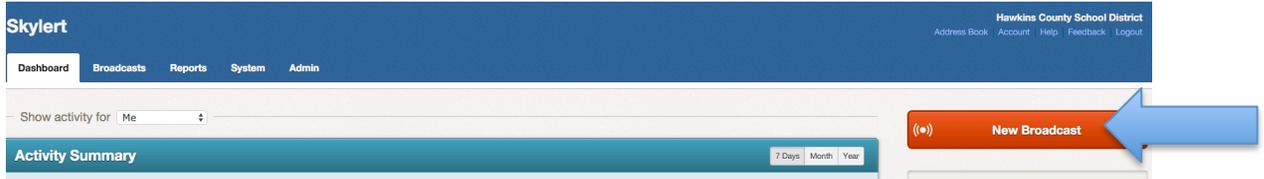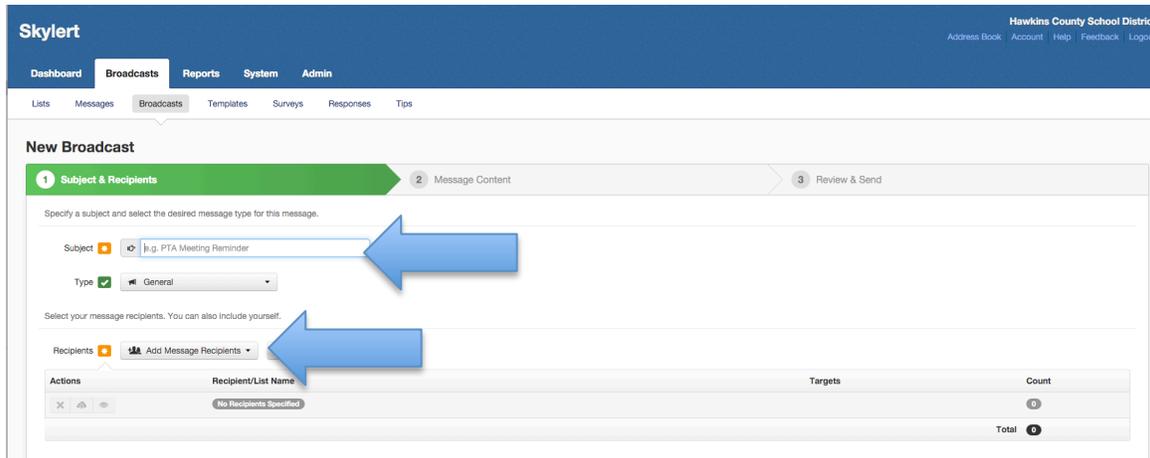Skylert
Using the "New Broadcast" Shortcut

Log into Skylert (School Messenger) and you should see an icon that says "New Broadcast" on the right-hand side of the screen.


Type in a subject for the call. For example, if it is regarding a bus running late, use the name of the bus and today's date. Then click on "Add Message Recipients".


Once you click "Add Message Recipients", you can add a saved list by clicking "Saved Recipient Lists" or create a new list by clicking "Custom Rules" or "Quick Pick". Below are the instructions for creating a list using "Custom Rules".
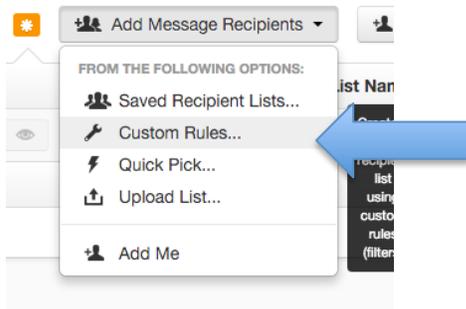
If you click on "Custom Rules", you can to make a list based on any of the options listed. This example shows how to call students on a particular morning bus.
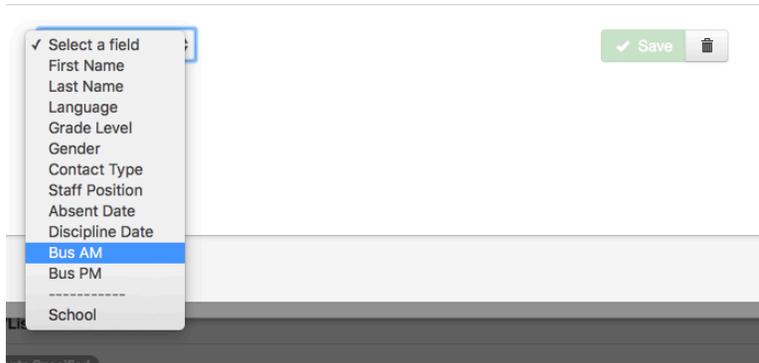

