

### FAQ for Communication in new website

Q1.1 Is the communication with the Principal, teacher, students and parents using School website possible?

Ans. Yes, this can be achieved using the Billboard feature of the website. Provided we are a member of at least one of the group.

Q1.2 Who can create a group?

Ans. All students and parents can choose to create a group, and invite members from Sanskriti family i.e. Parents, Students, Teachers and Principal.

Q1.3 is it compulsory to accept / reject the invite to a group? What if my invite is not responded by the targeted members?

Ans. Yes, the members so invited have the option whether to accept the invite to join a group. If the members so invited do not respond to the request, its treated as pending till the member either accepts/rejects the request.

Q1.4 Once a member to a group, how can we unjoin the group?

Ans. Any student/ parents can opt to unjoin a group created by other parent/ student, but has no choice of unjoining a group created by Principal / teacher.

Q1.5 How to create a group?

Ans. Follow the steps as depicted below:



Select the create group option;

**Create Group**

Name\*

Description\*

Picture\*  Select a icon image relevant to group  
 Or upload a new icon for your group

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**Membership extended to\***

School\*  School  Global select the School

Class & Section\*  select the target classes

Roles\*  Students  Teachers  Parents  Principal  
select the target group, i.e. student/teacher/parents/principal/ all

Security  Manual approval is needed to add new members  
 Members can send invitation

select the target classes; allocate a suitable representative image to the group, may not be the default images available to the select from; invite members from the target classes, we can invite the entire classes or a particular member by search;

As student/parent we can invite any member viz. students, parents, teachers, Principal to be a member of our group. The target member has a right to reject your request/ invite. The moment target member accepts the invite, he becomes a member. We can create as many groups as we can handle.

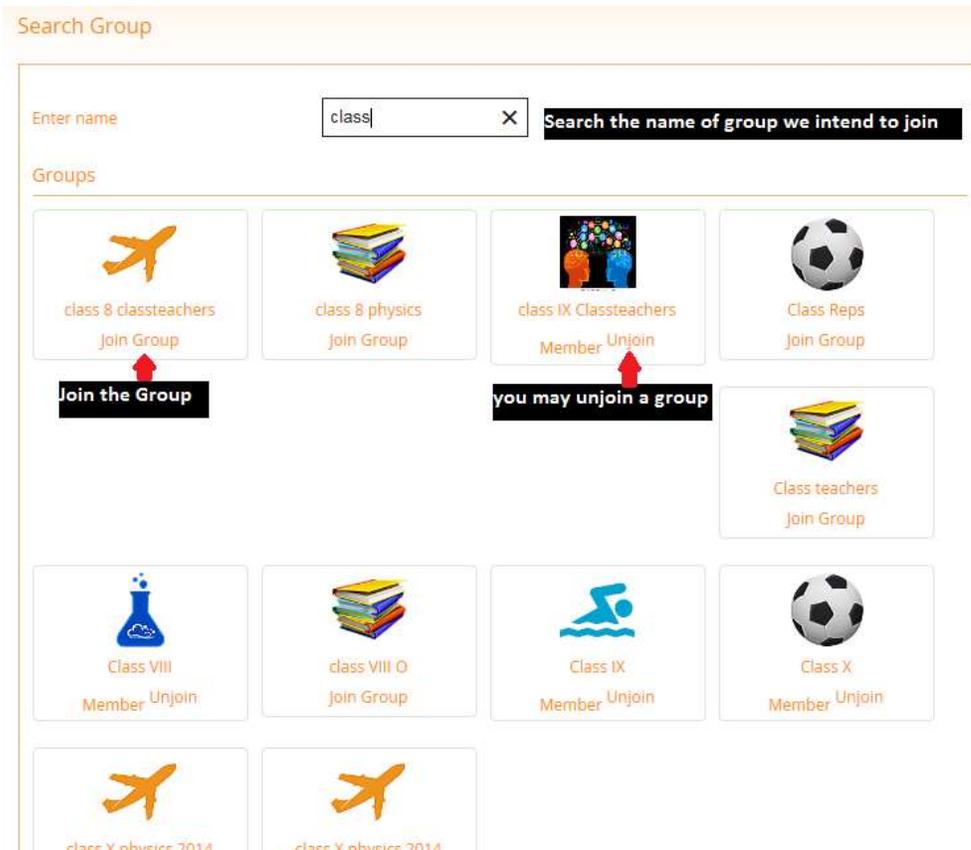
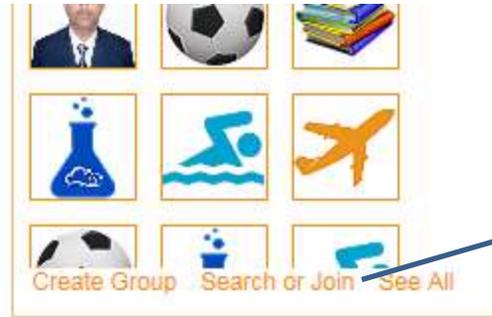
Q1.6 Can we could join an existing group created by someone one else?

