



# Milton Relay

INSTRUCTIONS

KOOPER PROPP

## Universal Features

Features that do not correspond to a particular role.

[Login Screen](#)

[News Screen](#)

[Posts Screen](#)

[Create a Post Screen](#)

[Calendar Screen](#)

[Upcoming Events Screen](#)

[Settings Screen](#)

[Report an Issue Screen](#)

[View Event Screen](#)

## Milton Relay Instructions

### Login Screen

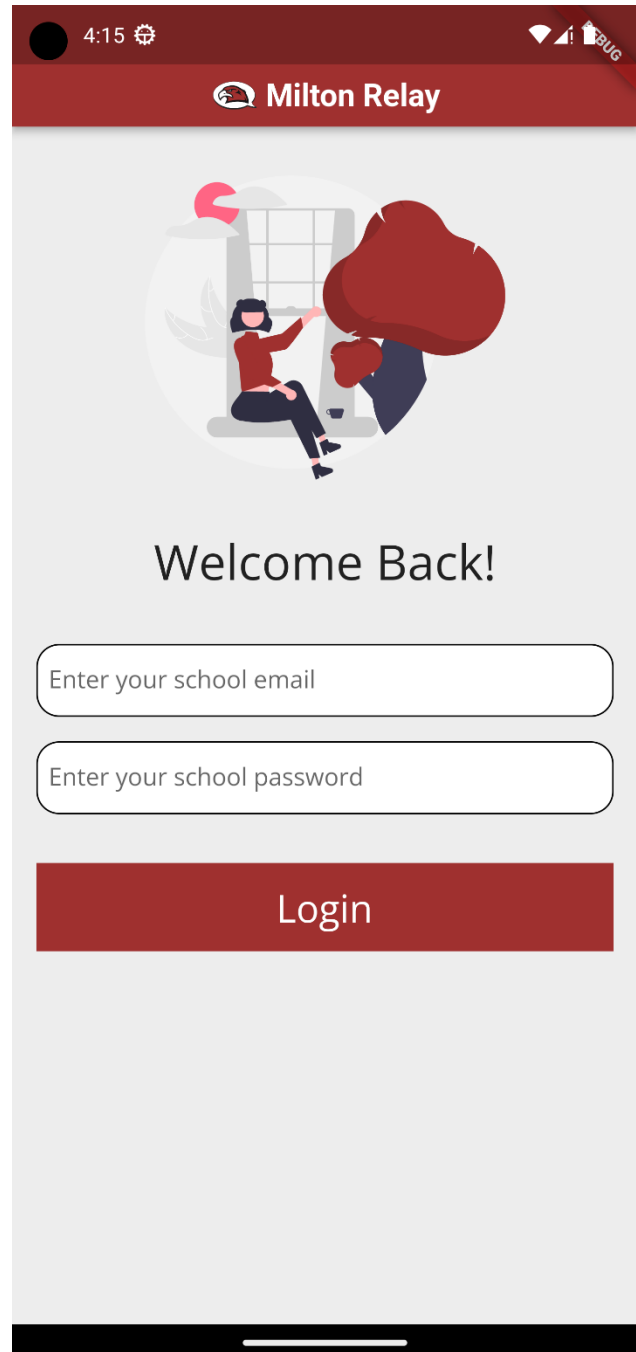
Allows a student and teacher to login using their school email and password. For parents, it is their credentials for family access for other school resources.

These credentials are added to the database by school administrators. If a password is forgotten, contact the school to get it.

When the login button is pressed, the user will be sent to the News screen, and the navigation bar will vary depending on the user's role.

Roles include:

- Admin
- Instructor
- Parent
- Student

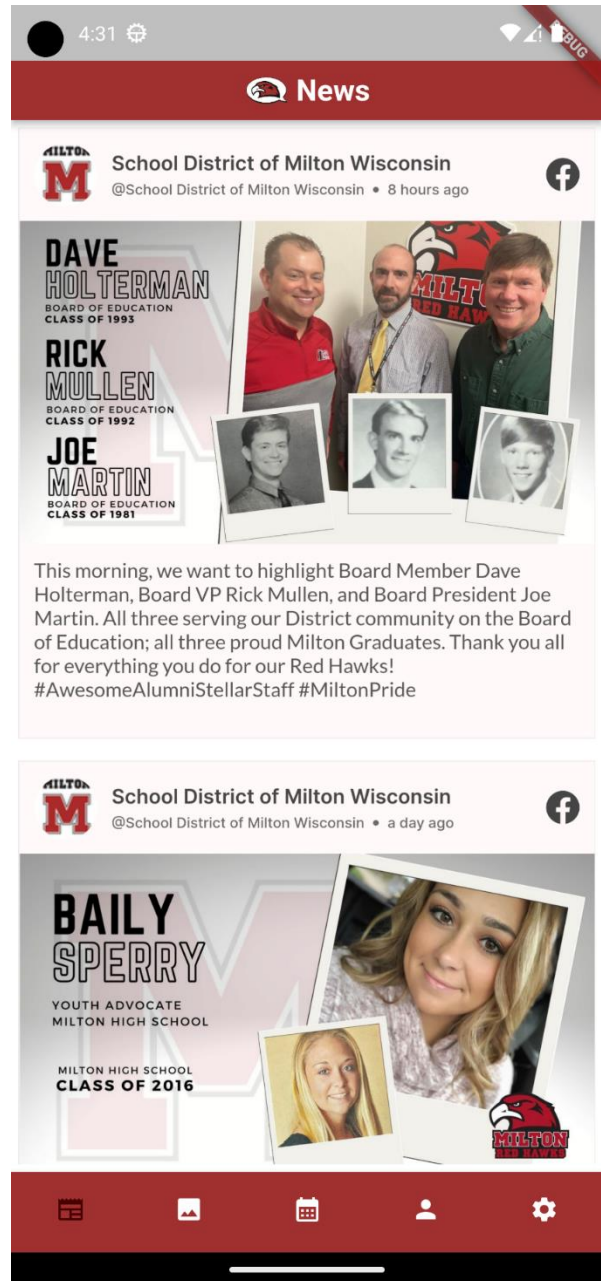
The image shows a mobile application login screen for 'Milton Relay'. At the top, there is a dark red header bar with the app's name 'Milton Relay' and a logo. Below the header, the main background is light gray. In the center, there is a circular illustration of two people, a woman and a man, sitting on a bench and looking at a large screen or window. Below the illustration, the text 'Welcome Back!' is displayed in a large, bold, black font. Underneath the welcome message, there are two white input fields with rounded corners. The first field is labeled 'Enter your school email' and the second field is labeled 'Enter your school password'. Below these fields is a large, solid red button with the word 'Login' in white text. At the very bottom of the screen, there is a black bar with a white horizontal line in the center, indicating a home indicator for a mobile device.

