

# CLASSTALK

Class communication outside the classroom.

## A Help Guide for Teachers

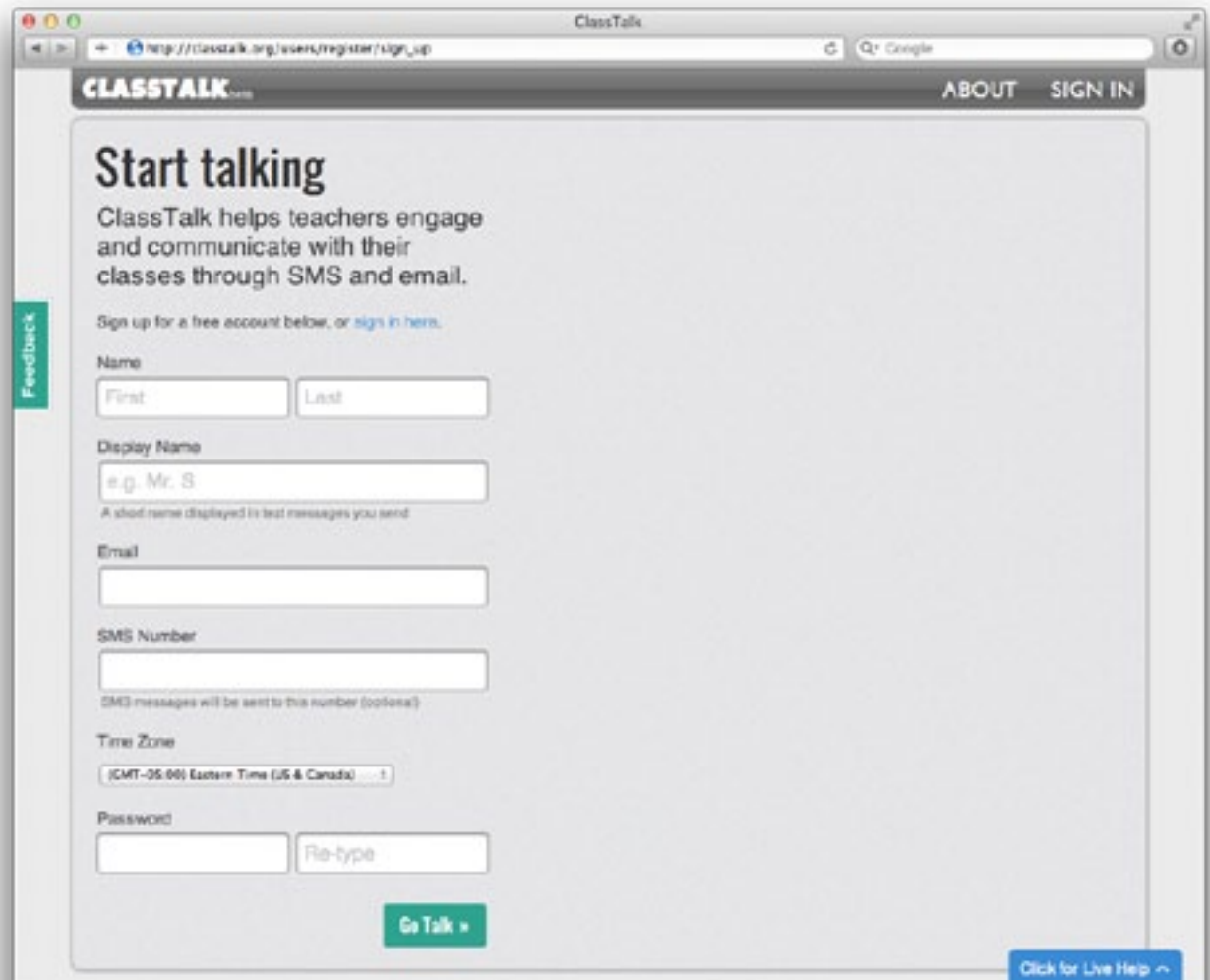
*by Code for America*



# Sign up for ClassTalk

## <http://www.classtalk.org>

Sign up for an account by visiting [www.classtalk.org](http://www.classtalk.org). After submitting your information, check your email for a message with the subject “ClassTalk - Account Confirmation.” You will need to click the activation link in this message to confirm your account.



The screenshot shows a web browser window with the address bar displaying [http://www.classtalk.org/users/register/sign\\_up](http://www.classtalk.org/users/register/sign_up). The page title is "ClassTalk" and the browser's search bar shows "Google". The website header includes the "CLASSTALK" logo and navigation links for "ABOUT" and "SIGN IN". A green "Feedback" button is located on the left side of the page.

### Start talking

ClassTalk helps teachers engage and communicate with their classes through SMS and email.

Sign up for a free account below, or [sign in here](#).

**Name**

First  Last

**Display Name**

e.g. Mr. S

A short name displayed in text messages you send

**Email**

**SMS Number**

SMS messages will be sent to this number (optional)

**Time Zone**

(GMT-05:00) Eastern Time (US & Canada) ...

**Password**

Re-type

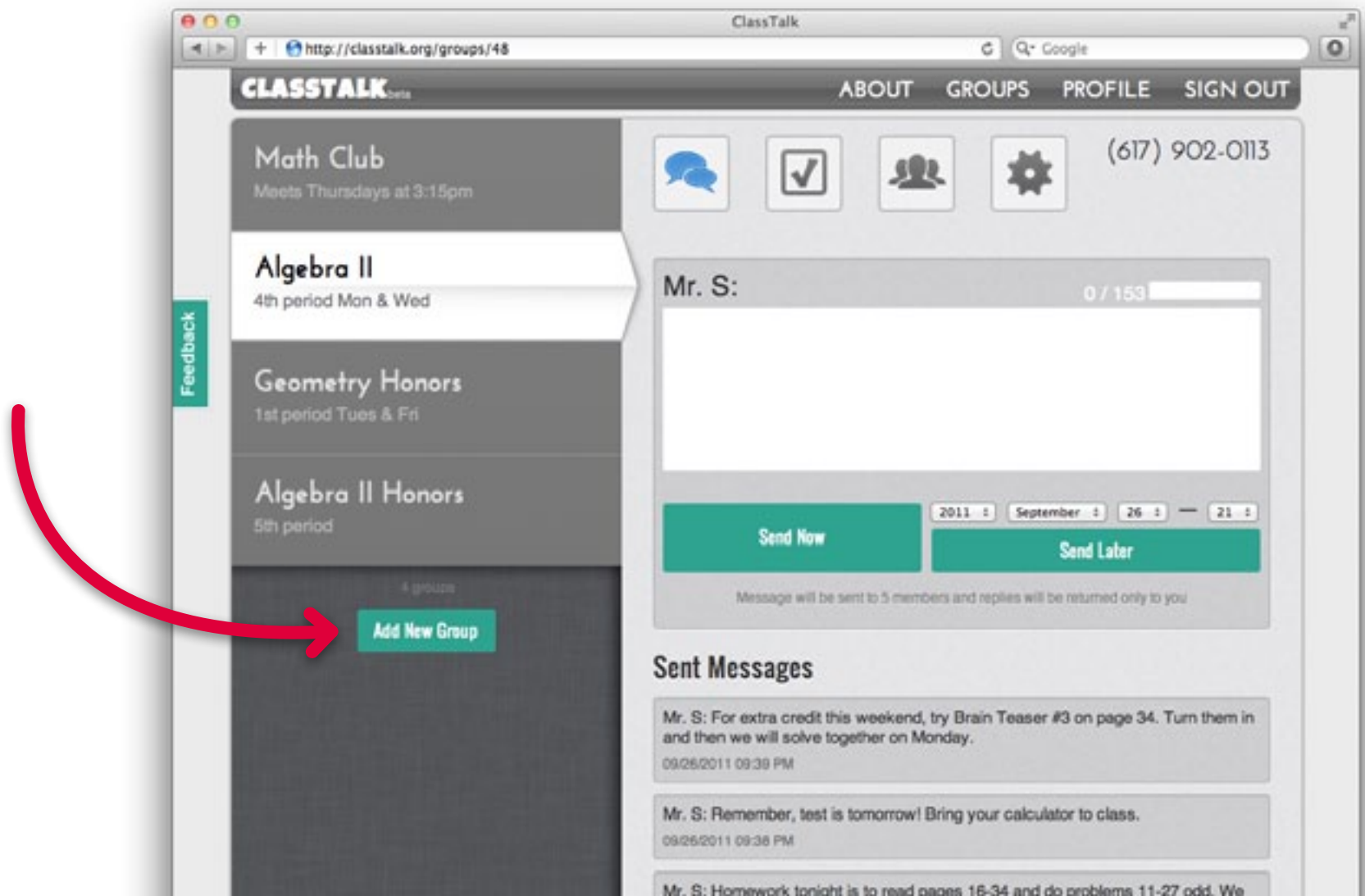
[Go Talk »](#)

