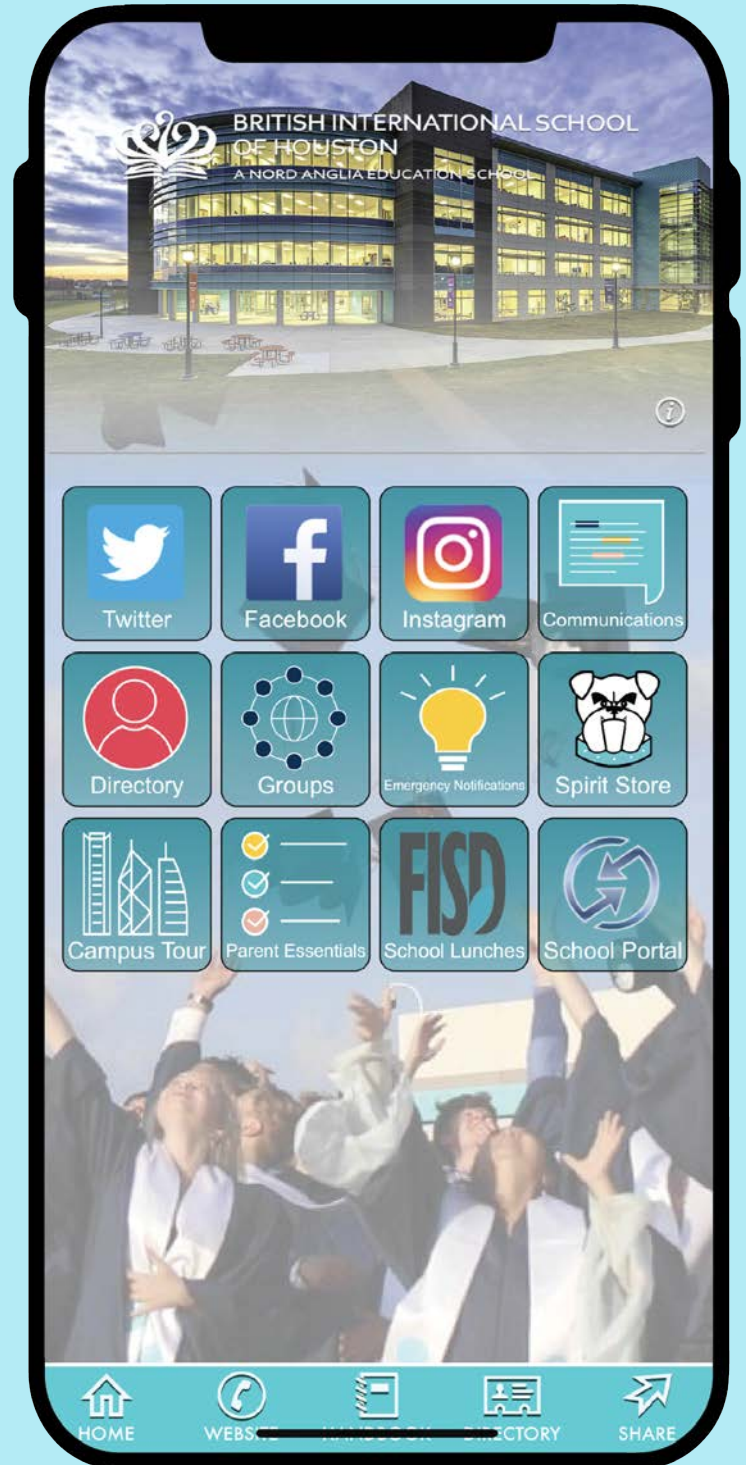# BRITISH INTERNATIONAL SCHOOL OF HOUSTON

