

# Inner Explorer Tune In

## User Guide

### What is the Inner Explorer Tune In Feature?

Inner Explorer Tune In allows parents to listen in real time to the audio file playing in their child's classroom as part of IE's mindful awareness program. Parents can enter email addresses to request notification when a mindfulness track is beginning. Parents will be automatically notified via email by our platform when the teacher starts the audio track and they can opt to listen along with the students.

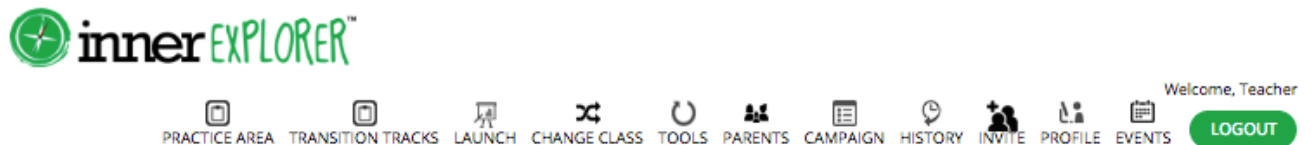
If a parent is not available to listen to the mindfulness track at the same time as the classroom, the link in the notification email will work for 24 hours. The parents can listen later in the day or at home with the family.

### How does it Work?

To activate IE Tune In notifications, registered teachers need to email parents from their account on the Compass platform. The auto-generated emails from the IE platform include a unique URL that the parent will click on to "Opt In" to the Tune In Feature.

#### 1) Send Letter To Parent

Teachers can click "Parents" in the navigation bar at the top of their account.



The teacher then has two options of how to send out invite to parents.

#### Option 1: Letter To Parents

**Communication with Parents**

Letter To Parents

Send Tune In Invite

Track Tune In Invite

View Tune In Activity

Enter Email Address

Enter Email or import email and press tab

Import From Excel

Preview & Edit Letter

[Parent Letter PDF](#)  
[Parent Letter Spanish PDF](#)  
[Photo Consent Form PDF](#)

## Inner Explorer Tune In Feature

**Communication with Parents**

---

**Letter To Parents** | Send Tune In Invite | Track Tune In Invite | View Tune In Activity

Enter Email Address

Enter Email or import email and press tab

**A**

**B** Import From Excel

**C** Preview & Edit Letter

**D**

[Parent Letter PDF](#)  
[Parent Letter Spanish PDF](#)  
[Photo Consent Form PDF](#)

- A** – The teacher can enter email addresses here by typing or copying and pasting a list. This step must be done **FIRST** to make the “Preview & Edit Letter” button clickable.
- B** – A parent email list can be imported from an Excel spreadsheet.
- C** – The actual letter can be opened, read and edited before it is sent out to the list of parents.  
*\*Be sure to enter the email addresses you want the letter to go out to BEFORE you view and edit the letter. Once you open the letter and press send, the changes you made will not be saved and the letter will only go to those valid email addresses you already entered in A or B.*
- D** – If the teacher prefers to print a hard copy of the Parent Letter, they can do so here. Please be aware that only the auto-generated email from the Compass platform sends the Tune In Feature invite link that allows a parent to “Opt In.” A hard copy sent home with the students will not allow a parent to “Opt In.”

### Option 2: Send Tune In Invite

**Communication with Parents**

---

Letter To Parents | **Send Tune In Invite** | Track Tune In Invite | View Tune In Activity

Parent Email\*

Parent Mobile

Name

SEND

+

## Inner Explorer Tune In Feature

---

The Send Tune In Invite tab is an easy way for the teacher to simply input email addresses and parent information and simply click “Send” to send out the letter. For multiple parents to be added, click the “+” sign. More fields will show up to allow the teacher to input information.

### 2) Parents Opt In Via Email

Parents will receive the following email:

Dear Family,

Our classroom is starting a new program called Inner Explorer to help students develop an increased focus, self-awareness, self-control and resilience; all critical skills for success in school. In addition to these benefits, several studies have also demonstrated students' improved academic performance, behavioral aptitude, and well-being as a result of this training.

Each day, our class will participate in a 7-10 minute program delivered via computer and speaker in the classroom. The sessions will take place during normal transition times without changing the regular school curriculum. The sessions focus on breathing and relaxation as well as awareness of senses, thoughts, emotions, choices and connection to others.