Once you choose which field, it will give you an option to chose what you want that field to be. For example, if you chose "Bus AM", it lists all the morning buses. Click the box next to the bus(es) you want to call. Then click "Save".
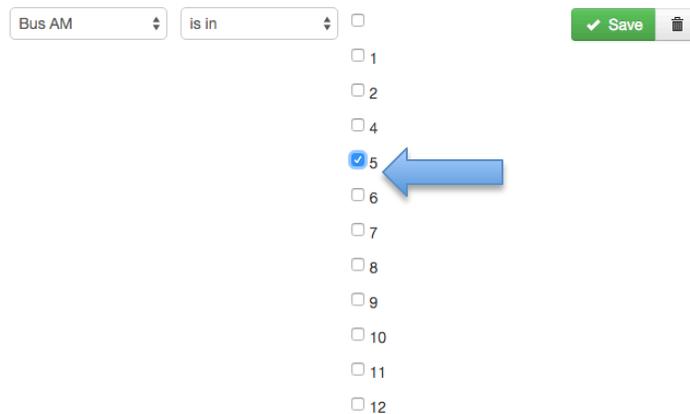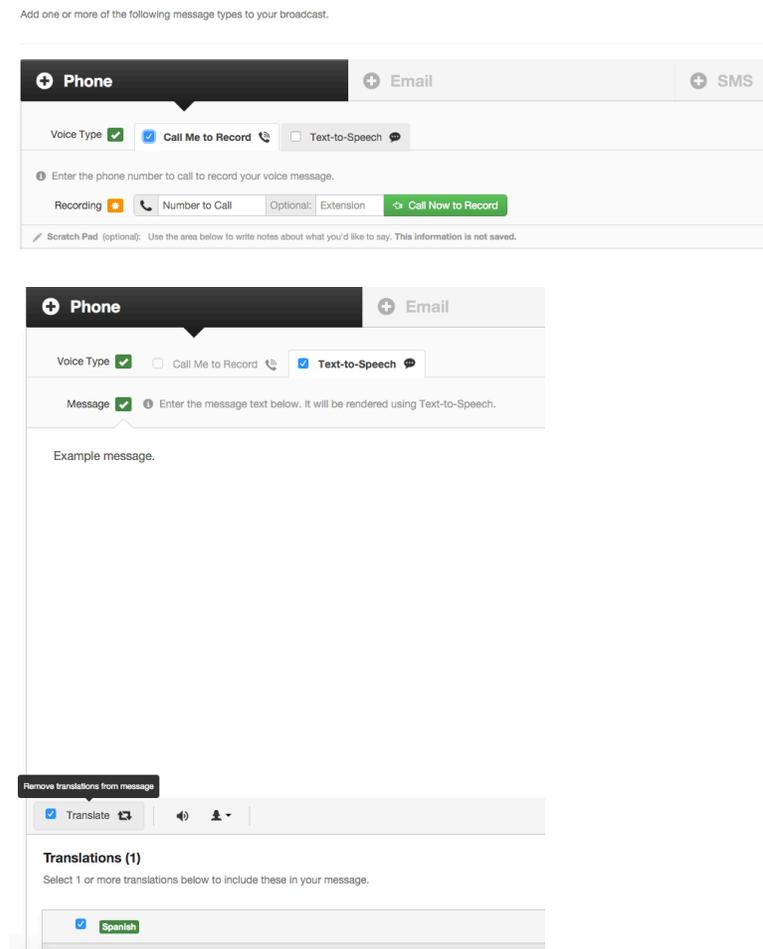