A NORD ANGLIA EDUCATION SCHOOL

BIS HOUSTON PHONE APPLICATION USER GUIDE

Available on the Apple and Android App Store
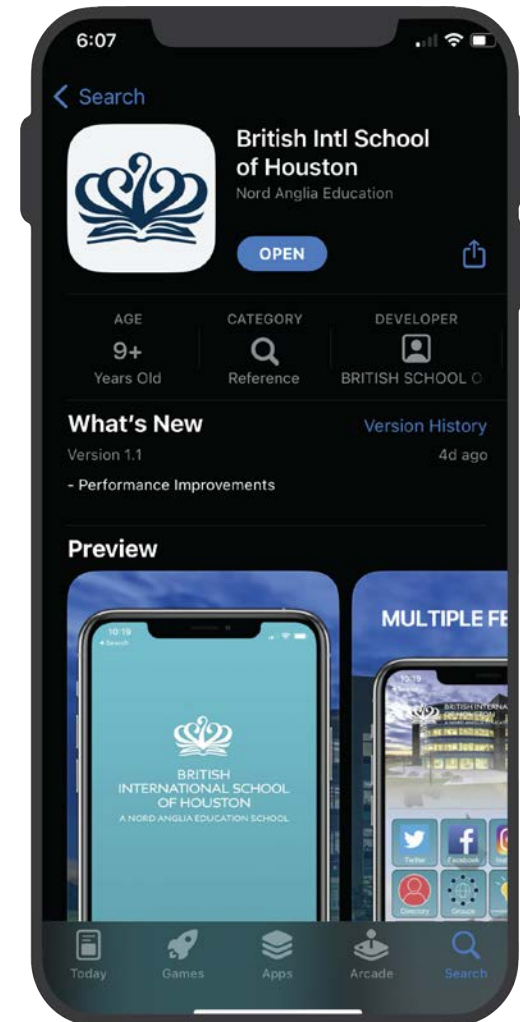
HOW TO DOWNLOAD

1 Visit the App Store on your phone and type in '**British Intl School of Houston**' in the search bar.

This must be typed exactly as above or no results will appear.
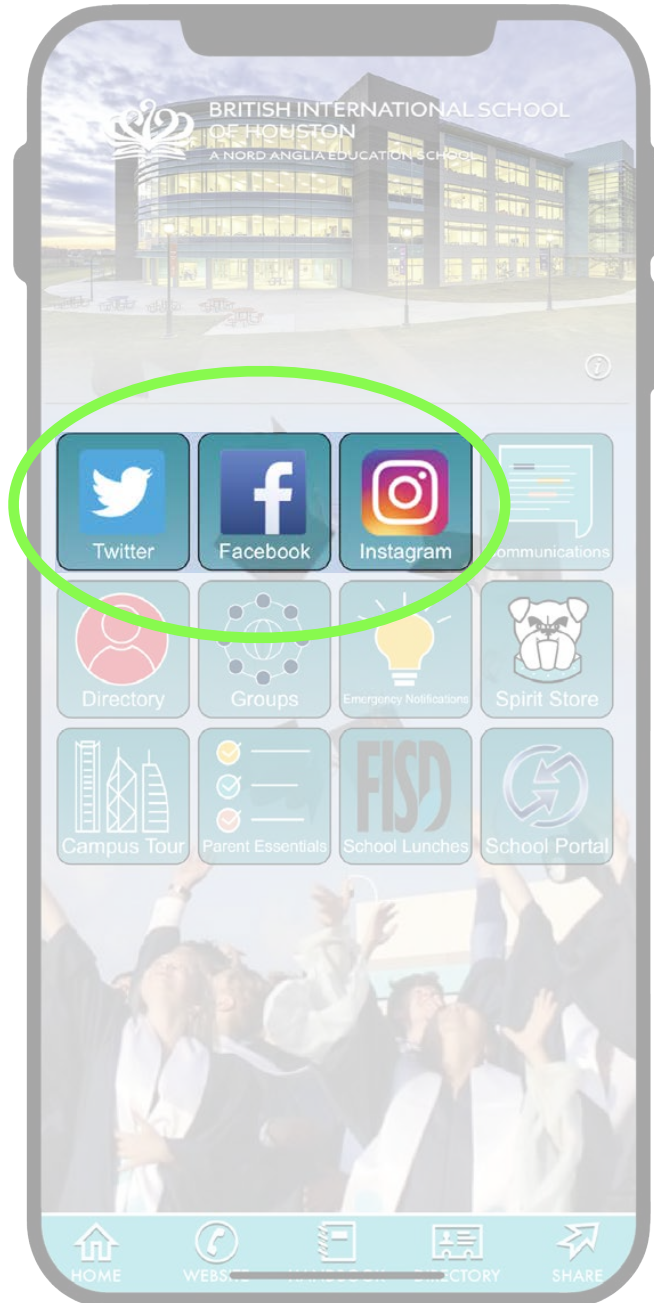
2 Once generated in the search results, select the app for downloading. It will soon be available for use on your phone.

INSIDE THE APP: SOCIAL MEDIA

When you open the app you'll see several tiles on the Home Screen. Follow the guide below to see a description and benefit of each tile.

1 Twitter, Facebook and Instagram are accessible within the app. Each one will lead you to BIS Houston's social media pages.