Parents have the ability to 'listen in' to practice sessions in real time as the audio tracks are played in your child's classroom. You will have the option to "opt in" and receive email alerts when our class begins the daily practice, complete with a link that will take you to the audio track so you can listen along with us. You can also access the session later in the day if you aren't able to listen when the practice begins. To participate in our class' mindfulness sessions click [Here](#).

We are thrilled to be participating in a program that has shown benefits across a wide spectrum of applications, especially in education. Currently several agencies are funding research on attention and awareness training because the practices are easy to learn, require very little equipment, have no side effects and show significant enhancements to cognitive function and decreases in stress response.

You'll be happy to hear that classrooms are not the only places that implement mindful awareness programs! The National Institute of Health (NIH) is funding attention and awareness research to improve health and reduce conditions including depression, anxiety and ADHD. The US Department of Education is funding research to improve academic achievement and behavioral competence. The US Army is funding this research to help our troops improve their working memory capacity to make better decisions while on the front lines.

To learn more about this program from Inner Explorer and to find more resources, including books for parents and students, visit [www.InnerExplorer.org](http://www.InnerExplorer.org).

To participate in mindfulness sessions at your child's school click [Here](#)

Yours truly,

Teacher Name Will Appear Here

School Name

Parents will need to click “Here” to be taken to a site where they can accept the invitation to receive notifications when you will be listening to the mindful awareness audio track in class.

# Inner Explorer Tune In Feature

## Parent Enters Information For Notifications

When clicking the “[Here](#)” link in the “Letter To Parent,” parents will be presented with a screen where they can enter email addresses to receive notifications when a teacher begins a mindfulness session in their child’s classroom.

Once the contact information is entered, parents are registered to receive automatic notifications and can opt to listen at the same time. Parents also have the ability to add more than one family member to receive the notifications by clicking on the “+” sign.



Include my following email addresses and phone number to receive notification of a live session

+

START

### 3) View Status of Tune In Feature Invites

To view the status of your Tune In Feature Invitations, you can click on the third button, “Track Tune In Invite.” If a parent accepts the invitation successfully and is ready to begin to receive notifications, you will see an “Accepted” status.

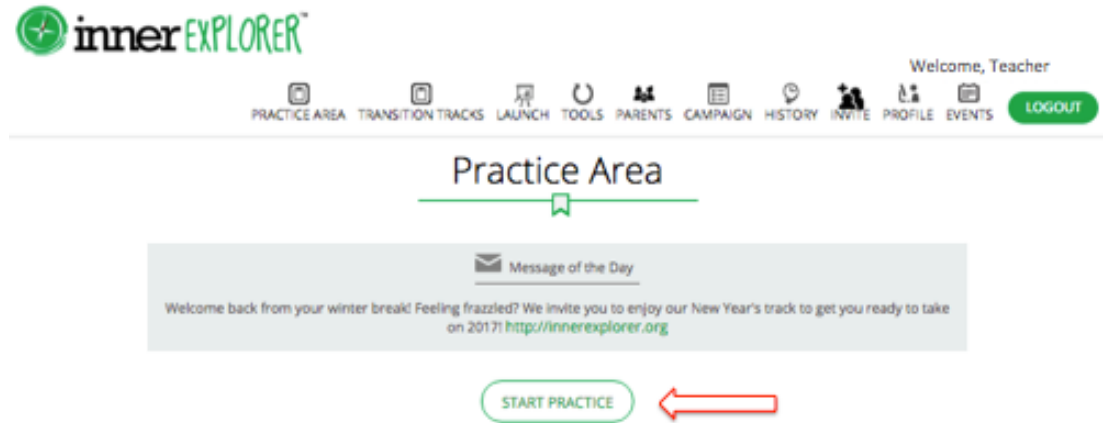
## Communication with Parents

Letter To Parents	Send Tune In Invite	Track Tune In Invite	View Tune In Activity
15 records per page		Search:	
PARENT EMAIL	DATE OF INVITATION	NAME	STATUS
parent@innerexplorer.org	01/17/17	Parent Name	Sent
parent1@innerexplorer.org	01/17/17	Parent Name	Accepted
parent2@innerexplorer.org	01/17/17	Parent Name	Accepted

## Inner Explorer Tune In Feature

### 4) Teacher Starts An Audio Track

As soon as the teacher initiates the practice session by clicking “START PRACTICE” on the Teacher Dashboard, registered parents will receive notifications. The process is automatic!



### 5) Parents Receive Notification And Choose “Play”.

**Dear parent:**

To participate in today's session please click [Play](#)

Yours truly,

-The IE Team

The parent will be navigated to following screen with the live class experience:

