



# **VBPS Mobile Device App Manual**

# VBPS App *powered by Apptegy, Inc.*

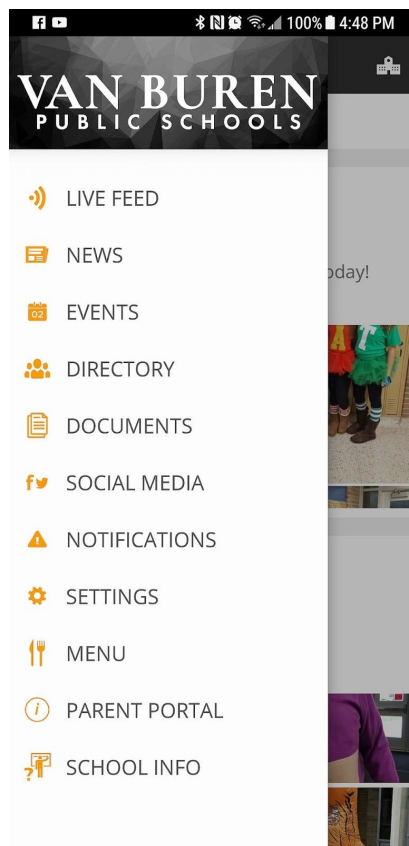
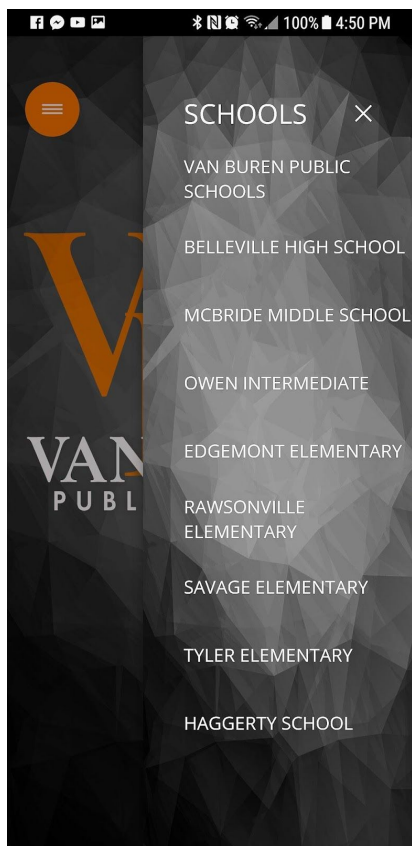
Welcome to the VBPS phone app! This app will allow you to remain in touch with several aspects of your student's day at school.

## Download VBPS App

1. Open the App Store for iPhone users or Play Store for Android users.
2. Search for Van Buren Public Schools.
3. Locate Van Buren Public Schools Apptegy in the search results.
4. Follow the download instructions for your device.

## Open VBPS App

Upon opening the VBPS app, you will find that all schools are represented. This document will take you through the pages through the McBride Middle School option. Each of these sections can be applied to any of the schools if you have students in other locations within the district.



## Home Screen (Live Feed)

1. Touch **School Icon** at the top right of the screen.
2. Select McBride Middle School.
3. View Live Feed.



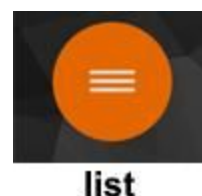
**Note:** Live Feed is open to all teachers and administrators to post about what is happening at McBride Middle School. Scroll through to view all postings.

4. You may filter the feed by touching the down arrow and selecting the desired filter.

As of this printing, the current filters are:

- All
- Announcements
- Athletics
- Washington DC

After selecting McBride Middle School, which accesses our Live Feed, the options available by touching the **List Icon** at the top left will provide info about McBride.



## News

News items cover everything from road closures to athletic events to progress reports and MStep Score announcements.

### To Access A News Item

1. Touch News Item.
2. Review Item
3. Touch List Icon in upper left of screen.
4. Select News.

**Note:** You can use your phone's Back icon, but you will still have to complete steps 3 and 4. Currently, there is no "back to News Item list" function. We apologize for any inconvenience this may cause.

**Note:** Please also review the Live Feed and News Feed for Van Buren Public Schools. Here you will find information that is important to the entire district.

## Events

Athletic info, Book Fair, ½ days, no school... all of these calendar events are listed in the Events screen.

There are three icons with each event: Expand (down arrow), Calendar, and Share.

### Expand

1. Press Expand icon.
2. View full text.
3. Press Collapse (up arrow) icon to hide full text.

### Calendar

1. Press Calendar.
2. Your phone's calendar app is accessed.
3. Complete Calendar app screen as desired.
4. Upon completion, the McBride Events screen will appear.

### Share

1. Press Share.
2. Phone will present share options.
3. Select texting option.
4. Choose recipient to send text.
5. Phone will return to Events list.

**Note:** If you wish to email and event, follow the above procedure, but access your phone's email app instead.

**Note:** Currently, sharing does not work with social media. This option is currently under construction. Thank you for your patience.