[Click for Live Help](#)

# Groups

## Creating a new group

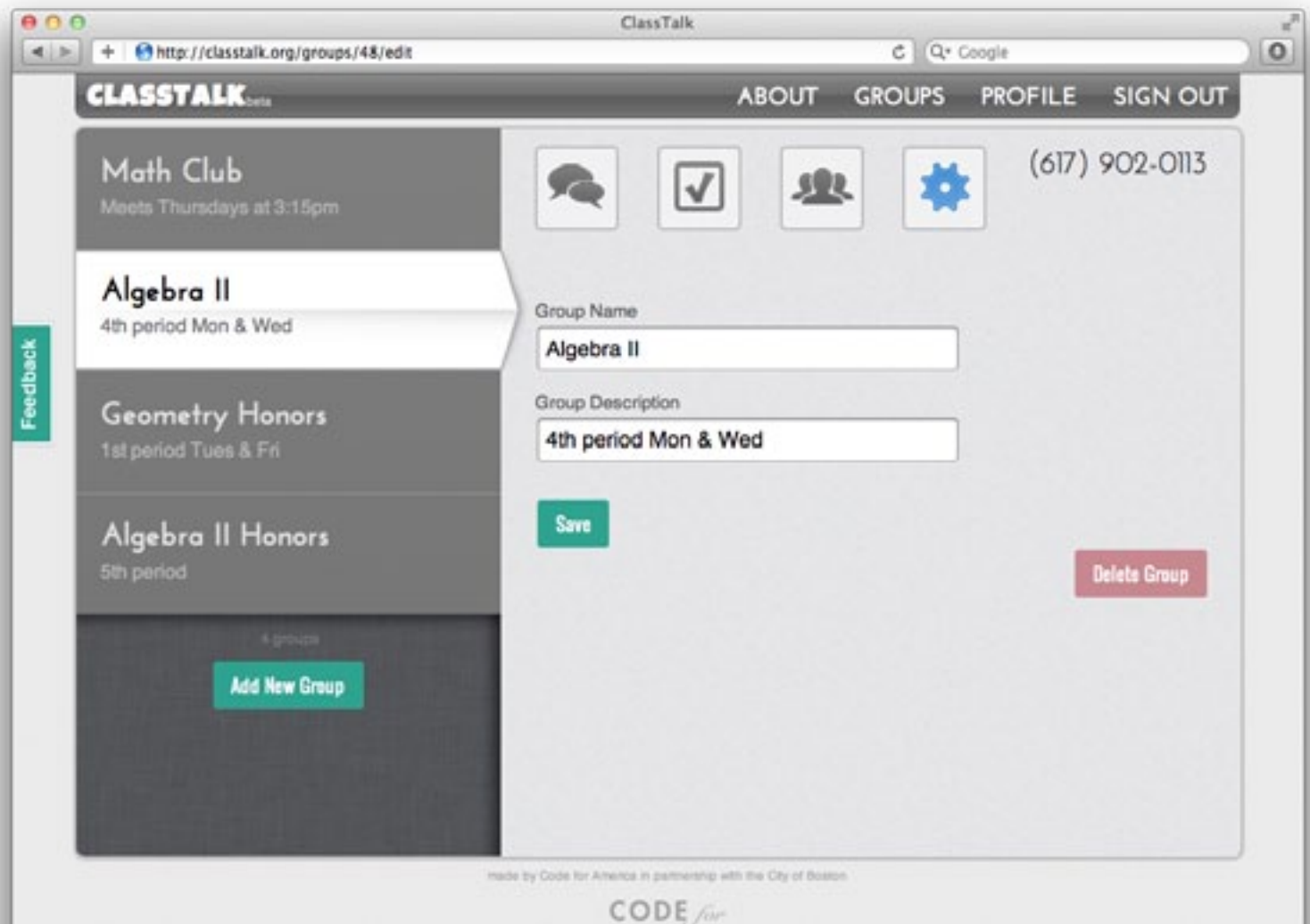
Click the Add New Group button at the bottom of the groups sidebar.



# Groups

## Editing or deleting a group

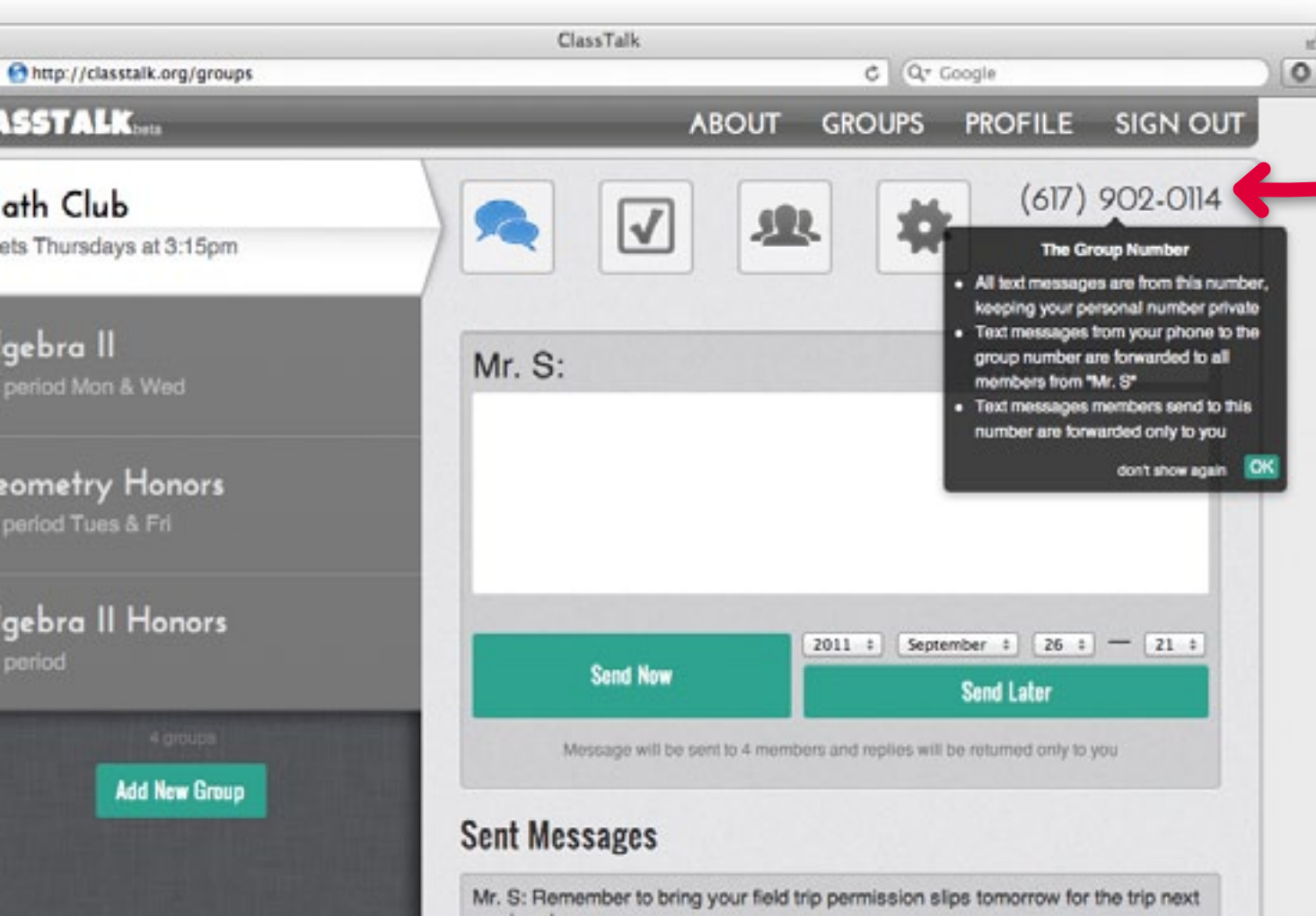
Select the group you wish to edit or delete from the groups sidebar. Open the Settings page. Make your desired changes and click Save. To delete, click Delete Group and confirm.



# Groups

## The group phone number

Every group in your ClassTalk account has its own unique phone number. Every message you send through ClassTalk comes from the group number, keeping your personal SMS number private. When group members send a message to this number, it is forwarded to you.



