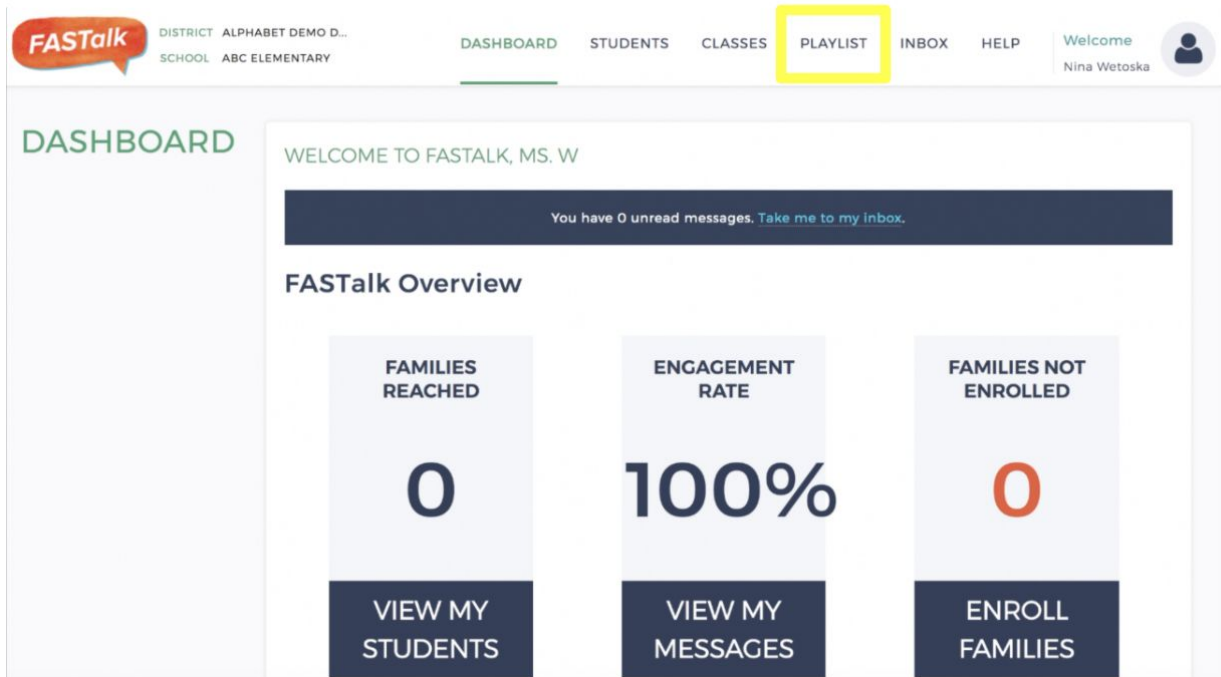# How-To: Create Your Own FASTalk Playlist
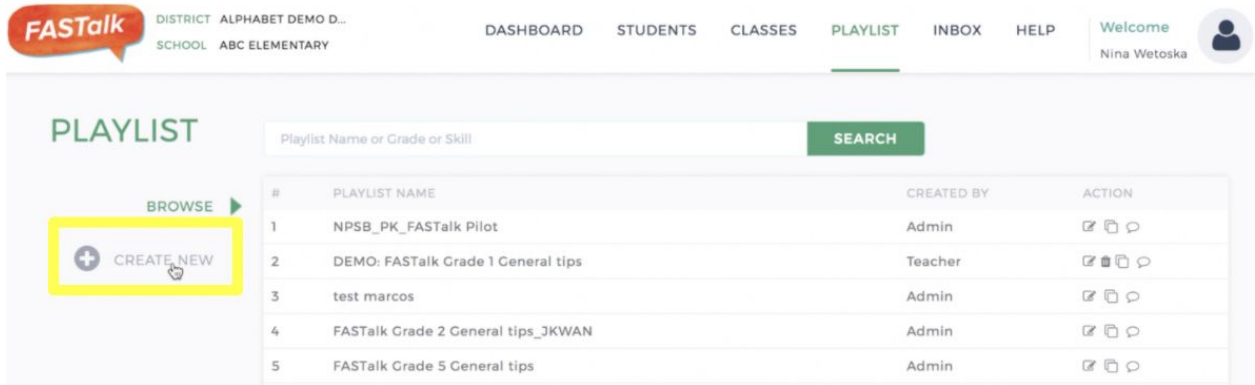
A "Playlist" is the set of curriculum- or standards-aligned text messages that is developed by the FASTalk team and pre-scheduled for teachers to send to your student's families.

Step 1:

To create and schedule your own playlist to pre-schedule your own messages in advance, go into your FASTalk account, click on the **PLAYLIST** tab,

Click on the "**CREATE NEW**" button on the left-hand side.

Step 2:

Here you will be able to create a **PLAYLIST NAME** and add the content of the messages that you wish to send out to families. We recommend naming your playlist to something you would easily recognize.

① Playlist Details

PLAYLIST NAME*

Ms. Wetoska's Classroom

Step 3:

For each message you add, briefly describe, and name the message, set the date and time that the texts will be sent out to parents. Include what you want to be sent out in the Message text as well as the language that you drafted your message. The message will be automatically translated and delivered in the parent's home language.

MESSAGE NAME*

math homework reminders

SCHEDULED DATE*   SCHEDULED TIME*

2020-08-11   7:00 AM

MESSAGE TEXT*   LANGUAGE*

⊕ blue book page 6   English

Please note that prescheduled FASTalk messages are sent out on an <u>hourly basis</u>, so make sure that the **SCHEDULED TIME is on the hour (e.g. you cannot set the sent time to be 6:05 PM). Also, the times are listed in **Pacific time**. So, if you want to send a message out at 5:00 PM Central Time, please set the Scheduled Time to 3:00 PM Pacific.

Step 4:

Select the skills, grade, and level in the dropdown and click **SUBMIT** to save your changes.

SKILLS*	GRADE*	LEVEL*
⊕ Early writing ⌄	Second Grade ⌄	Intermediate ⌄

CANCEL SUBMIT

Step 5:

For parents to receive the messages from the new playlist you created, students will need to be assigned to this new playlist. Go into the **CLASSES** tab and scroll down to assign the new playlist at the bottom of the page. Remember to click the green **SUBMIT** button to save your changes. With that, your students will begin receiving the pre-scheduled messages from your newly created playlist.

③ Playlist Details   ⌄ Edit Playlist

Playlist Name

FASTalk Grade 2 General tips_O
iReady_Grade2_Stewart
FASTalk Grade 3 General tips_KI
Parent Covid19 survey 20Apr
FASTalk PreK General tips - Man
FASTalk K General tips - AUSD
FASTalk K General tips
FASTalk Grade 1 General tips
FASTalk Grade 2 General tips
FASTalk Grade 3 General tips
FASTalk Grade 4 General tips
FASTalk Grade 5 General tips
FASTalk Grade 2 General tips_JK
test marcos
NPSB_PK_FASTalk Pilot

ADD ALL
ADD
REMOVE
REMOVE ALL

Assigned Playlist

DEMO: FASTalk Grade 1 General
Ms. Wetoska's Classroom

CANCEL SUBMIT

Questions?

If you need any support or assistance creating your own playlists, please contact **support@fastalk.org.**