## Directory

Our Directory listing shows all of the people employed at McBride Middle School. Principal, Teachers, Secretaries, ParaProfessionals, Food Service, Custodians, Coaches... they are all listed here.

You may filter Directory entries by touching the down arrow at the top of the screen and selecting the desired option.

**Note:** As of this printing, filters are not yet available and the Directory that is shown is the full Directory for McBride Middle School. We apologize for any inconvenience.

### Access Contact Info

1. Scroll and locate the desired individual.
2. Touch the individual's entry.
3. View contact information.

### To Send Email

1. Press [Send Email] button.
2. Phone will present email options.
3. Select desired email option.
4. Phone will open email with recipient's email address present in the To: field.
5. Complete email message.
6. Press Send.
7. Directory entry will return to screen.
8. Press List icon in the top left of screen and select full Directory list.

### To Call

1. Press [Call] button.
2. Phone will initiate call.
3. After call is ended, press phone's back button to return to entry.
4. Press List icon in the top left of screen and select full Directory list.

## Documents

Current list of Documents can be accessed by using the Down Arrow icon to navigate deeper into each folder and the left arrow at the top of the screen to return to the mail document list. Each document can be opened, emailed, or shared.

### Open Document

1. Press the Open icon for the intended document.
2. Document will be downloaded to your phone.
3. View document.
4. Close document.
5. Documents list will return to the screen.

### To Send Email

1. Press Email icon.
2. Phone will present email options.
3. Select desired email option.
4. Phone will open email with document attached.
5. Complete email message.
6. Press Send.
7. Documents list will return to screen.

### Share

1. Press Share.
2. Phone will present share options.
3. Select texting option.
4. Choose recipient to send text.
5. Phone will return to Events list.

**Note:** If you wish to email and event, follow the above procedure, but access your phone's email app instead.

**Note:** Currently, sharing does not work with social media. This option is currently under construction. Thank you for your patience.

## Documents, cont.

Below you will find the expanded file structure and contents as of this printing.

- Academics
  - Media Center
    - 7th Grade ELA Holocaust Scavenger Hunt
- Guidance
  - Guidance Files
    - Exploratory Course Descriptions
    - McBride Exploratory Course Offerings
    - Cyberbullying Parent Notification
- Athletics
  - Athletic Forms
    - Athletic Locations
    - Athletic Packet
    - Frequently Asked Questions
    - Athletic Contract
    - Concussion Form
  - Football
    - Athletic Contract Form
    - Physical and Permission Slip
  - Swim 2017
- School Information
  - MMS 2017 2018 Calendar
  - McBride 2.0 Letter
  - McBride AER 16.17
  - Student Handbook 17-18
  - Parent Compact 1718
- Menus for McBride
  - Sept bkfst 2017
  - Sept McBride 2017
- 8th Grade Washington DC Information
  - WDC Trip Information
  - WDC Parent Meeting
- School Picture Order Form
- Spirit Wear Order Form
- Yearbook Ordering Information
- Halloween Rules

## Social Media

This connection is currently under construction. You may find the following groups/people who are connected with McBride Middle School on Twitter and Facebook.

### Twitter

Superintendent Peter Kudlak - @SuptKudlak  
McBride M.S. - @vbps\_mcbride

### Facebook

McBride Middle School  
McBride Middle School PTO

## Notifications

Notifications is an announcement feed. Many of these entries can be found in the News Feed. Be sure to check both places when looking for announcement information.

## Settings

Settings allows you to customize your VBPS app. You may use this screen to select from which sources you wish to receive notifications.

1. Select Default School from pull down menu.
2. Turn on Notification Preferences using slider control.
3. Select desired sources.

Current sources are:

- District
- Belleville High School
- McBride Middle School
- Owen Intermediate
- Edgemont Elementary
- Rawsonville Elementary
- Savage Elementary
- Tyler Elementary
- Haggerty School



## Settings, cont.

### Privacy Policy

The engine behind the VBPS app is provided by Apptegy, Inc. The Privacy Policy between Apptegy, Inc. and the Van Buren Public Schools District is laid out in this screen.

### Menu

Selecting Menu will provide you with the Breakfast and Lunch menu for the current week.

1. To access the daily menu, touch to expand the entry and view the full information.
2. Touch the date a second time to close the entry.

**Note:** To view further dates, touch the down arrow at the top of the screen next to the title “McBride Middle School.”

**Current filters are:**

- This Week
- Next Week
- All

## Parent Portal

Parent Portal is the same app that is available on our full website, [www.vanburenschools.net](http://www.vanburenschools.net), as Parent Connect.

1. Press Parent Portal.
2. Press the **School icon** in the top right corner.
3. Press Van Buren Public Schools.
4. Press the [Log In >] button at the upper right corner (just below the School icon).
5. Enter your Pin and Password.
6. Press Log In.
7. Select your student.



## School Info

This page provides McBride Middle School's address, phone, and fax numbers.

Further information, such as start, end, and ½ day end times is provided for all schools in the Van Buren School District.

Directions to each location are provided by touching the name of any school in the Time listings.

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