Note: Signing into your personal accounts is not mandatory to view the school's social media accounts. However, you do have the option to log in with your personal account or to switch to the App.
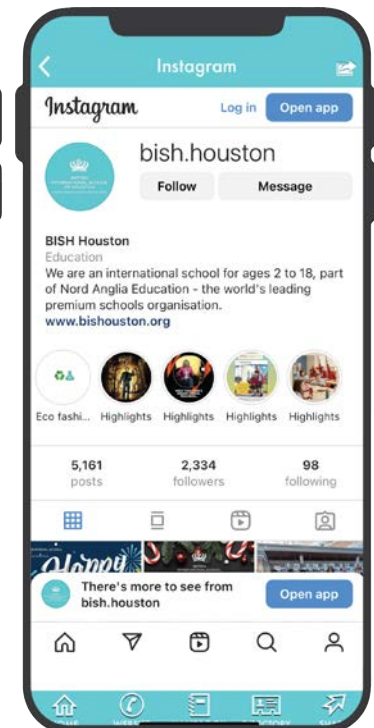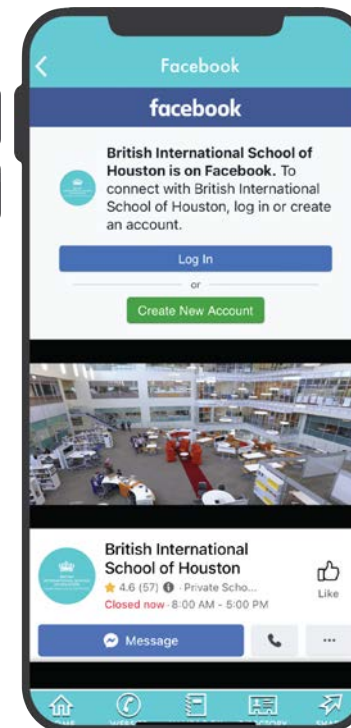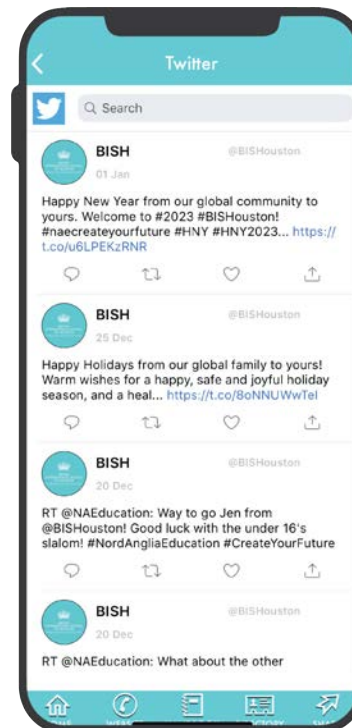
# INSIDE THE APP: COMMUNICATIONS & EMERGENCY NOTIFICATIONS
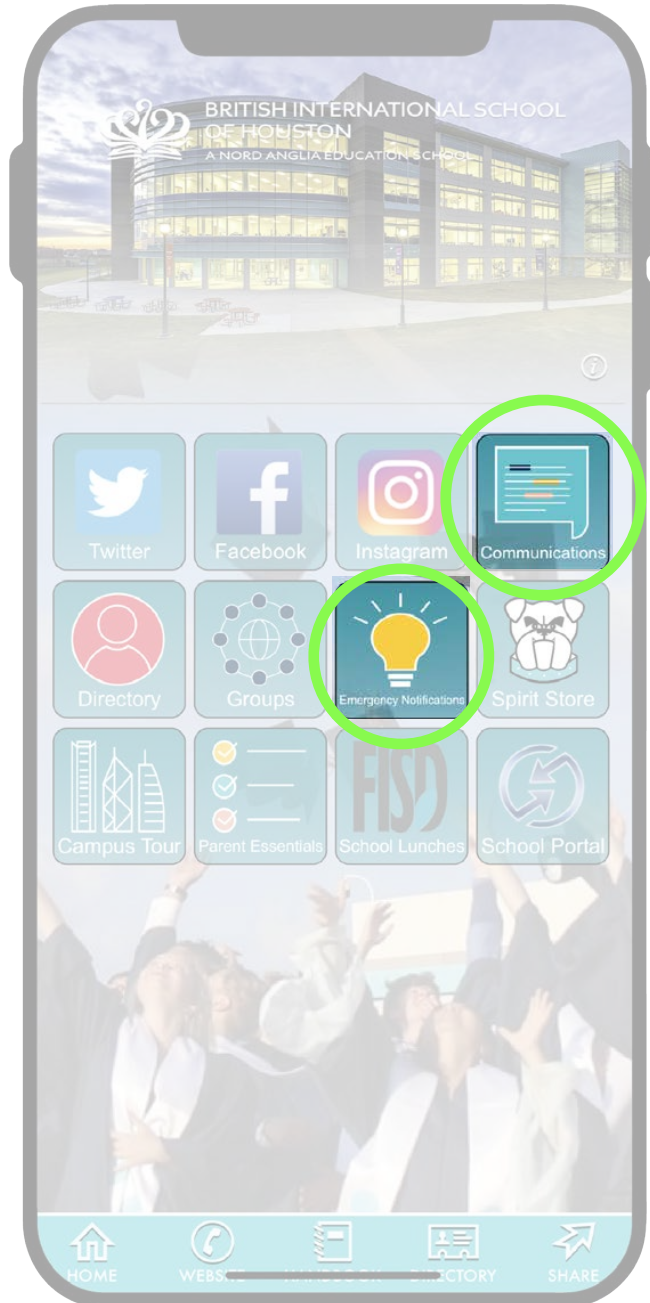
2 The Communications and Emergency Notifications tiles will provide important information for the community. Communications will be limited and will not include the weekly newsletters. Emergency Notifications will be used in special circumstances such as inclement weather, school closures or other events.