Ans. Yes, we have an option of searching a group and depending on the authorization depicted the group administrator we can freely join or at least request the group administrator to allow a membership to the group.

Q1.7 How to join an existing group?

Ans. Follow the steps as depicted below:

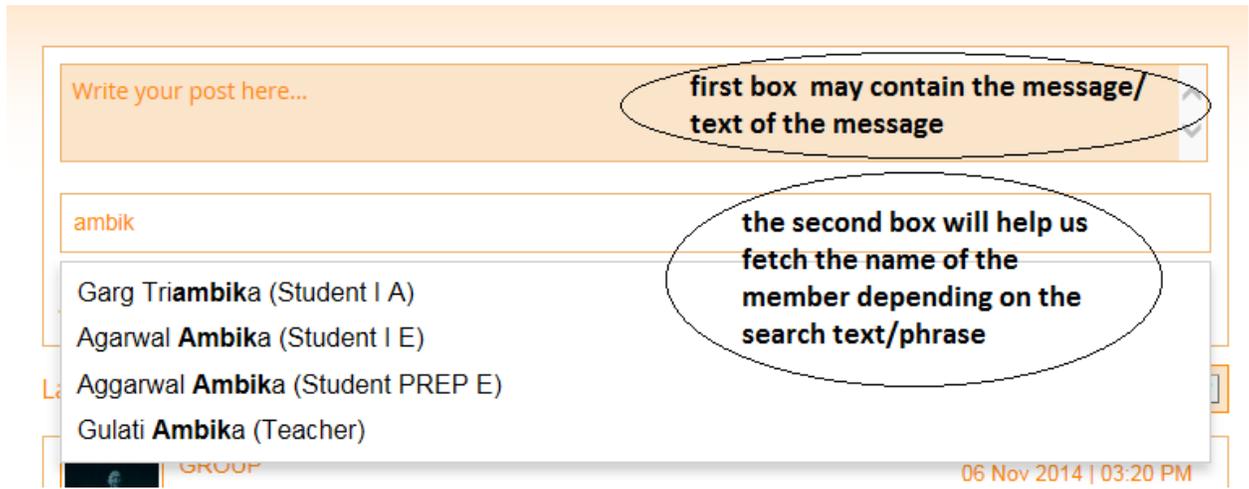
To Search and join an existing group



Q1.8 Once a member to group, how to write to Principal, Teachers, other members of the group?

Ans. Once we have created at least one group we can start communicating via the billboard option. In the bill board, the first box may contain the message/ text of the message, the second box will help us fetch the name of the member depending on the search text/phrase; we can attach files in the pdf format(max

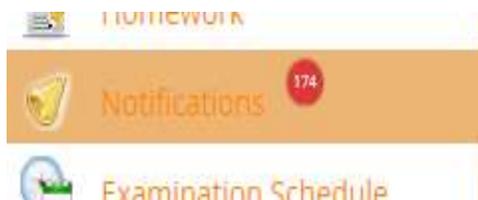
size is 10MB), share a video/photo link etc; and send the message to the intended member(s)/ group(s).