## Milton Relay Instructions

### News Screen

Users can scroll on this screen through content officially posted by the Milton School District on their Facebook page.

If a post is clicked, users can read more information in the description and scroll through the images attached.



## Milton Relay Instructions

### Posts Screen

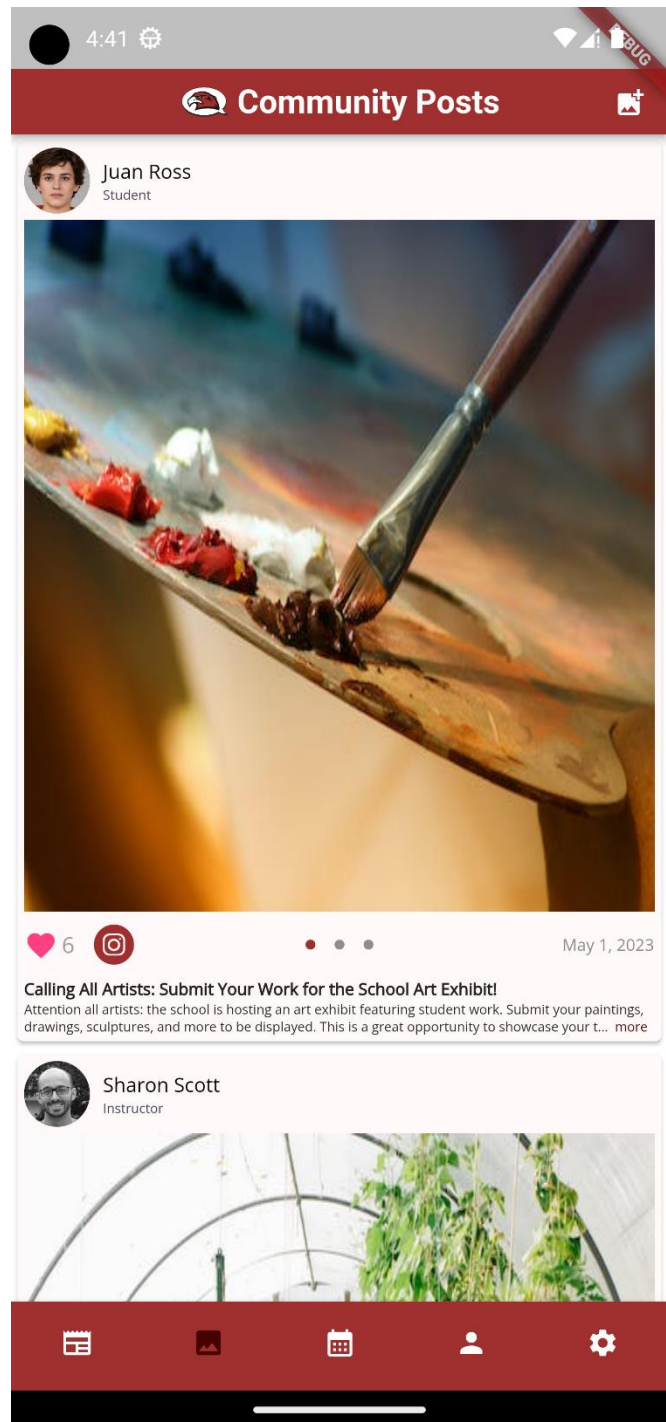
On this screen, students and instructors can share posts that relate to school activities, courses, and sports. Posts can be added by clicking the icon at the top right of the screen.

All posts contain images which can be scrolled through and shared directly to Instagram via the icon with the Instagram logo below the post.

To the left of that icon is the like button.

Details about the post are shown below the images like the post's title, description, and date. Above the images, the avatar, role, and name of the user is displayed.

As the user scrolls, content is loaded from the database and then displayed on to the screen. This content is shown from newest first to oldest last.



### Create a Post Screen

On this screen, posts can be created by attaching photos (at least one). Providing a title under 75 characters and a caption under 400 characters. Once all content is specified, the instructor or student can click the “add post” button to create their post.

The screenshot displays the 'Create Post' interface. At the top, a dark red navigation bar contains a back arrow, a speech bubble icon, and the title 'Create Post'. The main content area is a light pink rounded rectangle containing a 'Title' label with a text input field, a 'Caption' label with a speech bubble icon and a text input field, and an 'Attach Photos' button with a photo icon. Below this form is a dark red button with a plus icon and the text 'Add Post'. The bottom of the screen features a black home indicator bar.

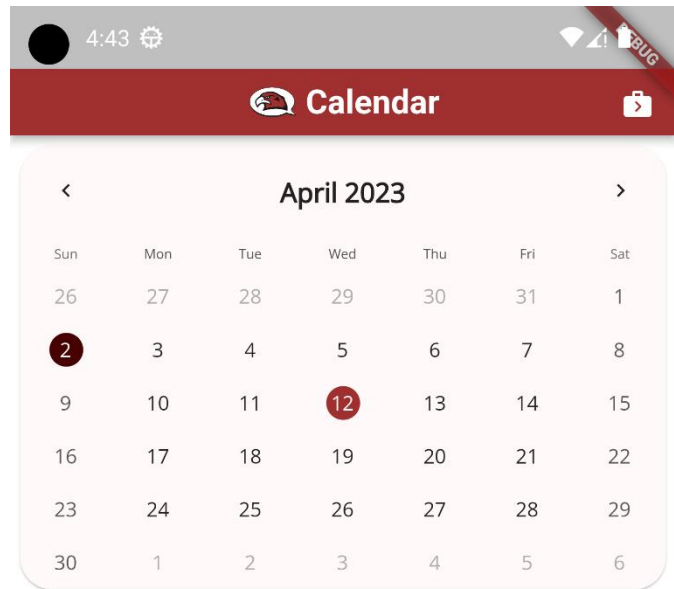
## Calendar Screen

On the calendar screen, users can select a date from the calendar to view events on. As shown below, today's date is selected by default. The lighter color shows the day that is manually selected, which is the twelfth.

