



User Guide Documentation for the Connections Website & iOS/Android Application

Hanna Hartford, Jacob Lisic, Izzy Wickerham & Rebecca Parks

Table of Contents

Table of Contents	2
Connections Website	3
Uploading Content	3
Assigning Content	4
Send a Message	5
Managing Your Account	6
Connections Application	7
Logging In	7
Viewing Appointments	8
Creating & Managing Notes	9
Viewing Content	10
Sending a Message	11
Viewing Resources	11
My Progress	12

Connections Website

The purpose of this section is to provide a resource on how to use and navigate the Connections Website, which is used by the intervention team to upload content, assign content, and communicate with Connections application users.

Uploading Content

Website users must login before before adding or assigning content. After Logging in, from the top left of the header, select the plus symbol labeled 'Create Content' as shown below:

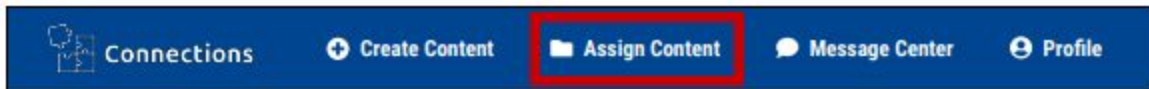


From this page, users may choose a section which this content will be assigned under, as well as any subsections, tags, and upload any attachments that would coincide with the content.

A screenshot of the 'Create Content' form. The form is white with a thin black border. It contains several input fields: two dropdown menus at the top labeled 'Choose Section' and 'Choose Subsection'; a text input field labeled 'Name' with placeholder text 'Enter Content Name'; another text input field labeled 'Add Subject Tags' with placeholder text 'Enter Subject Tags'; and a large text area labeled 'Text' with placeholder text 'Enter Content Text'. At the bottom of the form is a dark blue button with the word 'Submit' in white text.

Assigning Content

Users must be logged in to assign content to a Connections family account. After Logging in, from the top left of the header, select the plus symbol labeled 'Assign Content' as shown below:



From this page, users can select a family to assign specific content to by using the menu shown below:

Choose Student/Family

Choose Student/Family ▼

Choose Section

Choose Section ▼

Choose Subsection

Choose Subsection ▼

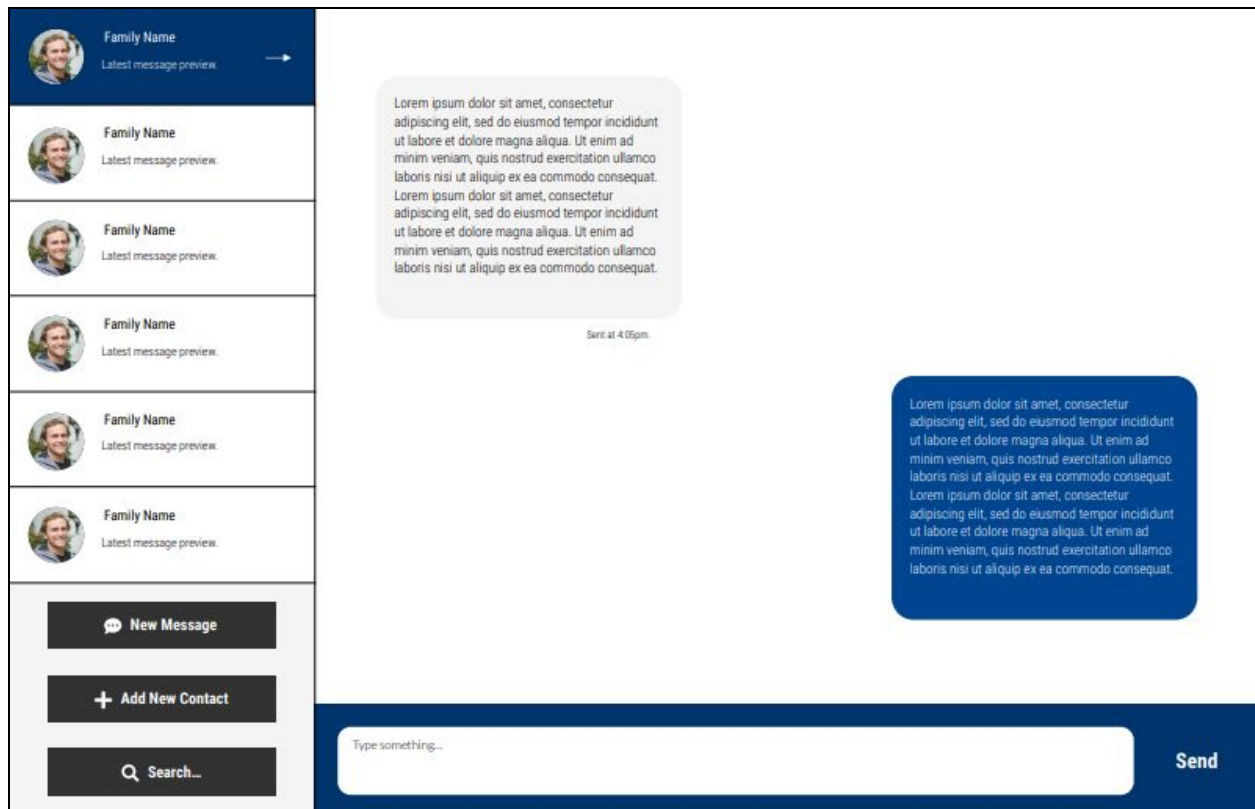
Submit

Send a Message

Direct messages from application users will be sent to the intervention team member's email. The team member may also use the Connections Message center located on the right hand side of the header:



From this page, users can send messages back and forth to specific family's, or broadcast a single message across all currently enrolled members.



Managing Your Account

After logging in, select the farthest most tab labeled **'Profile'** to view and edit your profile information. Families will see this information when they message a user.





FCLC Team Member Name

Short Description of the user. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Edit Image

Change Image

Edit Description

Connections Application

The purpose of this section is to provide a resource on how to use and navigate the Connections Application. The Connections Application is available for iOS and Android devices running the current versions of each respective software. The Connections Application serves as a companion to be used in conjunction with the official Connections program as provided by the Family Child Learning Center (FCLC).



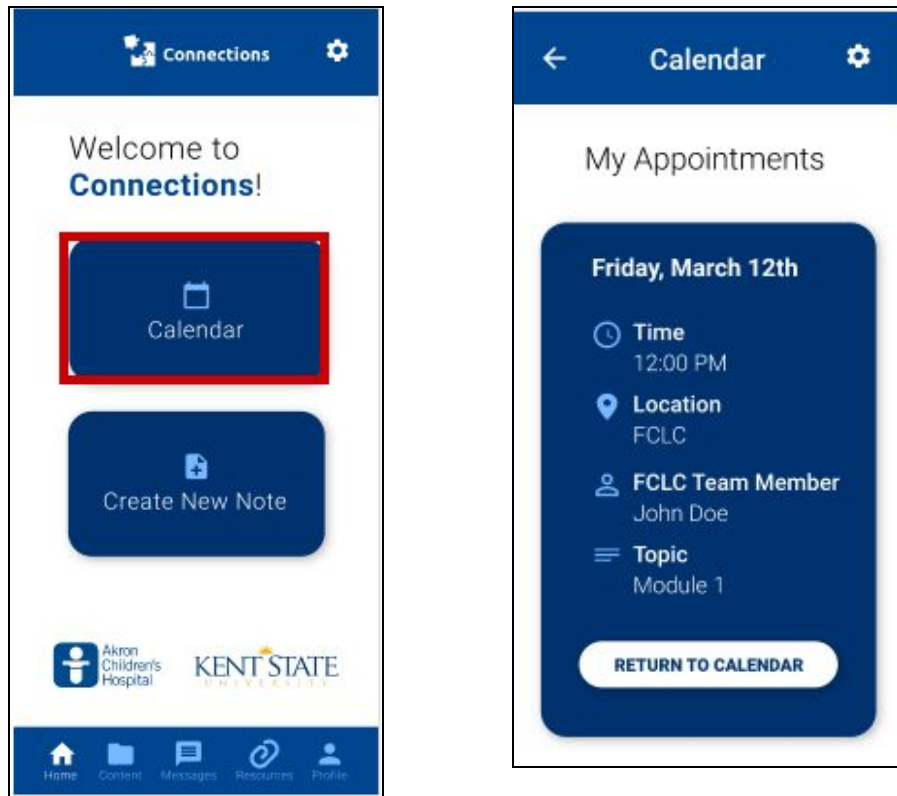
Logging In

Family accounts will be given login credentials tied to the family's email address and contact information. Families will login using the provided credentials, and are highly encouraged to change their password after the initial login. If at any point families need to reset their password, there is a **'Forgot Password?'** option located at the bottom of the login page.

A screenshot of a login form within a rectangular frame. It contains three input fields: the first is labeled "Username" and the second is labeled "Password", both with rounded rectangular borders. Below the password field is a link that says "Forgot your [password?](#)". At the bottom of the form is a dark blue rounded rectangular button with the word "LOGIN" in white, uppercase letters.