The screenshot shows the ClassTalk website interface. At the top, there's a navigation bar with links: ABOUT, GROUPS, PROFILE, and SIGN OUT. Below this, a group named "Math Club" is displayed with its schedule: "ets Thursdays at 3:15pm". To the right of the group name, the group's phone number is shown: (617) 902-0114. A red arrow points to this number. Below the phone number, a confirmation dialog box titled "The Group Number" is displayed, explaining the forwarding process. The dialog lists three bullet points: "All text messages are from this number, keeping your personal number private", "Text messages from your phone to the group number are forwarded to all members from 'Mr. S'", and "Text messages members send to this number are forwarded only to you". At the bottom of the dialog are the options "don't show again" and "OK". Below the dialog, there's a text input field labeled "Mr. S:" and a "Send Now" button. To the right of the "Send Now" button are date and time selectors: "2011", "September", "26", and "21". Below these is a "Send Later" button. At the bottom of the page, there's a "Sent Messages" section showing a message from "Mr. S: Remember to bring your field trip permission slips tomorrow for the trip next".

ClassTalk

http://classtalk.org/groups

ASSTALK beta

ABOUT GROUPS PROFILE SIGN OUT

Math Club

ets Thursdays at 3:15pm

gebra II

period Mon & Wed

ometry Honors

period Tues & Fri

gebra II Honors

period

4 groups

Add New Group

(617) 902-0114

The Group Number

- All text messages are from this number, keeping your personal number private
- Text messages from your phone to the group number are forwarded to all members from "Mr. S"
- Text messages members send to this number are forwarded only to you

don't show again OK

Mr. S:

Send Now

2011 September 26 21

Send Later

Message will be sent to 4 members and replies will be returned only to you

Sent Messages

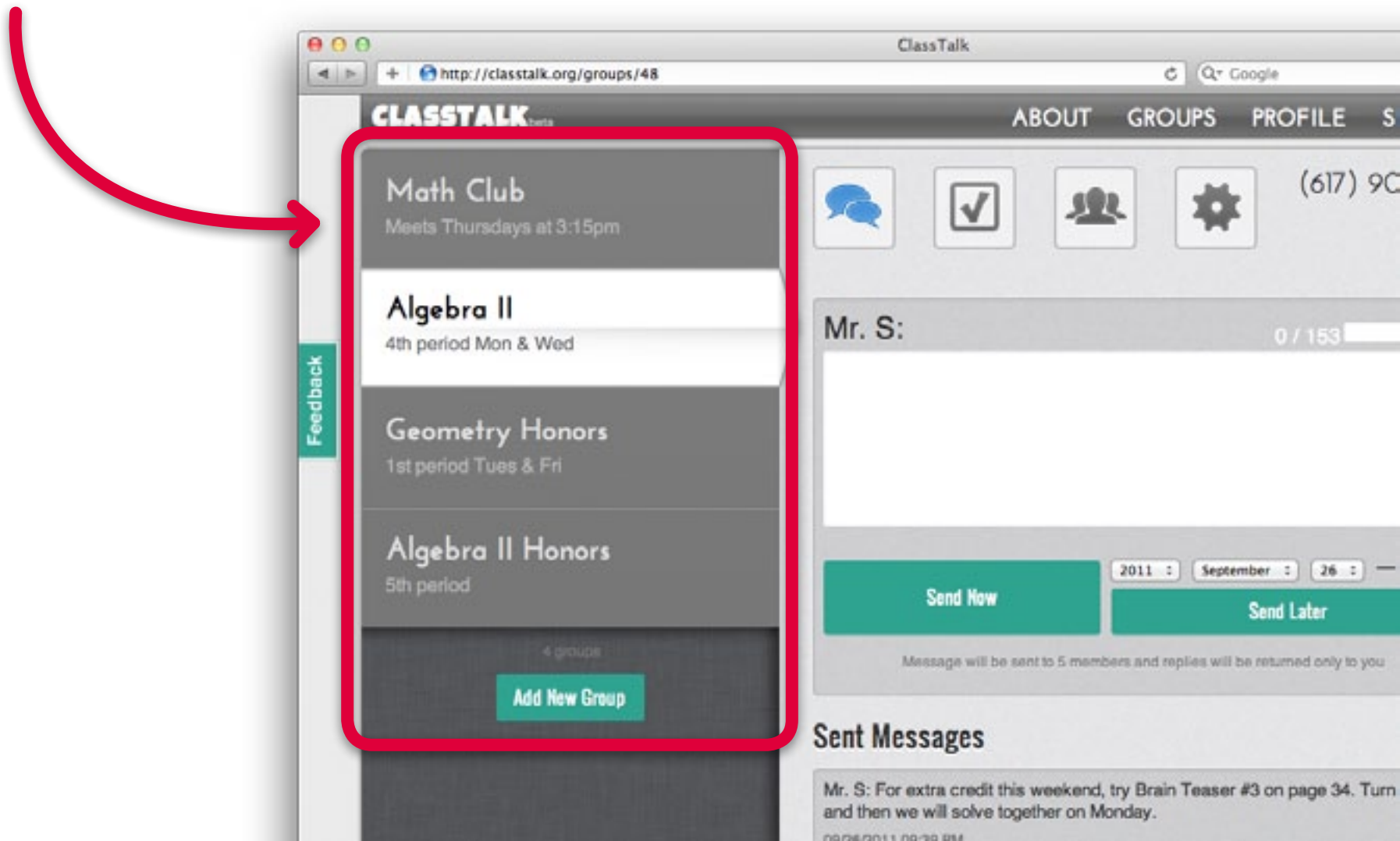
Mr. S: Remember to bring your field trip permission slips tomorrow for the trip next



# Groups

## Switching between groups

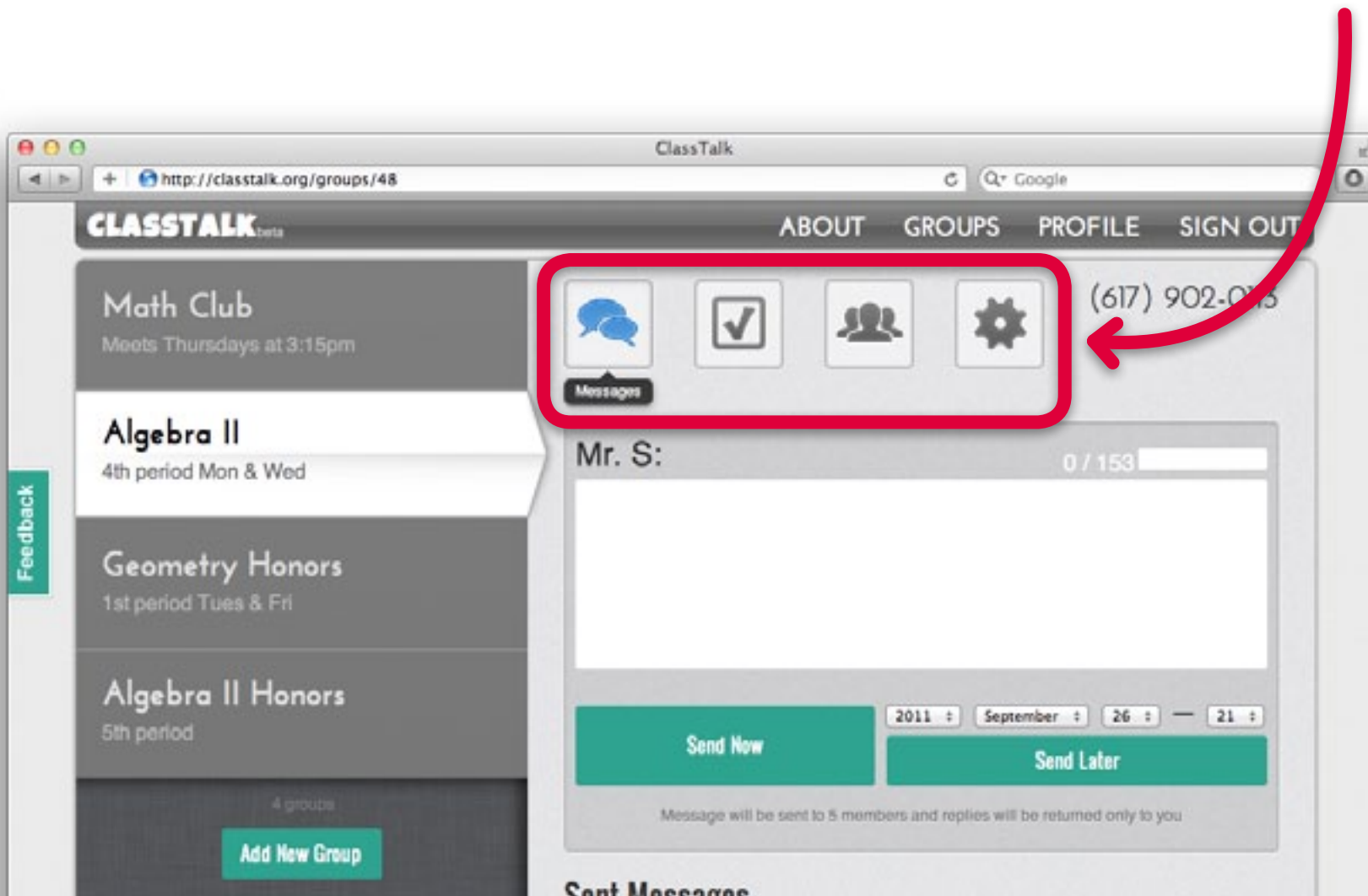
The left sidebar lists all your ClassTalk groups. Whether a class, team, club, or group of parents, it's easy to switch between different groups by clicking one in this list.