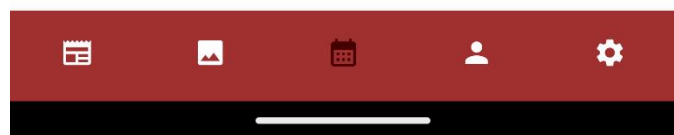
On April twelfth, there is a parent/teacher conference. If there were more events they would be listed below as well.

If the user wants to view more details about the event, they can click on the arrow on the bottom left of its display.

On the top right of the screen, there is an icon to view the upcoming events.



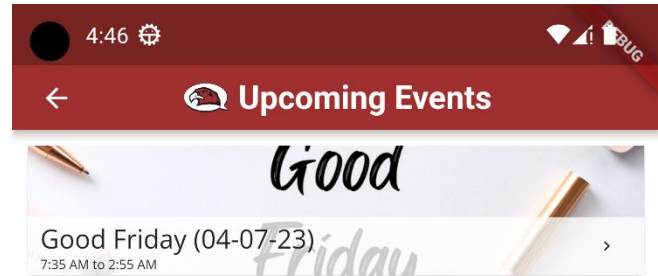
### Events on Wed, Apr 12, 2023



## Milton Relay Instructions

### Upcoming Events Screen

On this screen, all upcoming events (events which are in the next week) are shown. Details about these events can be viewed by clicking on the arrow located on the bottom left corner of its display.





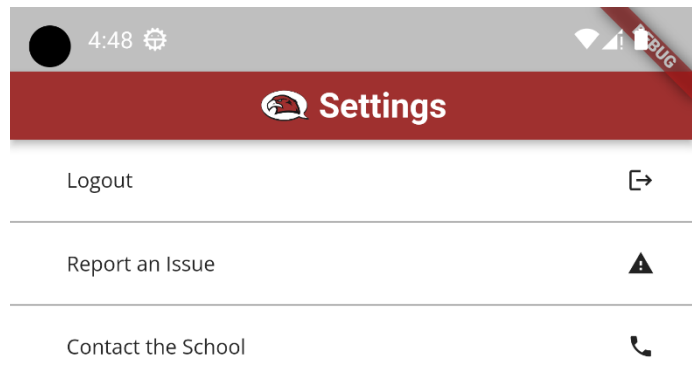
## Settings Screen

On this screen, users can logout, report an issue, and contact the school.

When a user clicks “logout,” they are immediately redirected to the login screen.

When a user clicks “report an issue”, they are redirected to a screen where they can report an issue.

When a user clicks “contact the school”, they are prompted to call the school’s phone number.



## Report an Issue Screen

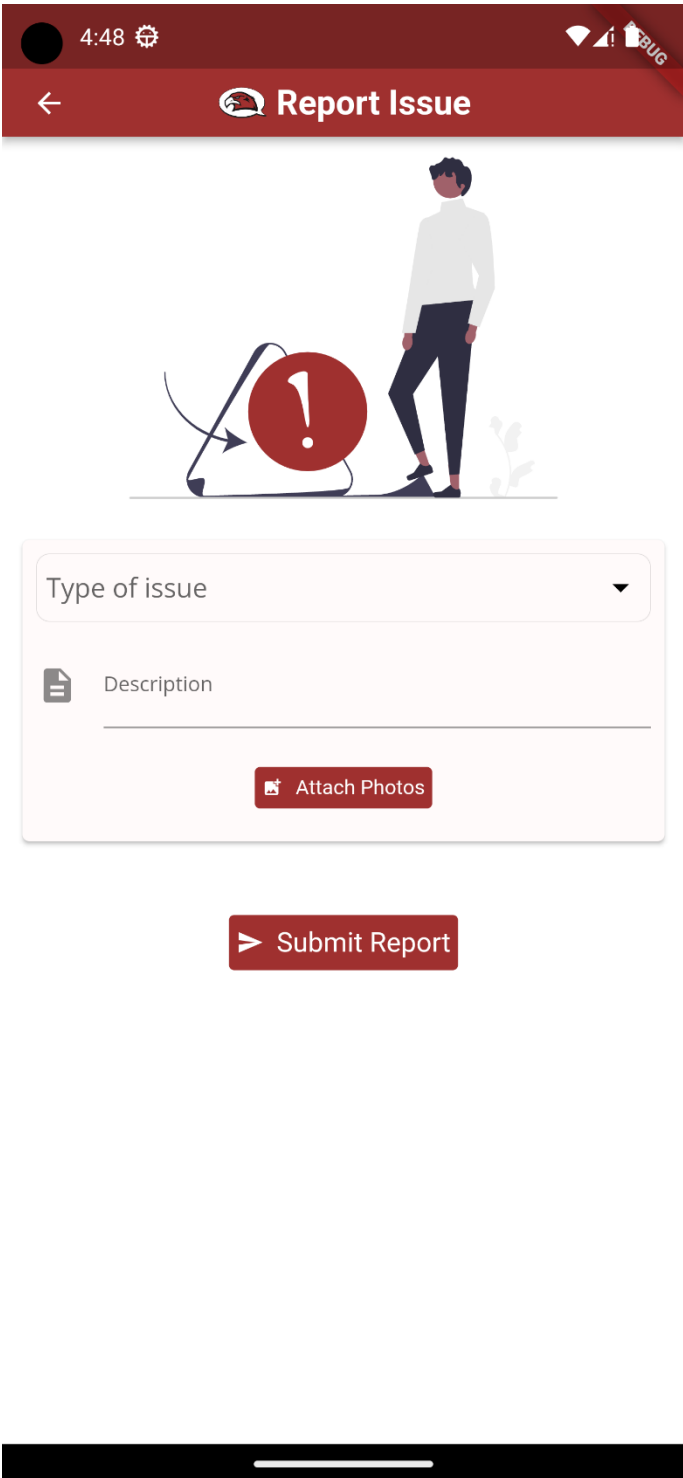
On this screen, instructors, students, and parents can report issues to the administrators about the application.

Issues that can be selected in the “type of issue” dropdown include:

- Design:
  - An issue with the applications design which may interfere with its functionality.
- Coding:
  - An issue caused by a coding error or a logic error.
- Suggestion
  - A suggestion or a feature that can be implemented in the application.