Viewing Appointments

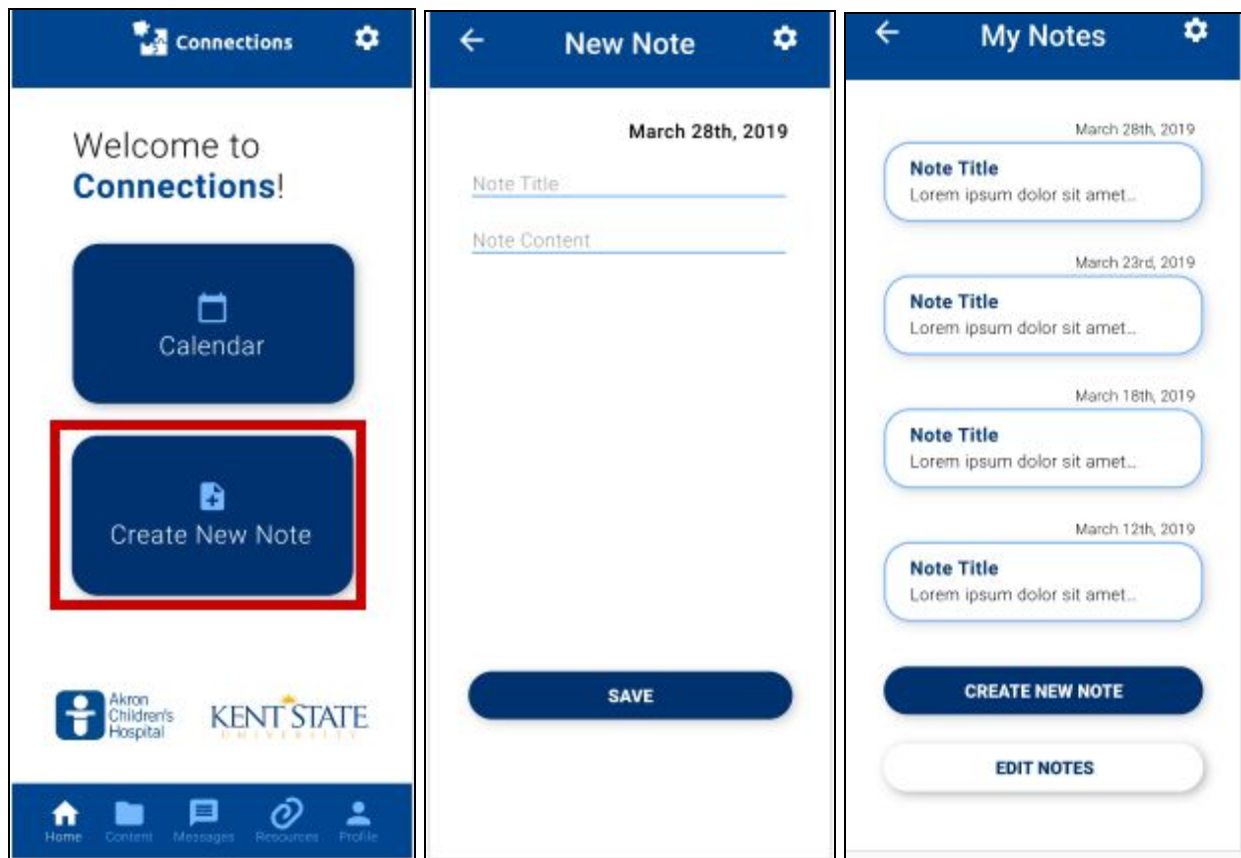
Users can view their upcoming and past appointments at the FCLC by selecting '**Calendar**' from the homepage. Once on the Calendar page, users can select an appointment listed below the calendar widget to view appointment specific details.