# Groups

## Navigating the pages within a group

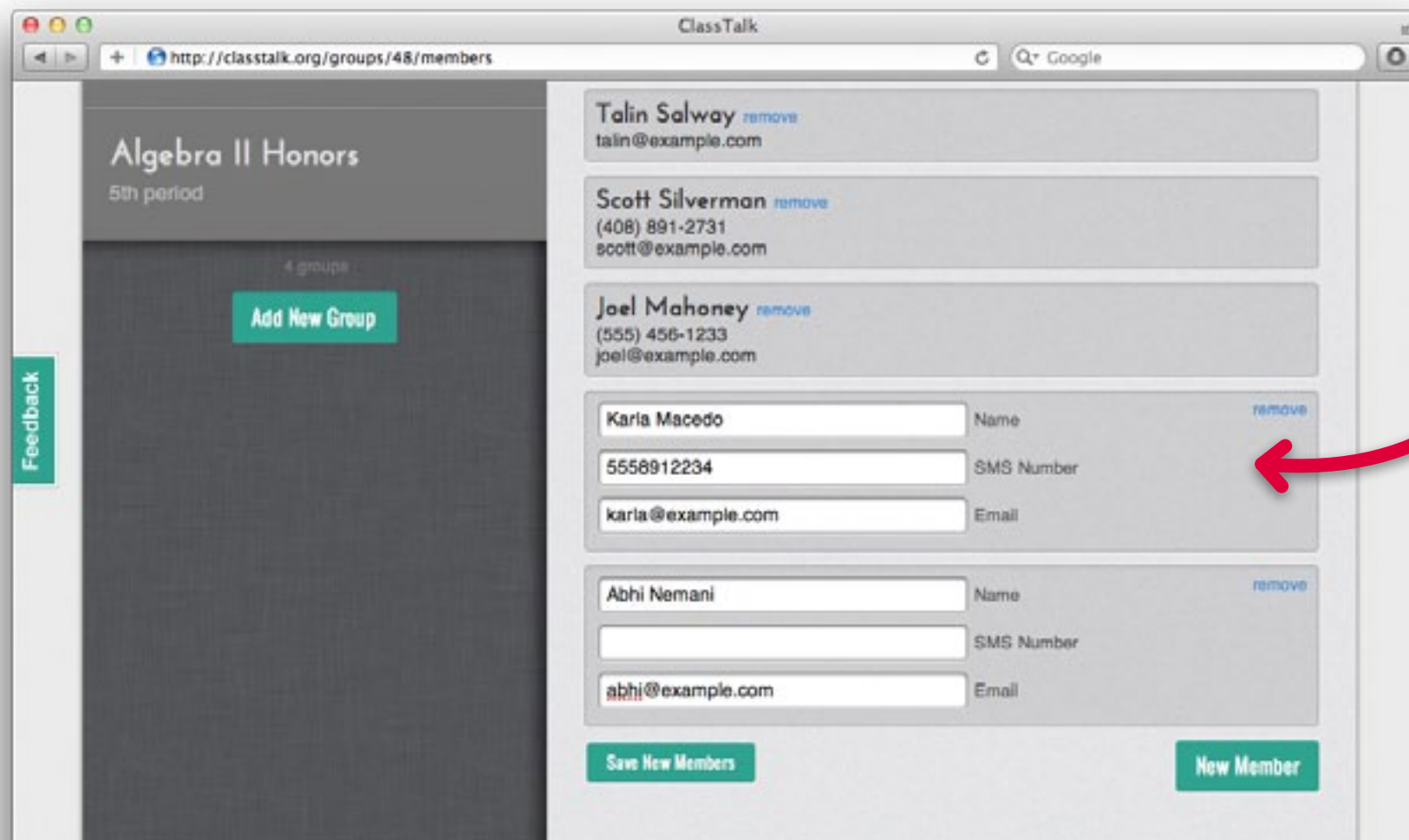
There are four different pages for each group: Messages, Questions, Members, and Settings. For each group, you can switch between these pages using the group navigation buttons at the top of the group page.



# Members

## Adding members to a group

Members can be individually added by clicking New Member, and then entering a name, SMS number, and/or email. Group messages will be sent to all addresses listed for a member (SMS and/or email). Add as many members as you like by clicking New Member again, and then click Save New Members to add them to the group.



The screenshot shows a web browser window titled "ClassTalk" with the URL "http://classtalk.org/groups/48/members". The page is for the "Algebra II Honors" group, 5th period, which has 4 groups. A green "Add New Group" button is visible. On the left, there is a vertical "Feedback" button. The main content area lists existing members with their names, contact information, and a "remove" link. Below this is a form to add new members. The form has three sections, each with a "Name", "SMS Number", and "Email" field. The first section is partially filled with "Karia Macedo", "5558912234", and "karia@example.com". The second section is filled with "Abhi Nemani", an empty SMS field, and "abhi@example.com". The third section is empty. A red arrow points to the "remove" link next to the "Name" field of the first new member entry. At the bottom, there are two green buttons: "Save New Members" and "New Member".

Member Name	SMS Number	Email	Action
Talin Salway	talin@example.com		<a href="#">remove</a>
Scott Silverman	(408) 891-2731	scott@example.com	<a href="#">remove</a>
Joel Mahoney	(555) 456-1233	joel@example.com	<a href="#">remove</a>
Karia Macedo	5558912234	karia@example.com	<a href="#">remove</a>
Abhi Nemani		abhi@example.com	<a href="#">remove</a>

[Save New Members](#) [New Member](#)



# Members

## Bulk adding members to a group

Members can also be added in bulk by uploading a CSV file containing a list of member names, SMS numbers, and/or emails. You can generate a CSV file to upload using the Save As command in a spreadsheet application (such as Microsoft Excel).

	A	B	C	D
1	Name	SMS Number	Email	
2	Dana Conroy	5551234567	<a href="mailto:dana@example.com">dana@example.com</a>	
3	Max Ogden	5559382209		
4	Talin Salway		<a href="mailto:talin@example.com">talin@example.com</a>	
5	Joel Mahoney	5554561223		
6	Karla Macedo	5558912234	<a href="mailto:karla@example.com">karla@example.com</a>	
7	Abhi Nemanil		<a href="mailto:abhi@example.com">abhi@example.com</a>	
8	Scott Silverman	5558937827	<a href="mailto:scott@example.com">scott@example.com</a>	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

**Bulk add members (csv)**  
 no file selected

# Members

## Editing or removing members

To edit a member's name, SMS number, or email, click on the member in the list, make any updates and then click Save. To remove a member, click Remove next to the member's name.

The screenshot shows the ClassTalk web application interface. The browser address bar displays `http://classtalk.org/groups/48/members`. The page header includes the ClassTalk logo and navigation links: ABOUT, GROUPS, PROFILE, and SIGN OUT. The sidebar on the left lists groups: Math Club (Meets Thursdays at 3:15pm), Algebra II (4th period Mon & Wed), Geometry Honors (1st period Tues & Fri), and Algebra II Honors (5th period). A green 'Feedback' button is visible on the left. The main content area shows a list of members with their names, phone numbers, and email addresses. Each member entry has a 'remove' link next to the name. Below the list, there is an edit form for a member named Talin Salway. The form includes input fields for Name, SMS Number, and Email, with 'Save' and 'Cancel' buttons. A red arrow points to the edit form.