Note: This will not replace current emergency notifications or emails sent from the school. It is important to still check all communications via email.
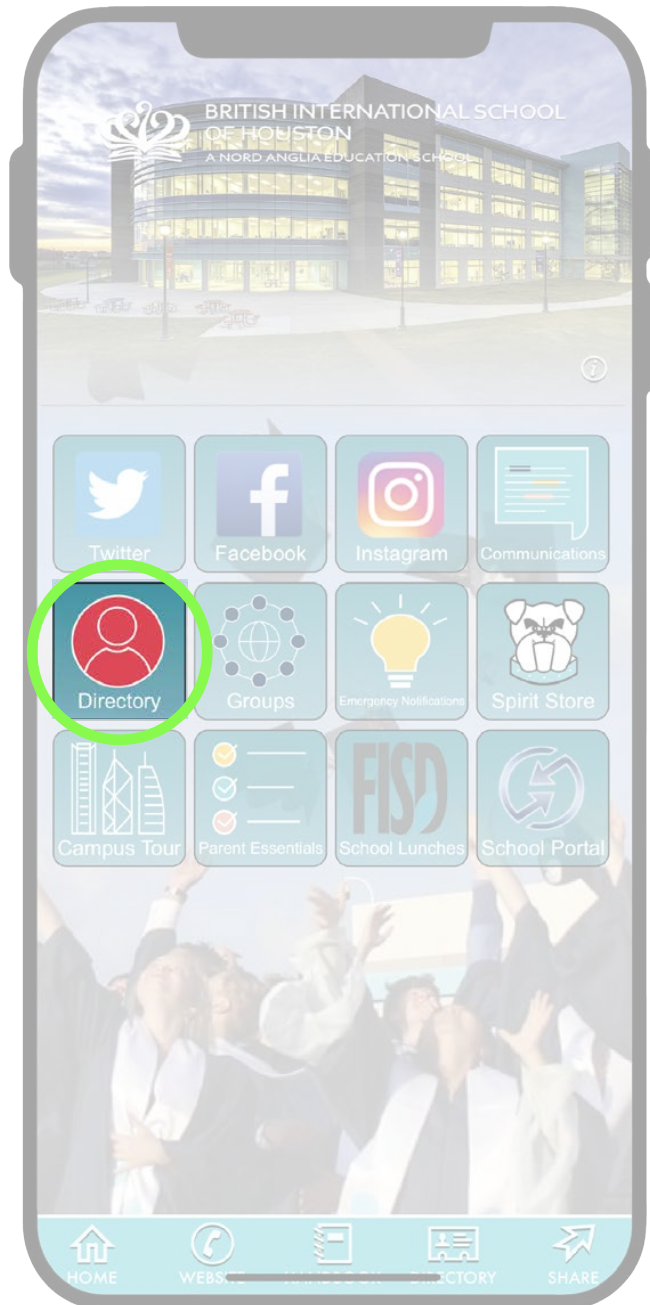

In Communications you can click on specific emails listed to view the details, similar to an email inbox.