Q1.9 How do I know about the new posts/messages I have received?

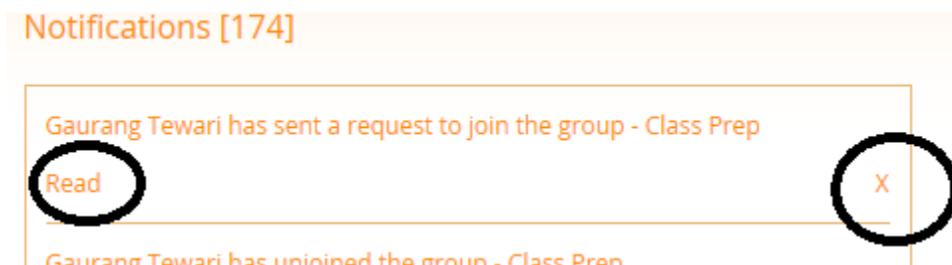
Ans. Steps for receiving/reading a message:

A notification of message can be seen on the left hand side with a count of message received encircled in red.



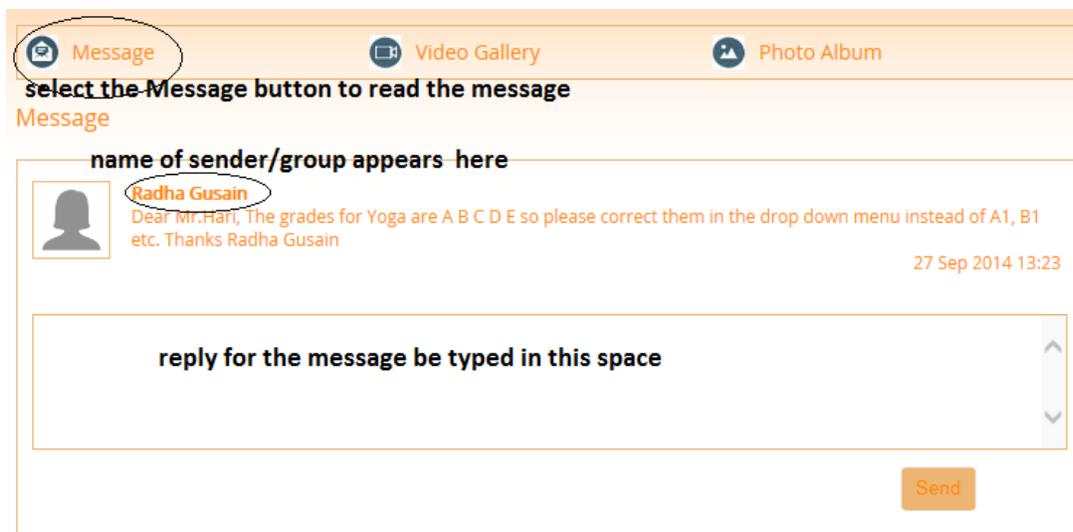
Q1.10 How to remove posts from notification inbox?

Ans. By clicking the notification we can see the list of senders and one line introduction of the message with an X and read (third form of read) tab at the right bottom of the notification. This is just a notification only and if we are not interested in reading the message we can use the X to delete the message.



Q1.11 How to read personnel message instead of a post?

Ans. If we are interested in the message and wish to see the details of the message and reply the sender, then we have to select the message tab on the left side and the details of the message appears with a box underneath to respond to the sender.



Q1.12 Who receives/ views my post/ messages?

Ans. One thing must be taken care of while replying, if the message is a message addressed to the group instead of individual, the reply will be posted to all the members of the group. So be careful while replying to messages.