**CLASSTALK** beta ABOUT GROUPS PROFILE SIGN OUT

**Math Club**  
Meets Thursdays at 3:15pm

**Algebra II**  
4th period Mon & Wed

**Geometry Honors**  
1st period Tues & Fri

**Algebra II Honors**  
5th period

4 groups

[Add New Group](#)

**Dana Conroy** [remove](#)  
(555) 123-4567  
dana@example.com

**Max Ogden** [remove](#)  
(555) 938-2209  
max@example.com

**Talin Salway** [remove](#)  
(555) 123-4567  
talin@example.com

**Joel Mahoney** [remove](#)  
(555) 456-1233  
joel@example.com

**Scott Silverman** [remove](#)  
(408) 801-2731

Name  
 SMS Number  
 Email

[Save](#) [Cancel](#)

# Members

## Opt-out ability for members

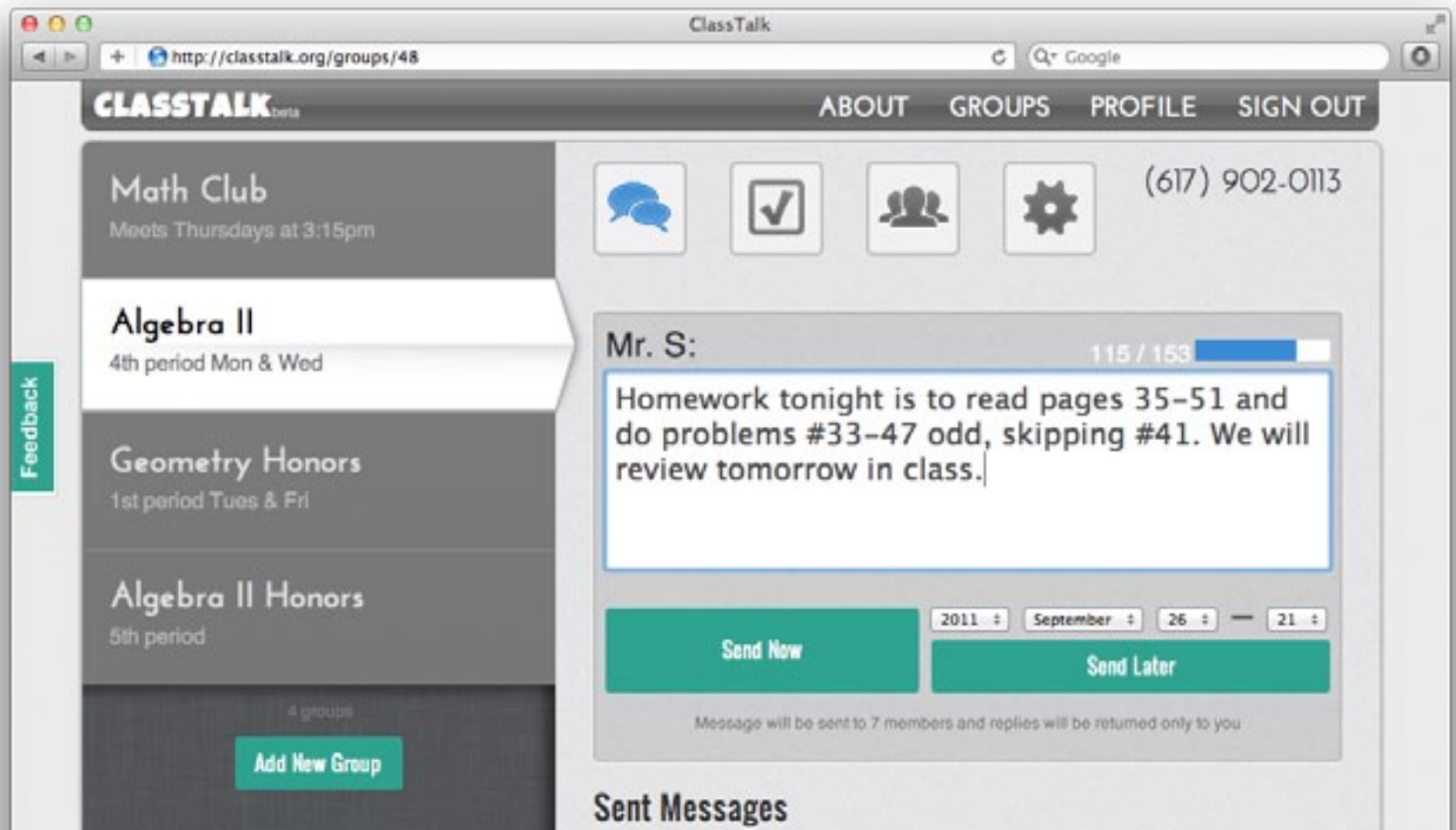
If a member wishes to remove them self from a group, they can send #removeme to the group number from their SMS number and/or email address. Their respective address will be removed from the group.



# Messages

## Writing a message

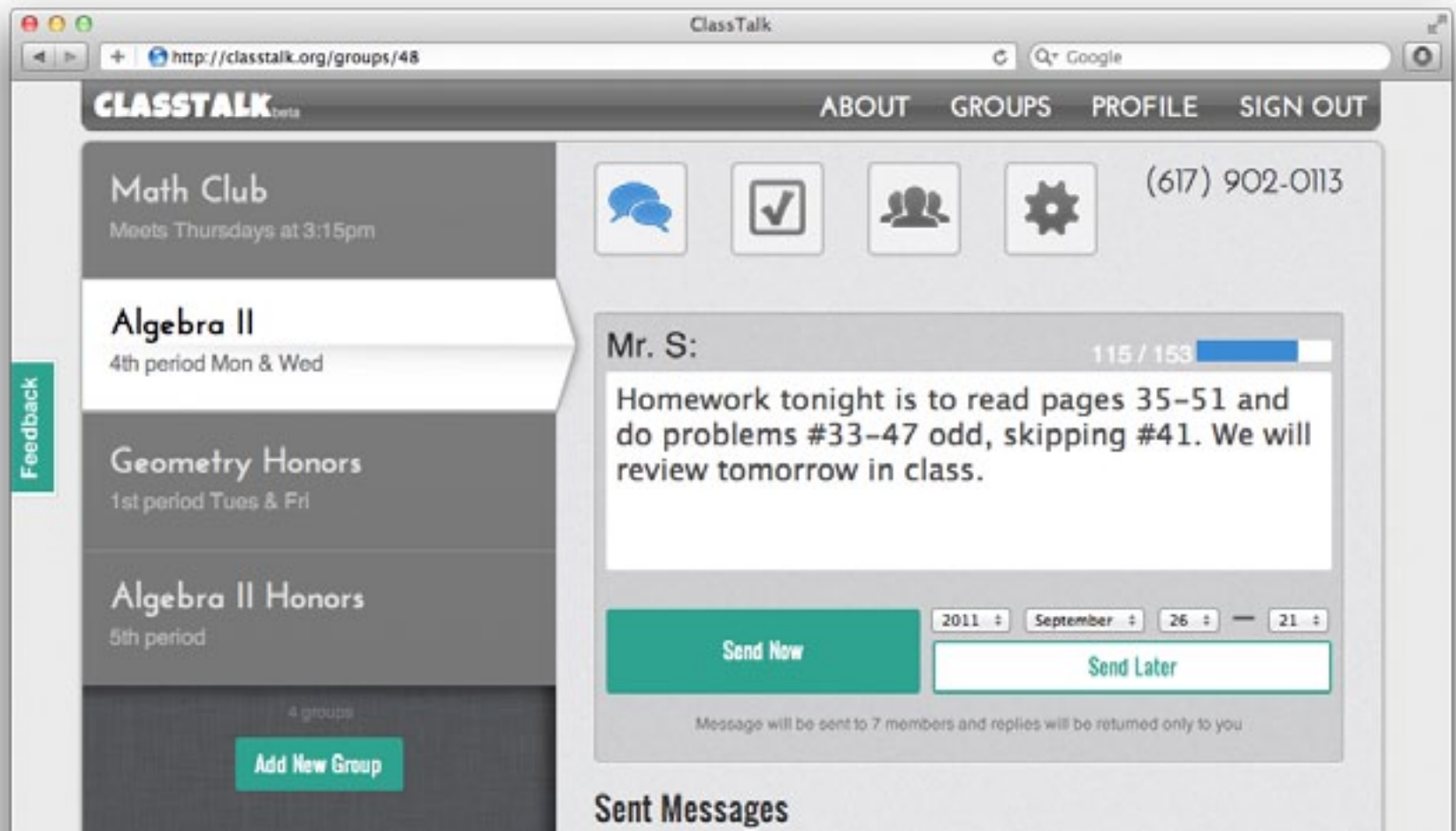
SMS messages allow for up to 160 characters per message. ClassTalk displays the number of remaining characters while you type, taki