Below this, a user can provide a description of the issue which must be less than 750 characters.

The user can also add photos like screenshots of the application when the error occurs.



The screenshot shows the 'Report Issue' screen of the Milton Relay application. At the top, there is a dark red header bar with a back arrow, a bug icon, and the title 'Report Issue'. Below the header, there is an illustration of a person standing next to a large red circle with a white exclamation mark, indicating a problem. The main form area is light pink and contains a dropdown menu labeled 'Type of issue', a text input field labeled 'Description' with a document icon, and a red button labeled 'Attach Photos'. At the bottom of the form is a red button labeled 'Submit Report' with a right-pointing arrow. The bottom of the screen shows a black bar with a white horizontal line, representing the mobile home indicator.

## View Event Screen

On this screen, a user can view details about an event like its banner, date, time, location, and description.

There is also a feature to copy the event to the user's calendar and set a reminder.

The details can also be copied to be shared with someone else.

The event can also be shared on Twitter with a sample tweet message, which contains the event's info, that the user can edit.



## Admin Features

Features that correspond to the administrator role.

[Posts Screen](#)

[Creating Events](#)

[User Manager](#)

[Absence Management](#)

[Creating Users](#)

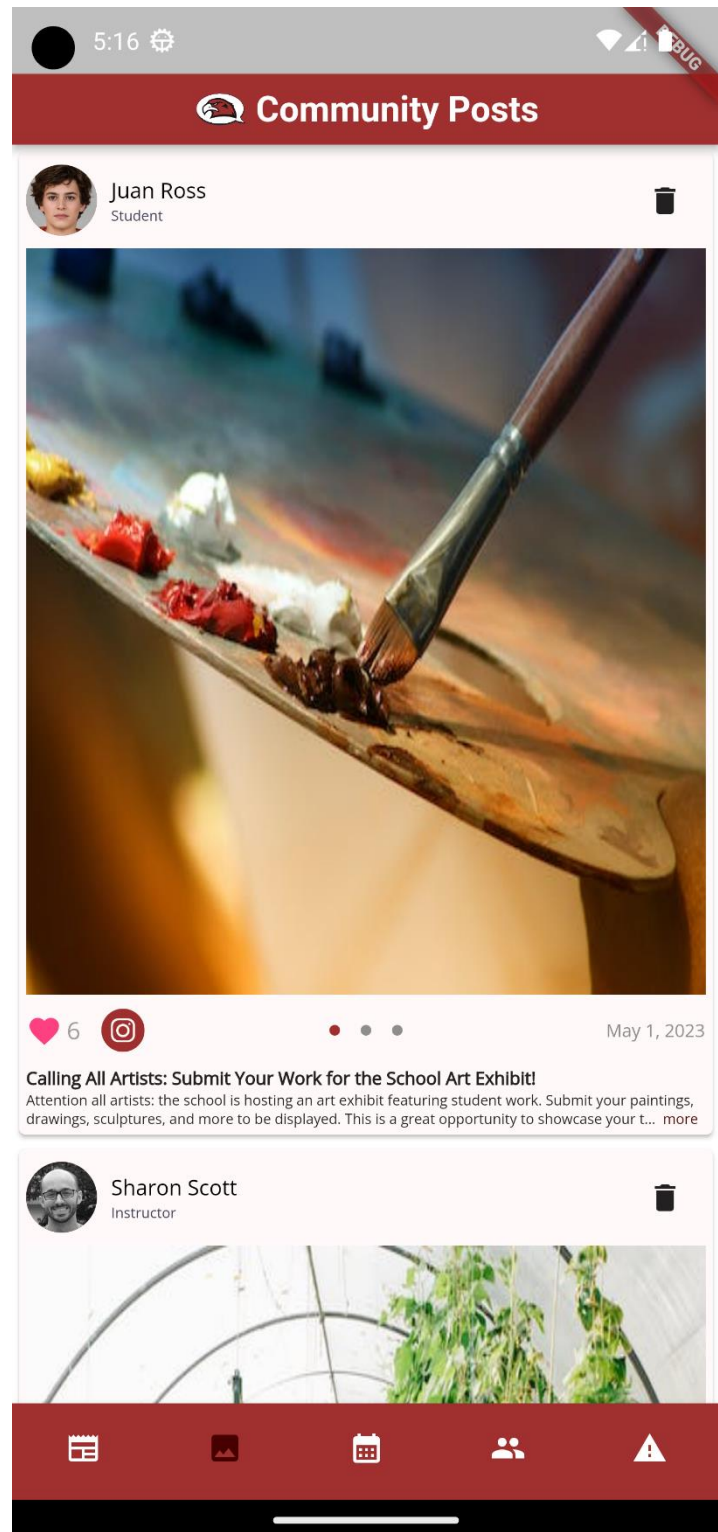
[Managing Issues](#)

[Managing Events](#)

## Posts Screen

On the administrative posts screen, everything is the same as the normal post screen except that the administrator cannot post content and can moderate the content.

Content can be deleted (moderated) by clicking on the trash icon located at the top right of a post.



## Milton Relay Instructions

### Creating Events

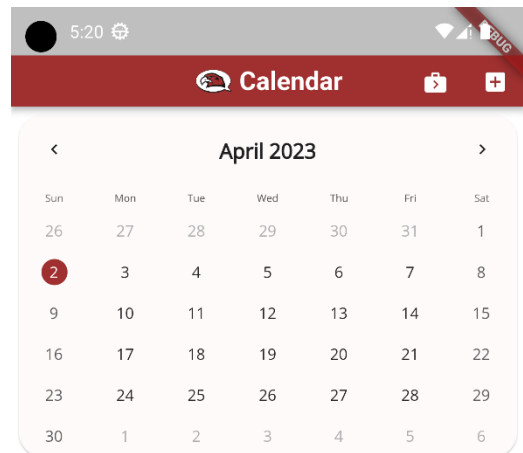
Everything on the calendar screen is the same except for the icons at the top right. The “plus” icon can be used to create an event.

On the create event screen, administrators can input the event’s title, date, start time, end time, description, and location. In addition, a banner can be selected. If no banner is selected, the default one will be used as shown.

When all details are filled, the administrator can click “add event” to create the event which will be viewable on the calendar.

A screenshot of the 'Add Event' form. It has a light pink background and contains several input fields, each with a corresponding icon: a calendar icon for 'Event', a calendar icon for 'Date', a clock icon for 'Start Time', a clock icon for 'End Time', a document icon for 'Description', and a location pin icon for 'Location'. At the bottom of the form is a banner image placeholder with the text 'MILTON' in large white letters, 'OPPORTUNITY • ACHIEVEMENT • COMMUNITY' in smaller white letters, and 'Tap to Replace Image' in a light gray box.

+ Add Event



Events on Sun, Apr 2, 2023

No Events



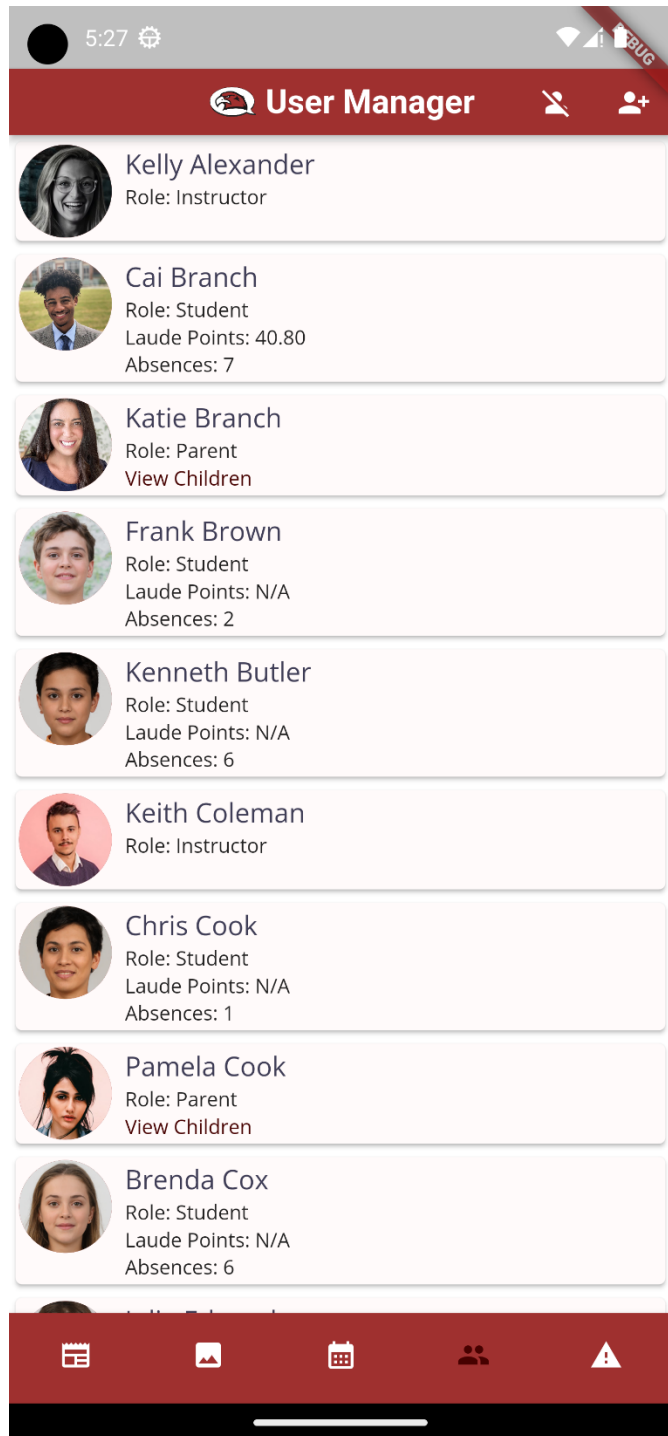
## Milton Relay Instructions

### User Manager

On this screen, all parents, instructors, and students are displayed. Information like their role, absences, Laude Points, etc. is shown as well.

For parents displayed, the “view children” button will display the children of a parent on a new screen.

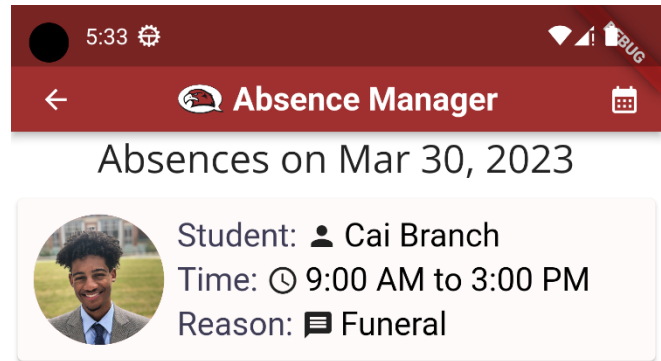
On the top right of the screen, there are two icons. One icon is a person crossed out which when clicked shows the absence manager. The other icon is a person with a plus symbol which when clicked shows the screen to add a user.



## Absence Management

On the absence manager screen, the current day is selected by default. Below the date, a list of absences is shown which occur on that date with information about them including the reason, time, and student.

On the top right of the screen, there is a calendar icon which allows the administrator to select a date to view absences on.





## Milton Relay Instructions

### Creating Users

Users can be created by specifying the role in the dropdown menu (parent, student, or instructor). As shown below, each role has different fields which need to be filled out. Primary fields include a full name, avatar, email, and password. Students need an extra field to input any laude points they may have. Instructors have no extra fields. Parents have a dropdown to select their children.

The image displays three mobile app screenshots of the 'Create a User' form, each for a different role: Student, Parent, and Instructor. Each form has a red header bar with a back arrow, a 'Create a User' button, and a status bar at the top showing time and battery. The forms are white with rounded corners and feature a user icon and 'Upload Avatar' button at the top. The Student form includes fields for Full Name, Email Address, Password, and Laude Points. The Parent form includes fields for Full Name, Email Address, Password, and a Children dropdown. The Instructor form includes fields for Full Name, Email Address, and Password. Each form has a red 'Create User' button at the bottom.

**Student Form:**

- Role: Student
- Fields: Full Name, Email Address, Password, Laude Points
- Buttons: Upload Avatar, Create User

**Parent Form:**

- Role: Parent
- Fields: Full Name, Email Address, Password, Children (dropdown)
- Buttons: Upload Avatar, Create User

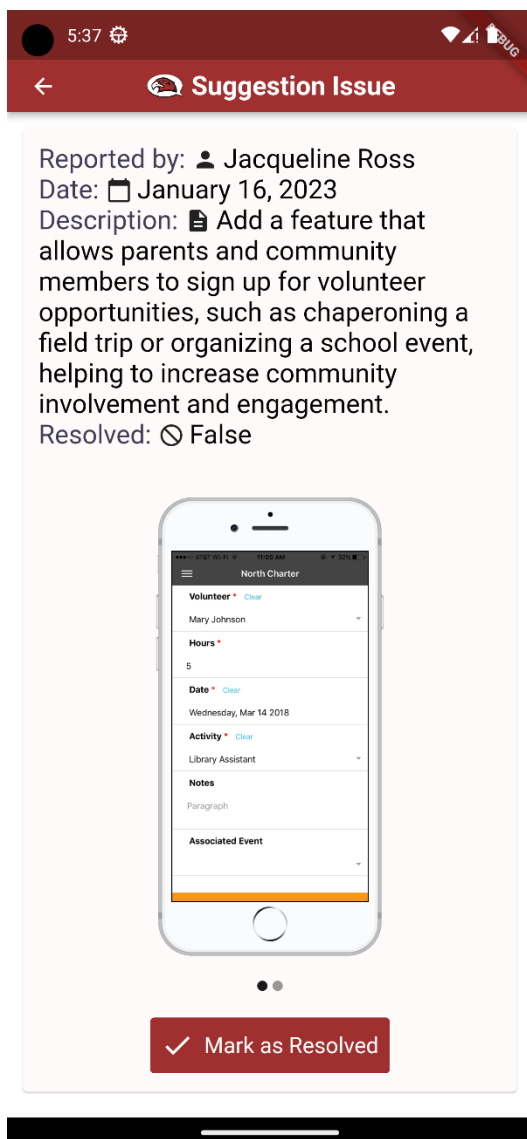
**Instructor Form:**

- Role: Instructor
- Fields: Full Name, Email Address, Password
- Buttons: Upload Avatar, Create User

### Managing Issues

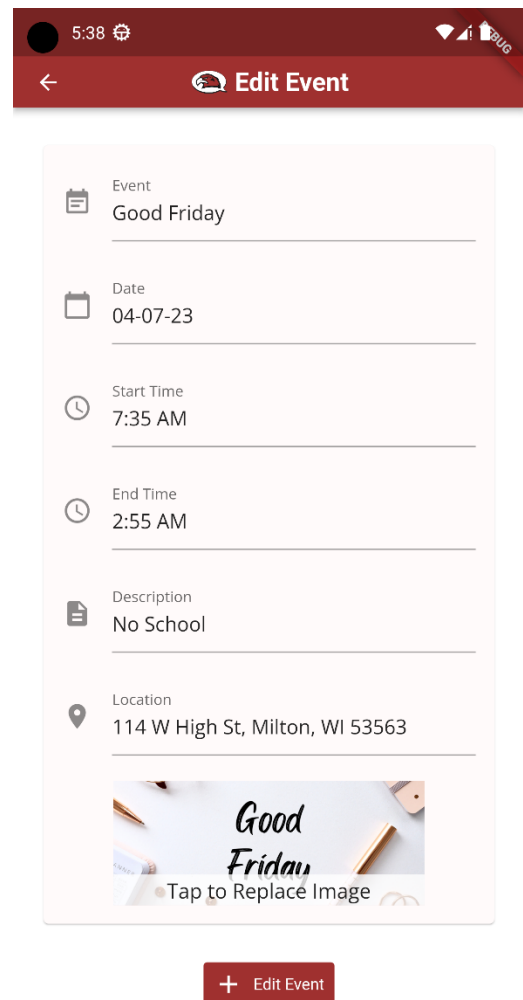
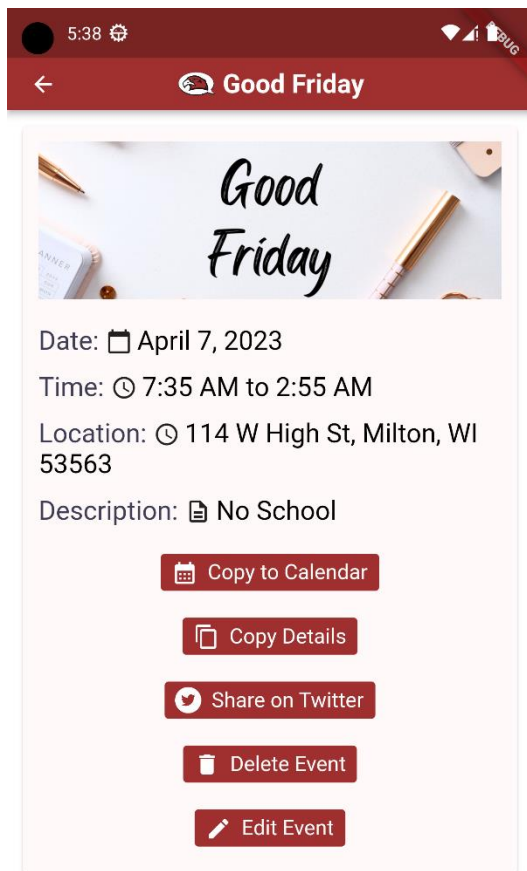
Administrators can view resolved and unresolved issues by switching between the tabs at the top of the screen. Issues will be shown from newest to oldest. Details like the type of error, reporter, and date will be shown.

When an issue is tapped, the administrator is transferred to a screen to view details about the absence. Details include the reporter, date, description, and images. The administrator can mark the issue as resolved once fixed or implemented.



### Managing Events

In the event view, administrators have two extra buttons to edit an event and delete it. On the edit event screen, the data is already populated and the administrator can change the desired field and then click “edit event” to finalize the updates.



## Parent Features

Features that correspond to the parent role.