Once the field values are chosen, it will tell you how many recipients will get the call. When finished, click "Add Recipients". If you are finished adding recipients, click "Continue" on the next screen.
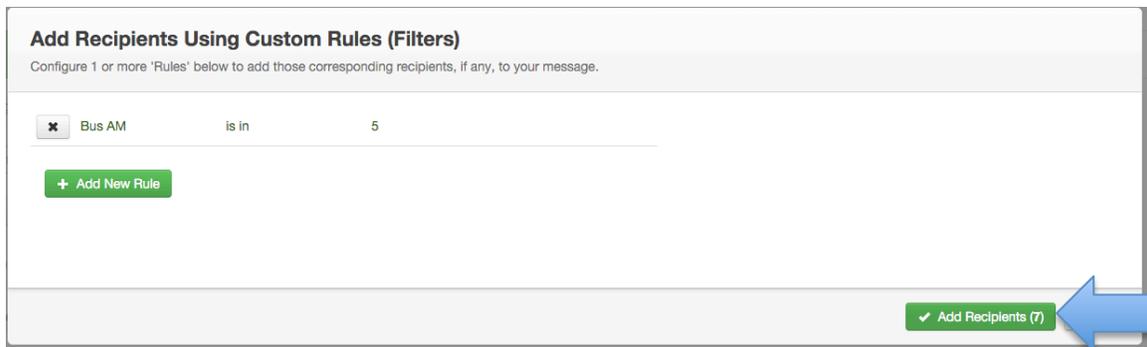
The next screen will allow you to create the message you wish to send. You can send a phone message, a text message, and/or an email. To add a phone message, click the "+" next to the word "Phone".
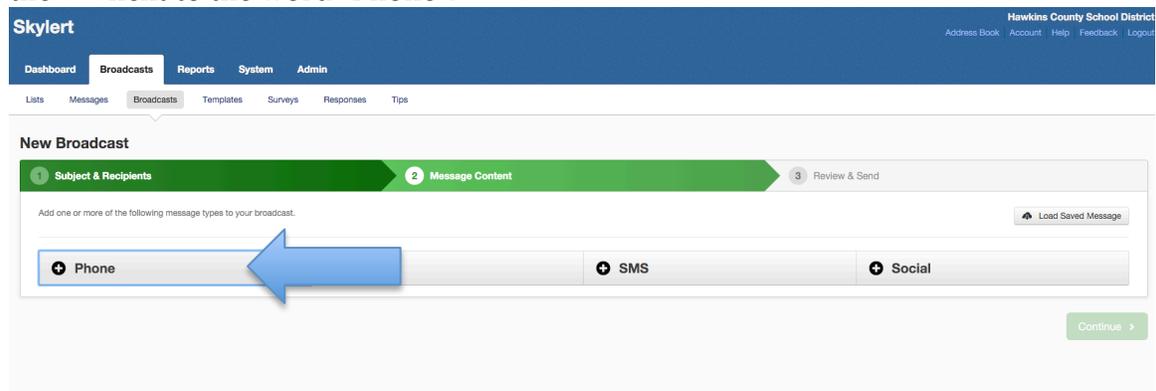
You can now chose to have Skylert call you to record a message or you can click "Text-to-Speech" to type what you would like the message to say. Using this option will allow you to translate the message to Spanish for our Spanish speaking families. When finished, click the "Save Phone Message" button at the bottom of the screen.

Next, click the "+ Email". Change the "From Name" to the name of your school or department. The subject should match the name of your message. You can retype your message or click "Paste text from Phone".

Once finished, click the "Translate" box to translate the message for your Spanish speaking families.

Next, click "+SMS" to add a text message. Click "Save SMS" when finished. Click "Continue" on the next screen.

Review your information and if everything looks correct, click "Send Now" or click "Schedule to Send Later" if you want to set the time for the message to go out.