# Messages

## Sending a message from the web

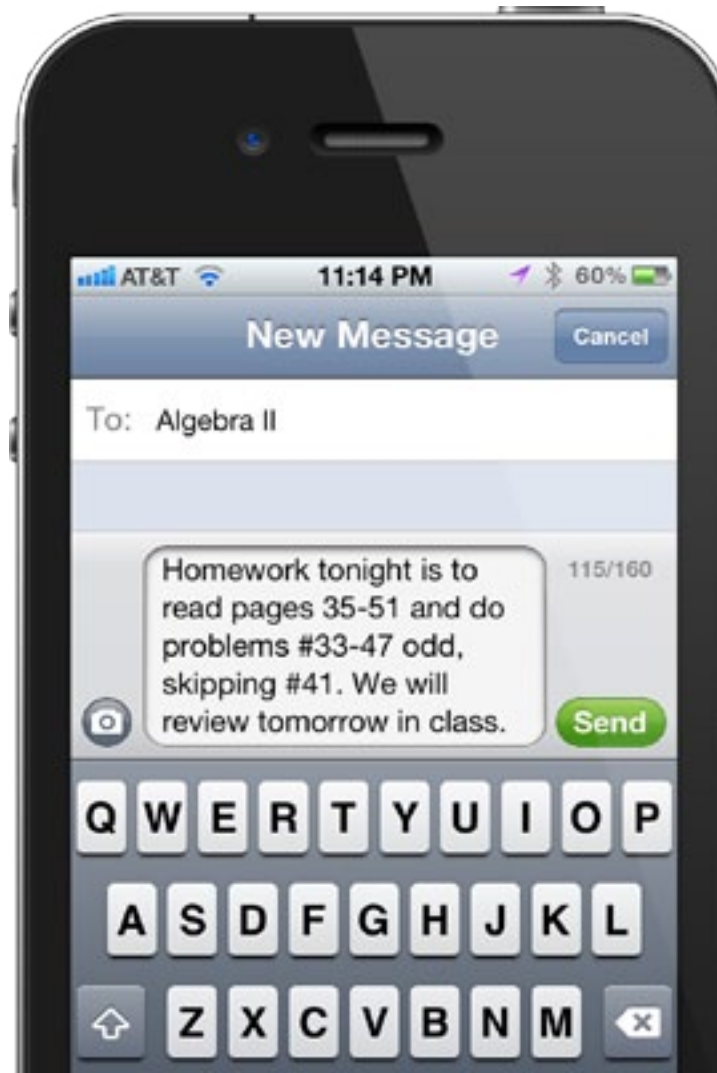
Messages can either be sent immediately by clicking Send Now, or scheduled for later using the drop down selectors. Set the year, month, day, and hour before clicking Send Later. All messages are scheduled in your local time, so make sure your timezone is set properly in your profile.



# Messages

## Sending a message from your phone

You can also send messages to the group from the SMS number listed in your Profile. Note that if your SMS number is not listed, you will be unable to send messages to a group from your phone.





# Messages

## Replies from members

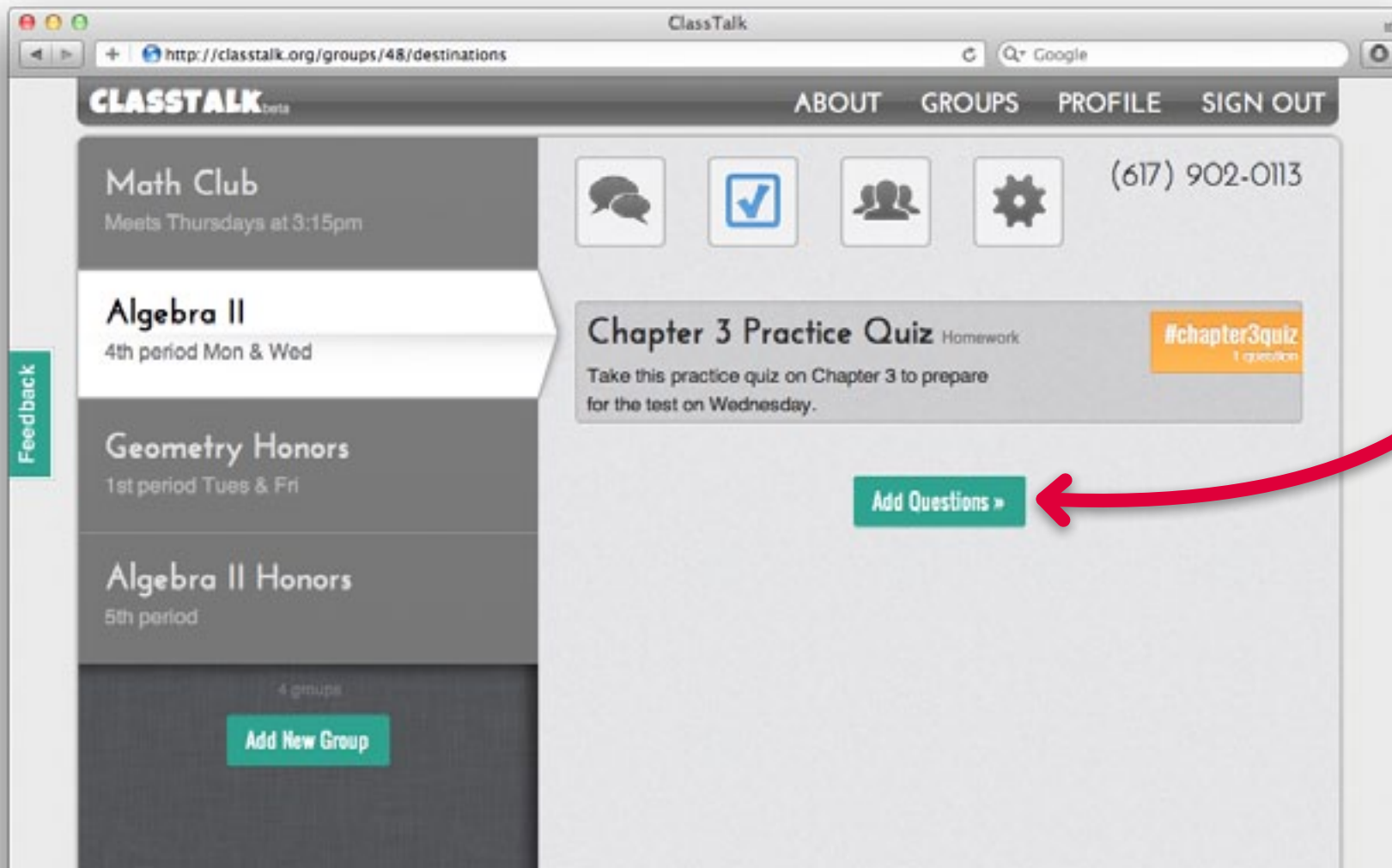
When a member replies to a message you sent, either via SMS or email, the message will be sent to 1) your email and 2) your SMS number (if an SMS number is listed in your profile). Replies from members, along with their name, will also be listed on the Messages page. For greater control over how you receive group messages via SMS, consider setting up a dedicated Google Voice number for free at [google.com/voice](http://google.com/voice).



# Questions

## Adding a new set of Questions

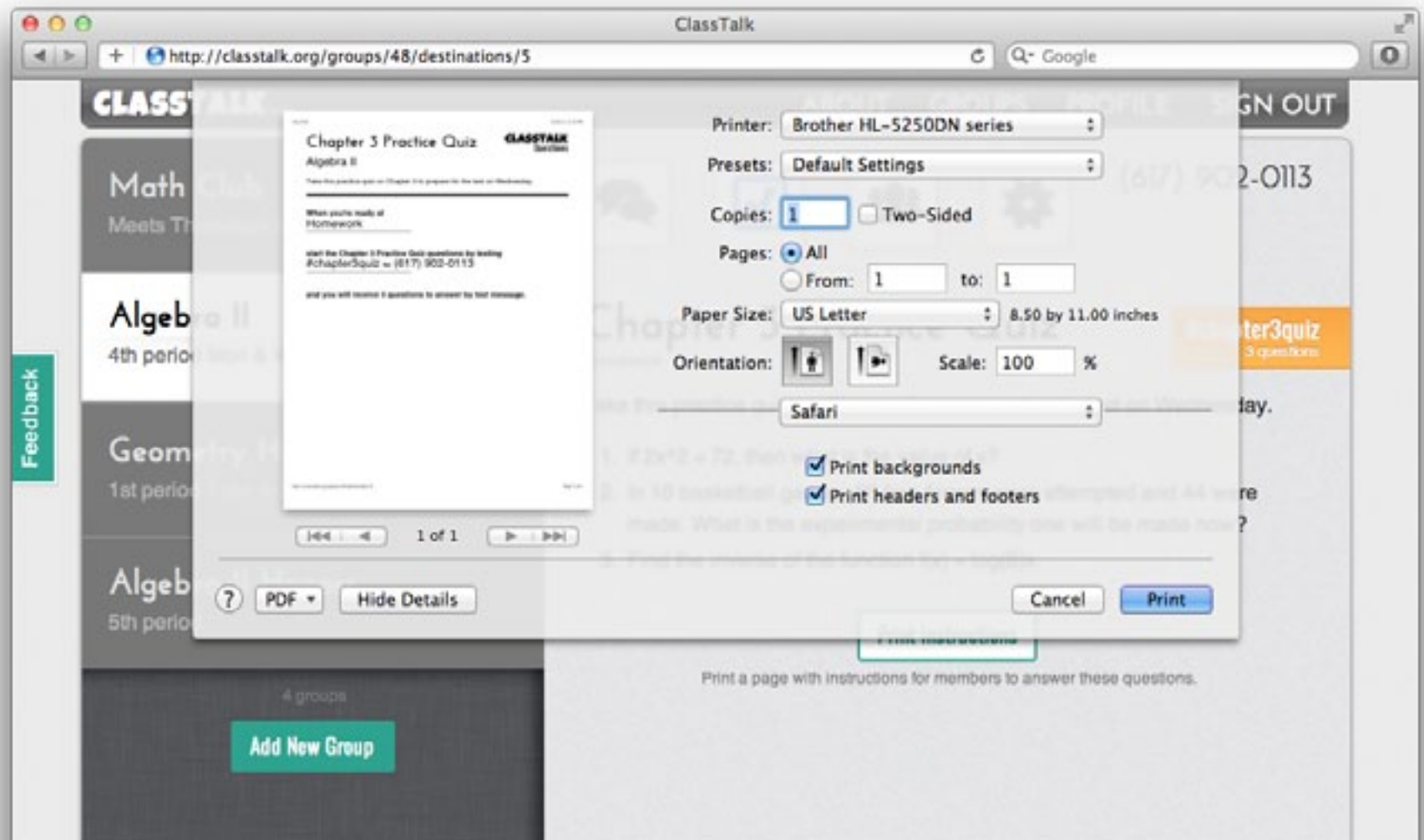
On the Questions page, click the Add Questions button. Fill in any desired information, including a name, hashtag, location, and notes. Then add any number of questions to the set by clicking Add Question and click Save.