[Family Viewer](#)

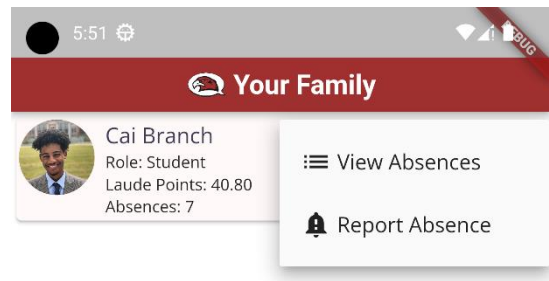
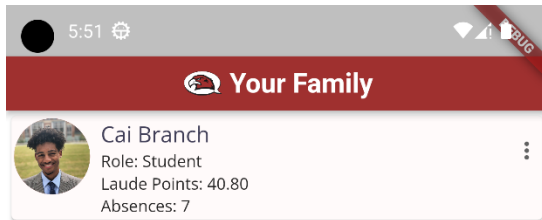
[Absence Viewer](#)

[Reporting an Absence](#)

## Milton Relay Instructions

### Family Viewer

On this screen, parents can view their children's absences and Laude Points. In addition, they can click the icon on the top right of any of their student's displays to manage absences. When clicked, a dropdown appears with two buttons. One to view absences and another to report an absence to the school.



## Absence Viewer

On this screen, parents can view the absences of a selected child. Absence data includes the date, time, and reason.



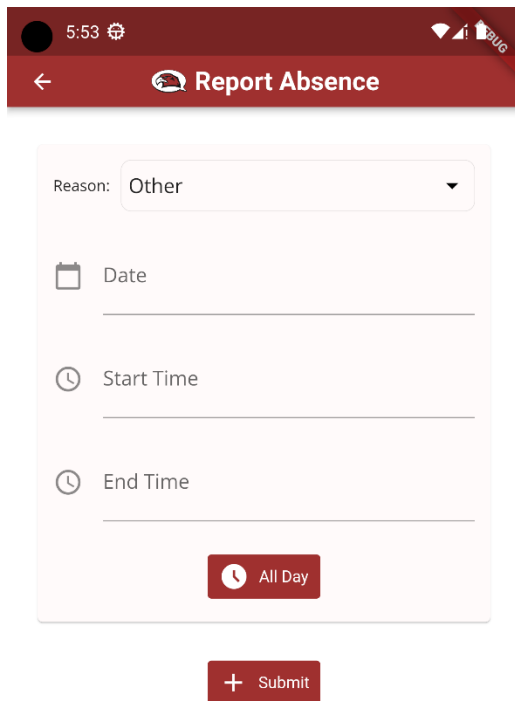
## Milton Relay Instructions

### Reporting an Absence

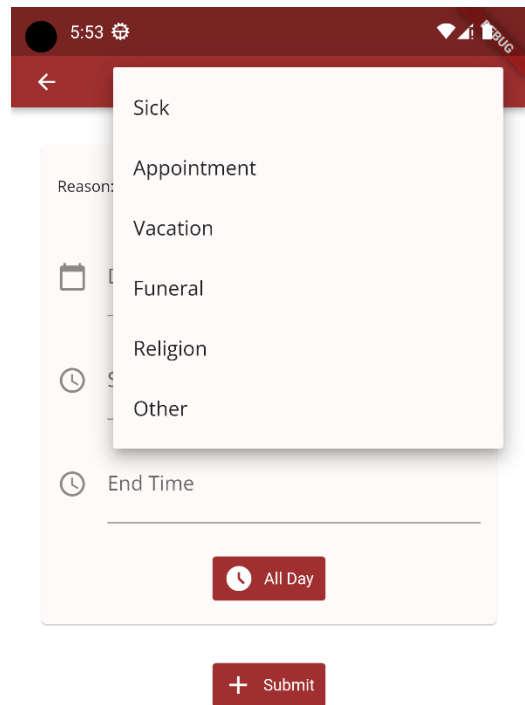
Absences can be reported by specifying the reason for the absence in the dropdown (shown below in the bottom left image), the date, start time, and end time.

If the absence is occurring for the whole day of the selected date, parents can click the “all day” button which will automatically fill out the start and end times.

Once all data is filled, the parent can click the “submit” button to notify the school of the absence.



The screenshot shows the 'Report Absence' form on a mobile device. The header is a dark red bar with a back arrow, a home icon, and the text 'Report Absence'. The form is a light pink box containing a 'Reason' dropdown menu with 'Other' selected. Below this are three input fields: 'Date' with a calendar icon, 'Start Time' with a clock icon, and 'End Time' with a clock icon. At the bottom of the form is a red button with a clock icon and the text 'All Day'. Below the form is a red button with a plus icon and the text 'Submit'.



The screenshot shows the 'Report Absence' form with the 'Reason' dropdown menu open. The menu lists the following options: Sick, Appointment, Vacation, Funeral, Religion, and Other. The form fields and buttons are the same as in the previous screenshot.

## Student Features

Features that correspond to the student role.

[Student Dashboard](#)

[Laude Point Calculator](#)