Creating & Managing Notes

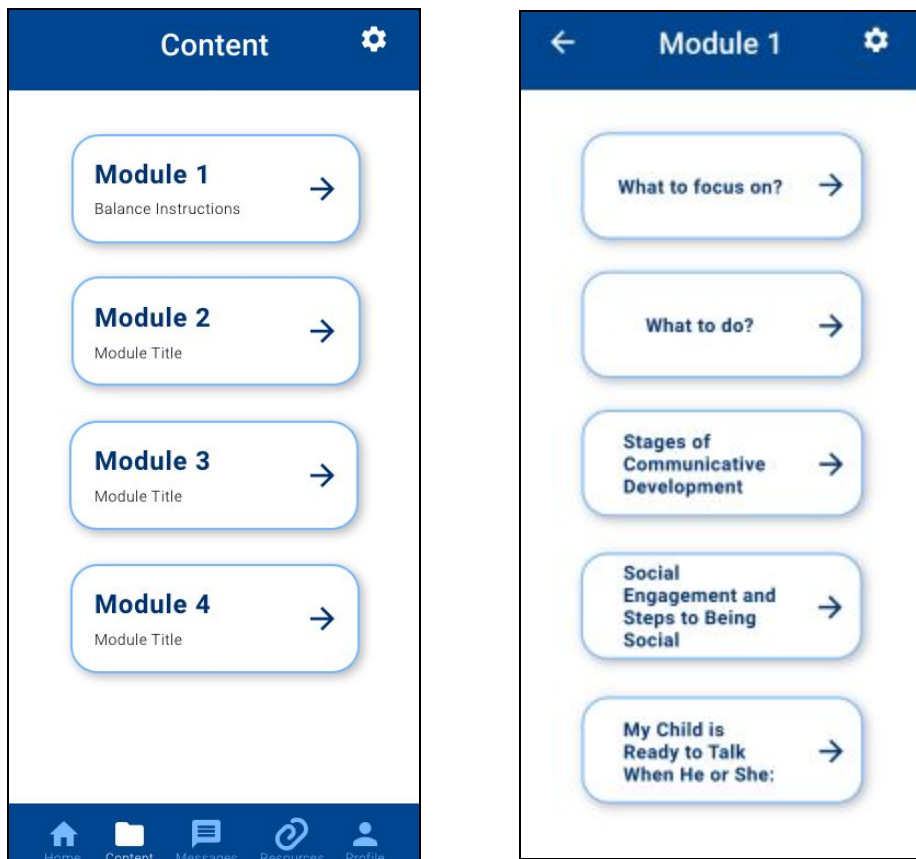
From the Home page, the quickest way to create a new Note is to select the **'Create New Note'** button just underneath the Calendar option. Notes can be viewed and edited by going to the **'Profile'** tab, in the bottom navigation, and clicking the **'My Notes'** button.

'My Notes' allows the user to view previous notes created. Notes are organized by most recent date saved.



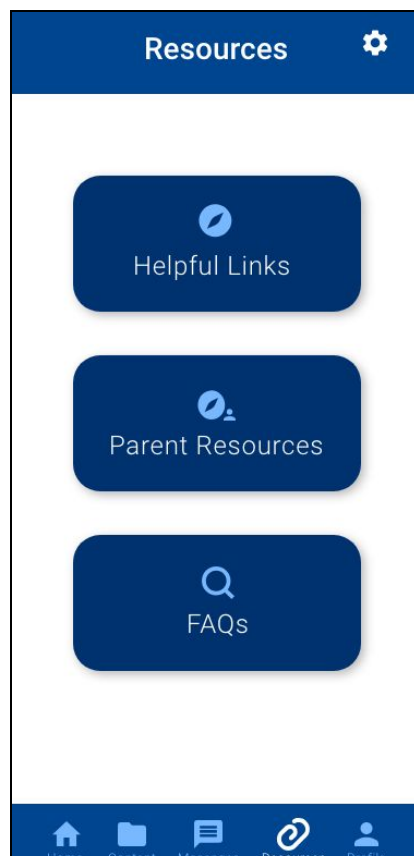
Viewing Content

Users can view modules by clicking the '**Content**' tab on the lower left-hand side of the navigation bar.. From here, users may select a specific module and sub-category. Each subcategory will allow the user to open content in the form of a word document, PDF, or video. Content includes instructions and supplementing materials relating to each module.



Sending a Message

In order to send a message to an Intervention Team Member / FCLC Office, users will select **'Messages'** which is located in the bottom middle icon. From this page, users can select a current conversation from the list or create a new message by clicking on the (+) icon in the upper right-hand corner.



Viewing Resources

The resources page holds relevant links, PDFs, and a Frequently Asked Questions (FAQ) section. To view this section, users can swipe over to, or click the paperclip icon labeled **'Resources'**. Clicking on a specific resource will take them to a link supported by their browser. These serve as additional resources outside of the Connection program content, that the FCLC recommends.

My Progress

Users can access their progress by selecting the **'Profile'** tab, in the bottom navigation, and then **'My Progress'** button. On this screen, users can see which modules they have completed and how many more they have left to complete in the program. Users can complete module badges by clicking on the modules specific badge.