# Questions

## Printing instructions for members

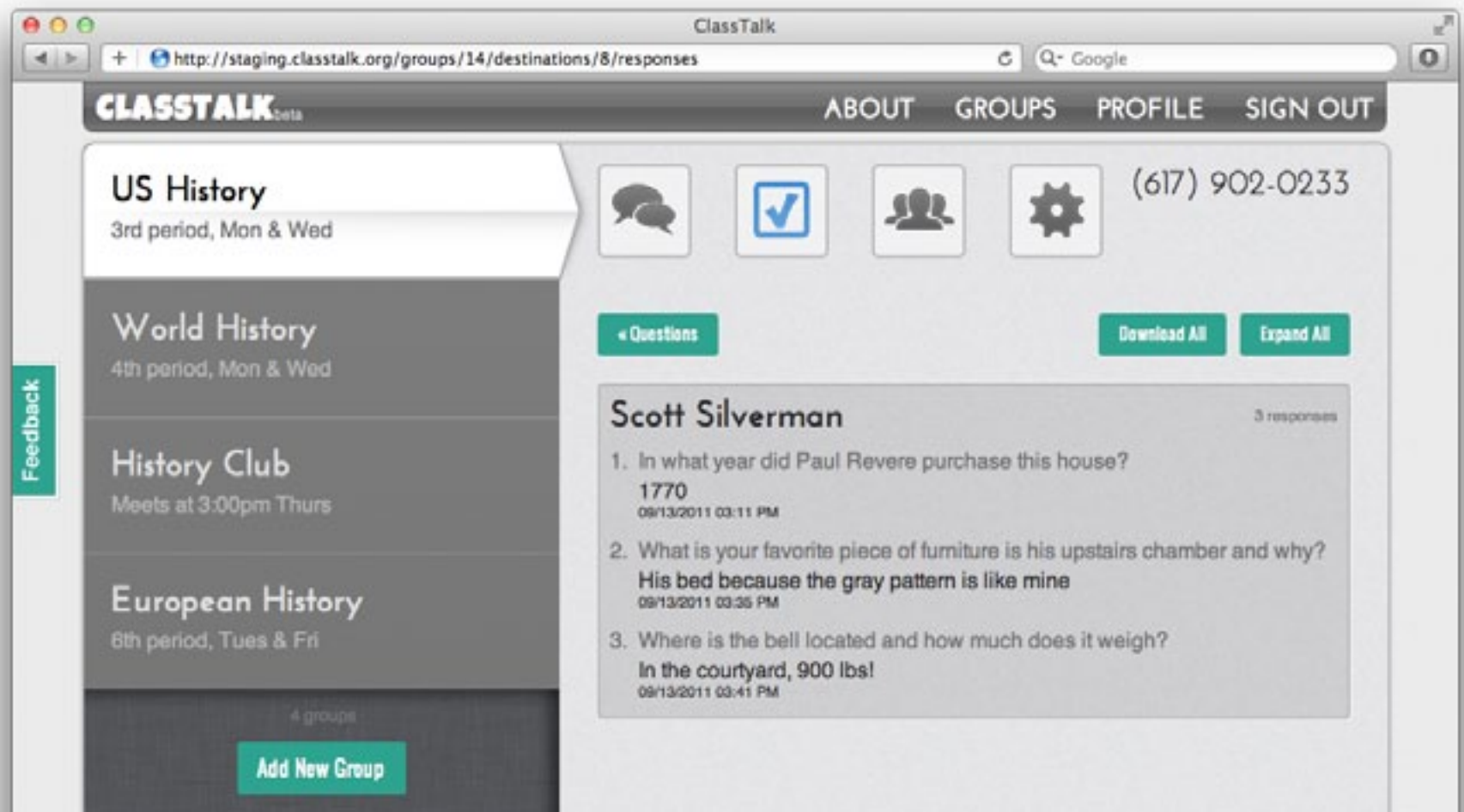
Open the set of Questions for which you wish to print instructions. Click Print Instructions and send to a printer or save as a PDF. This instructions sheet can be distributed to members in the group to answer this set of questions by text message or email.



# Questions

## Viewing responses from members

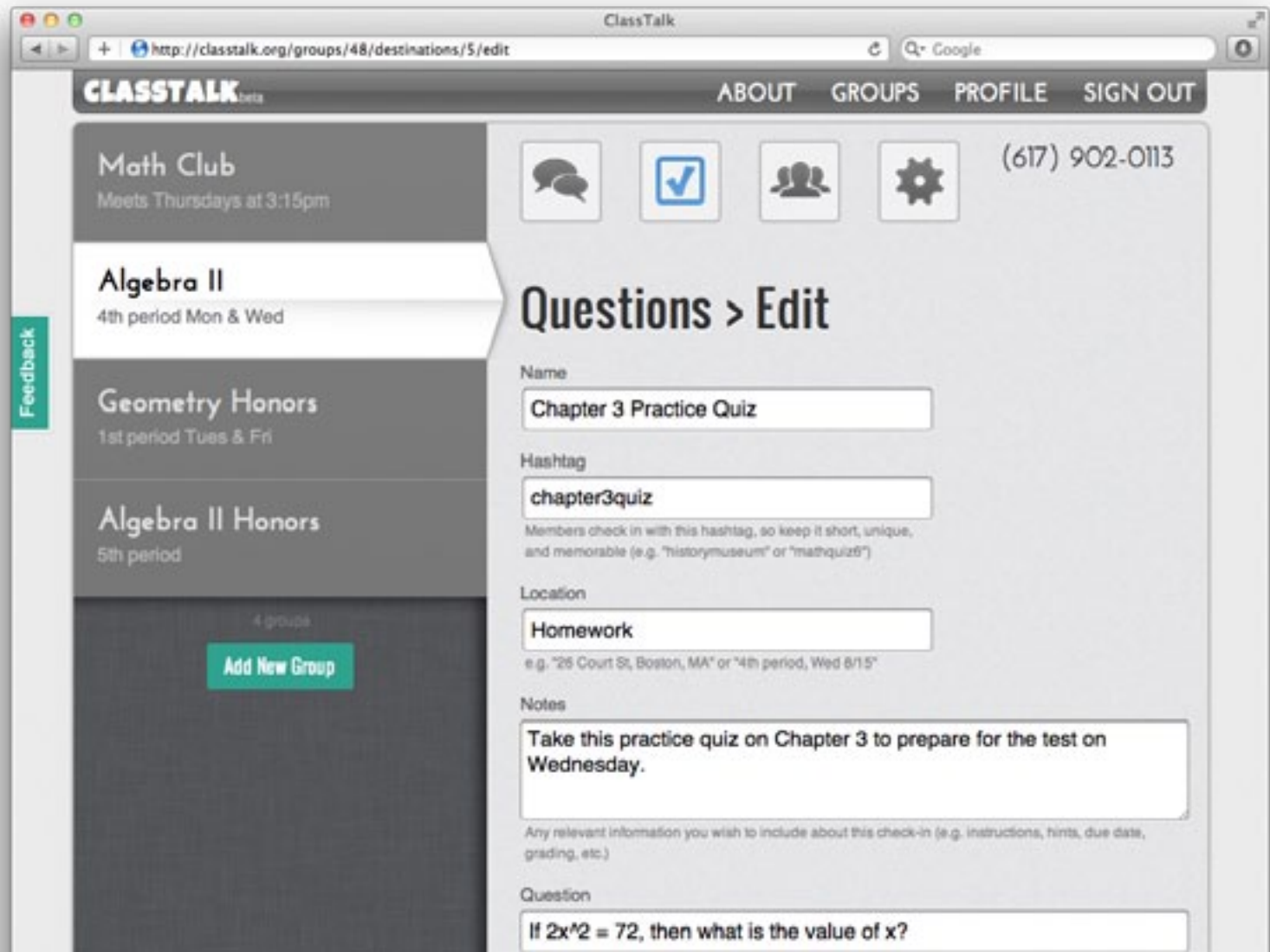
Open the set of Questions for which you wish to view responses. Click View Responses. To view an individual member's response, click the member's name. To view all member responses, click Expand All. To download all member responses as a CSV, click Download All. The CSV can be opened in Microsoft Excel for grading, archiving, sorting, etc.