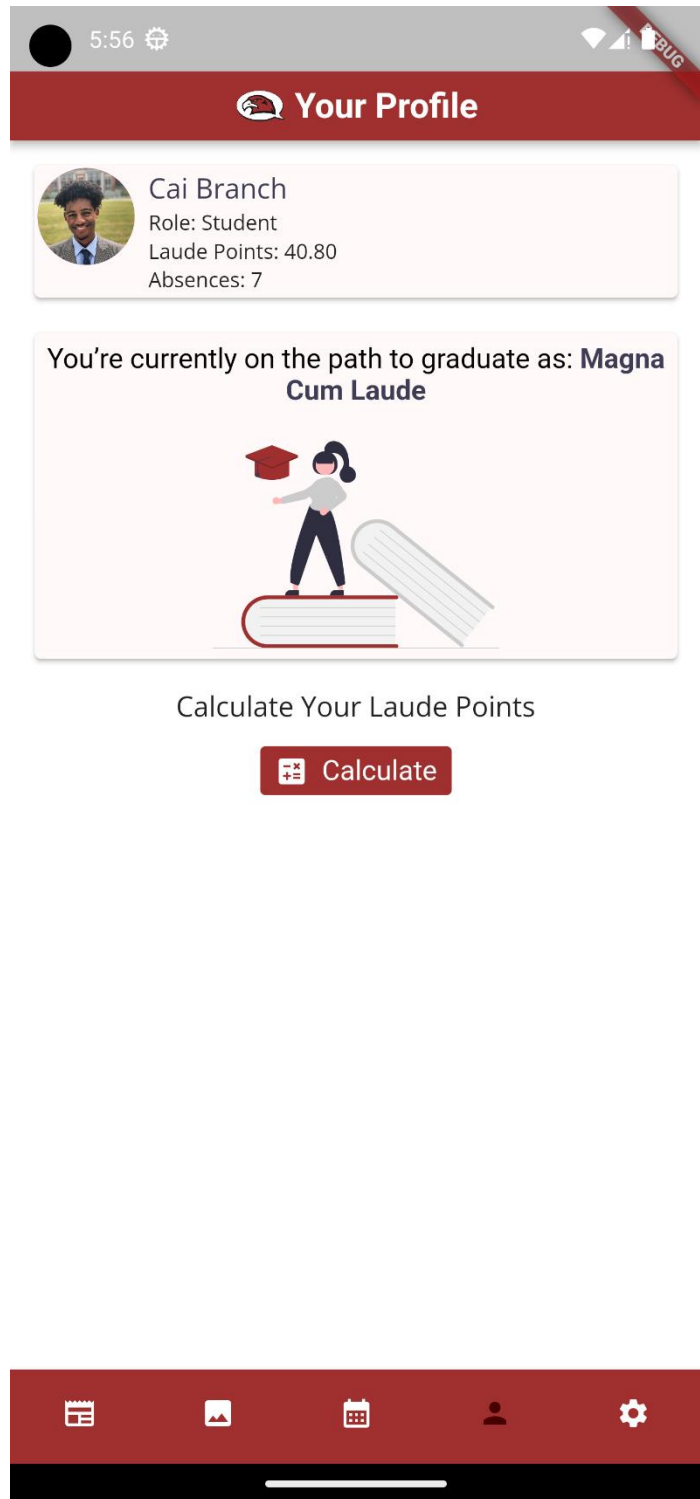
## Student Dashboard

On the student dashboard, students can view their laude points and absences.

In addition, as recommended by the school administration, there is a Laude Point calculator to calculate the student's Laude Points. This can be done by clicking the "Calculate" button.

Above the button there is a display to show the student's current graduation role which is based on their Laude Points. These roles include:

- Summa Cum Laude:
  - Greater than or equal to 60 Laude Points
- Magna Cum Laude:
  - Greater than or equal to 40 Laude Points
- Cum Laude:
  - Greater than or equal to 20 Laude Points
- No Laude Recognition:
  - Anything less than 20 Laude Points

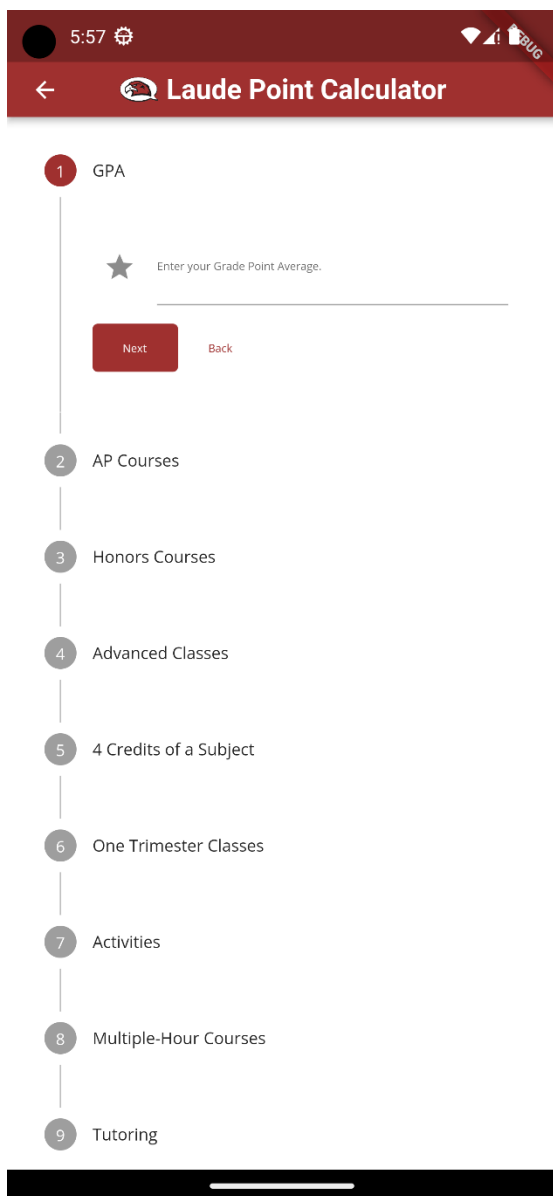


## Milton Relay Instructions

### Laude Point Calculator

On the Laude Point calculator screen, students input their GPA and select courses which they have taken or fields that apply to them. After the form is completed, students can click the “calculate” button which will use form fields to determine their Laude Score.

View [https://www.milton.k12.wi.us/program\\_of\\_studies/Program%20of%20Studies\\_8.pdf](https://www.milton.k12.wi.us/program_of_studies/Program%20of%20Studies_8.pdf) pages 6 to 7 to view how the Laude Scores are calculated.



The screenshot shows the first screen of the Laude Point Calculator app. The header is a dark red bar with a back arrow, a speech bubble icon, and the text "Laude Point Calculator". Below the header is a vertical list of steps: 1 GPA, 2 AP Courses, 3 Honors Courses, 4 Advanced Classes, 5 4 Credits of a Subject, 6 One Trimester Classes, 7 Activities, 8 Multiple-Hour Courses, and 9 Tutoring. Step 1 is highlighted with a red circle. The main content area for step 1 has a star icon and the text "Enter your Grade Point Average." followed by a text input field. Below the input field are two buttons: "Next" (red) and "Back" (red). The bottom of the screen shows a black bar with a white horizontal line.



The screenshot shows the second screen of the Laude Point Calculator app. The header is a dark red bar with a back arrow, a speech bubble icon, and the text "Laude Point Calculator". Below the header is a vertical list of steps: 2 AP Courses, 3 Honors Courses, 4 Advanced Classes, 5 4 Credits of a Subject, 6 One Trimester Classes, 7 Activities, 8 Multiple-Hour Courses, and 9 Tutoring. Step 2 is highlighted with a red circle. The main content area for step 2 has the text "Select the following that you have taken." followed by three buttons: "Youth Apprenticeship Level 2", "Early College Credit Program", and "GSP Qualifier". Below these buttons are two buttons: "Next" (red) and "Back" (red). At the bottom right of the screen is a red button with a calculator icon and the text "Calculate". The bottom of the screen shows a black bar with a white horizontal line.