CROUP MESSACE	e 🕨	HI Students will be bringing home their spelling tests today. Ask them which words they found easy to spell and which the found difficult to spell. Talk together about ways to practice more challenging words. like diswing a picture first or spelling it outside in the drt.			
		MESSAGE LANGUAGE"			
		English v			
		CANCEL CREATE			

English

STEP 7

Click CREATE to send your message to the recipients you selected.

Each recipient will receive your message as an individual SMS text in their home language -- only you will be able to see each caregiver's reponse.

NOTIFICATION OF PARENT MESSAGE

When a parent messages you, you'll receive an email notification. To respond, open your INBOX, select the name of the student, and then the name of the caregiver who messaged you.

	FASTalk						
Dear Ko You ha	Dear Kelsey Bullington-Hodge, fou have a new message in FASTalk :						
# STU NAI	JDENT ME	PARENT/CAREGIVER NAME	PARENT/CAREGIVER NUMBER	ORIGINAL MESSAGE	MESSAGE	ATTACHMENT (IMAGE)	DATE AND TIME
Lily	/ Hodge	Stacey	+18175218875	¡Gracias!	Thank you!		2022-10-28 14:08:28