# Questions

## Editing a set of Questions

Open the set of Questions you wish to edit and click Edit. Make the desired changes and then click Save.



The screenshot shows a web browser window with the URL <http://classtalk.org/groups/48/destinations/5/edit>. The page is titled "CLASSTALK beta" and has navigation links for "ABOUT", "GROUPS", "PROFILE", and "SIGN OUT". A sidebar on the left lists groups: "Math Club" (Meets Thursdays at 3:15pm), "Algebra II" (4th period Mon & Wed), "Geometry Honors" (1st period Tues & Fri), and "Algebra II Honors" (5th period). A green "Feedback" button is visible next to the "Algebra II" group. The main content area is titled "Questions > Edit" and contains several form fields: "Name" (Chapter 3 Practice Quiz), "Hashtag" (chapter3quiz), "Location" (Homework), and "Notes" (Take this practice quiz on Chapter 3 to prepare for the test on Wednesday). A "Question" field at the bottom contains the text "If  $2x^2 = 72$ , then what is the value of  $x$ ?"

ClassTalk

http://classtalk.org/groups/48/destinations/5/edit

CLASSTALK beta

ABOUT GROUPS PROFILE SIGN OUT

Math Club  
Meets Thursdays at 3:15pm

Algebra II  
4th period Mon & Wed

Geometry Honors  
1st period Tues & Fri

Algebra II Honors  
5th period

Feedback

4 groups

Add New Group

Questions > Edit

Name  
Chapter 3 Practice Quiz

Hashtag  
chapter3quiz  
Members check in with this hashtag, so keep it short, unique, and memorable (e.g. "historymuseum" or "mathquiz6")

Location  
Homework  
e.g. "25 Court St, Boston, MA" or "4th period, Wed 8/15"

Notes  
Take this practice quiz on Chapter 3 to prepare for the test on Wednesday.

Any relevant information you wish to include about this check-in (e.g. instructions, hints, due date, grading, etc.)

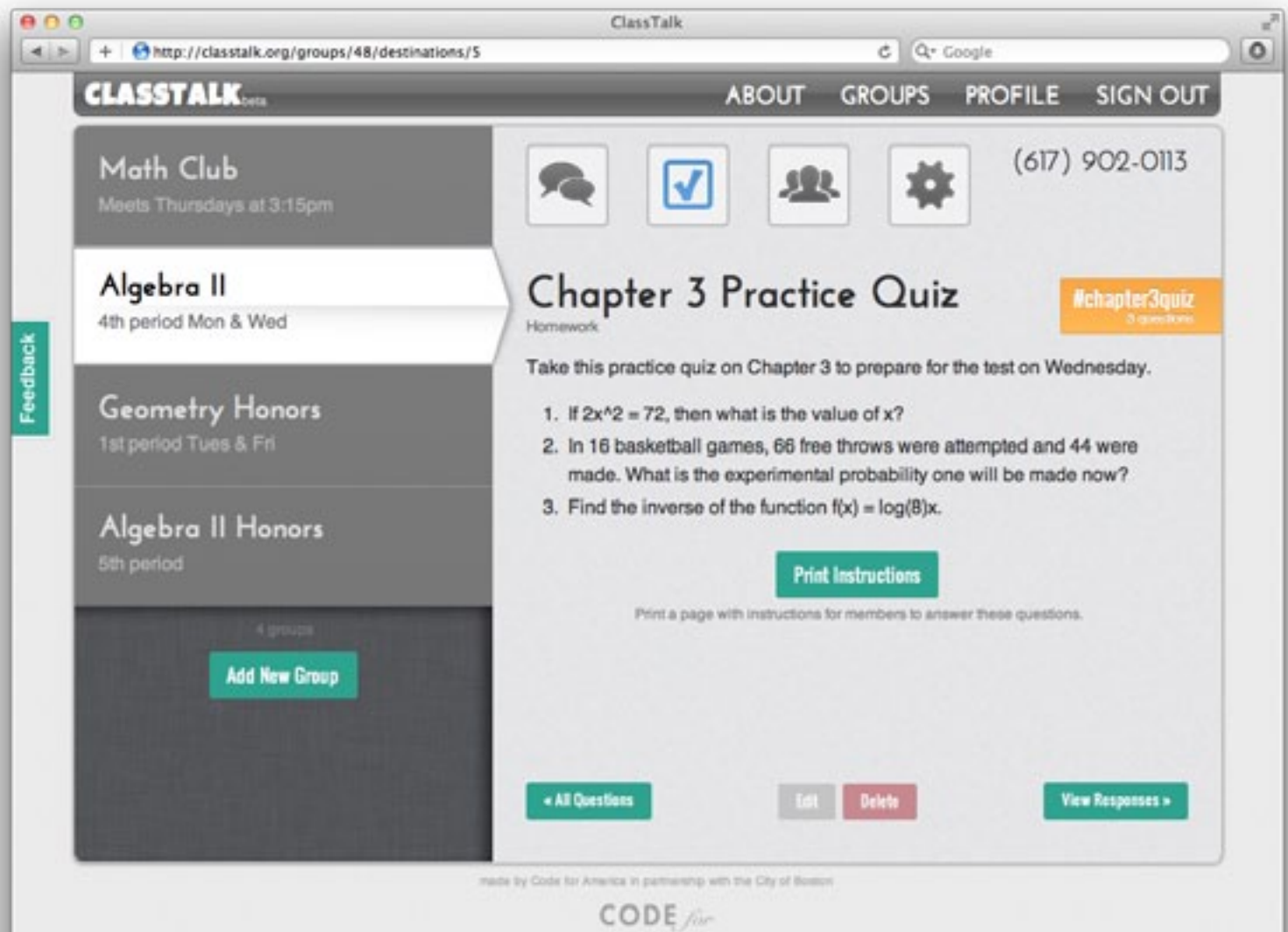
Question  
If  $2x^2 = 72$ , then what is the value of  $x$ ?



# Questions

## Deleting a set of Questions

Open the set of Questions you wish to delete and click Delete at the bottom of the page. Confirm by clicking OK.



The screenshot shows a web browser window with the URL <http://classtalk.org/groups/48/destinations/5>. The page is titled "CLASSTALK beta" and has navigation links: ABOUT, GROUPS, PROFILE, and SIGN OUT. The main content area is divided into two columns. The left column lists groups: "Math Club" (Meets Thursdays at 3:15pm), "Algebra II" (4th period Mon & Wed), "Geometry Honors" (1st period Tues & Fri), and "Algebra II Honors" (5th period). A green "Feedback" button is on the left side of this column. The right column shows the "Chapter 3 Practice Quiz" (Homework) with a "#chapter3quiz" tag and "3 questions". It includes instructions to take the quiz on Wednesday and lists three math problems. A green "Print Instructions" button is below the problems. At the bottom of the page, there are buttons: "All Questions", "Edit", "Delete", and "View Responses". The footer mentions "made by Code for America in partnership with the City of Boston" and the "CODE for" logo.

CLASSTALK beta

ABOUT GROUPS PROFILE SIGN OUT

Math Club  
Meets Thursdays at 3:15pm

Algebra II  
4th period Mon & Wed

Geometry Honors  
1st period Tues & Fri

Algebra II Honors  
5th period

4 groups

Add New Group

Chapter 3 Practice Quiz  
Homework

#chapter3quiz  
3 questions

Take this practice quiz on Chapter 3 to prepare for the test on Wednesday.

1. If  $2x^2 = 72$ , then what is the value of  $x$ ?
2. In 16 basketball games, 66 free throws were attempted and 44 were made. What is the experimental probability one will be made now?
3. Find the inverse of the function  $f(x) = \log(8)x$ .

Print Instructions

Print a page with instructions for members to answer these questions.

All Questions Edit Delete View Responses

made by Code for America in partnership with the City of Boston

CODE for



# Your Profile

## Updating your information

You can change your personal information—including your display name, email, timezone, SMS number, and password—on the profile page. Make the desired changes, enter your current password (required), and then click Save.