When you select the Emergency Notifications tile, you'll see any urgent messages that have been sent by the school.
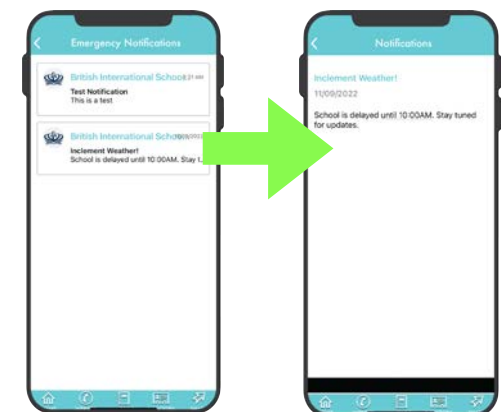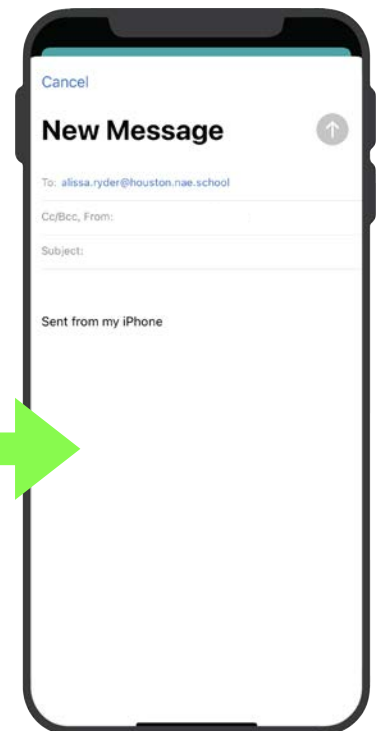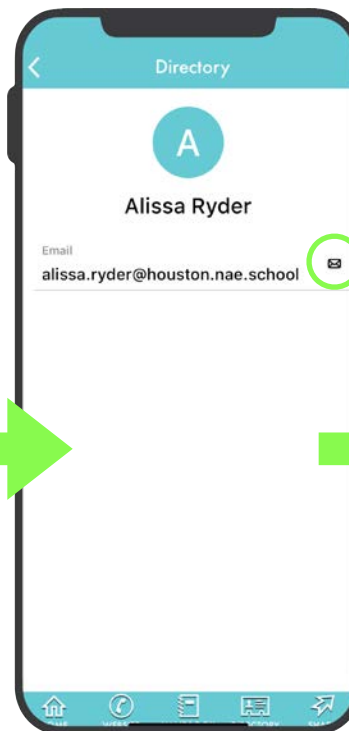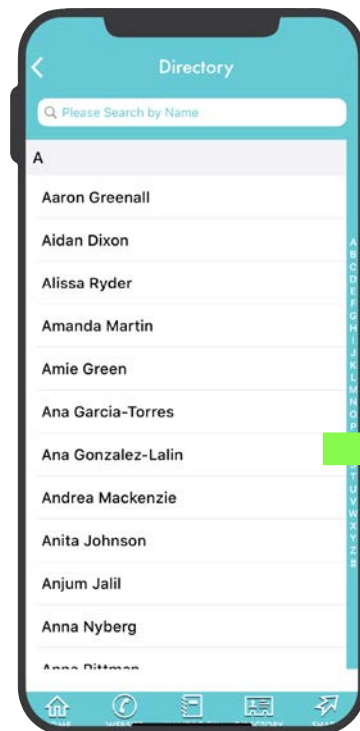
INSIDE THE APP: DIRECTORY

3 Directory lists all school staff. You can scroll to find the staff member you're looking for and select their name to view their email. If you select the small letter icon next to the name, you'll be able to send an email directly from your phone.
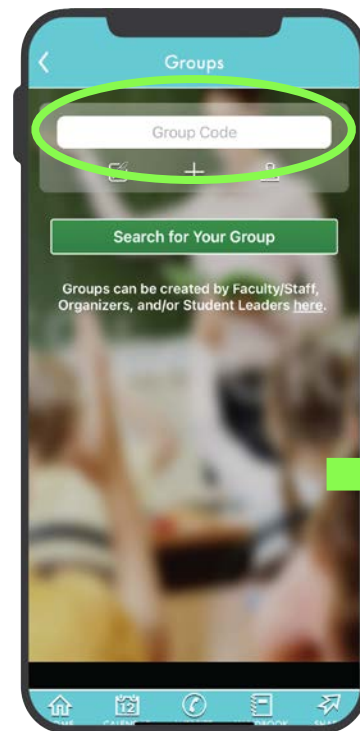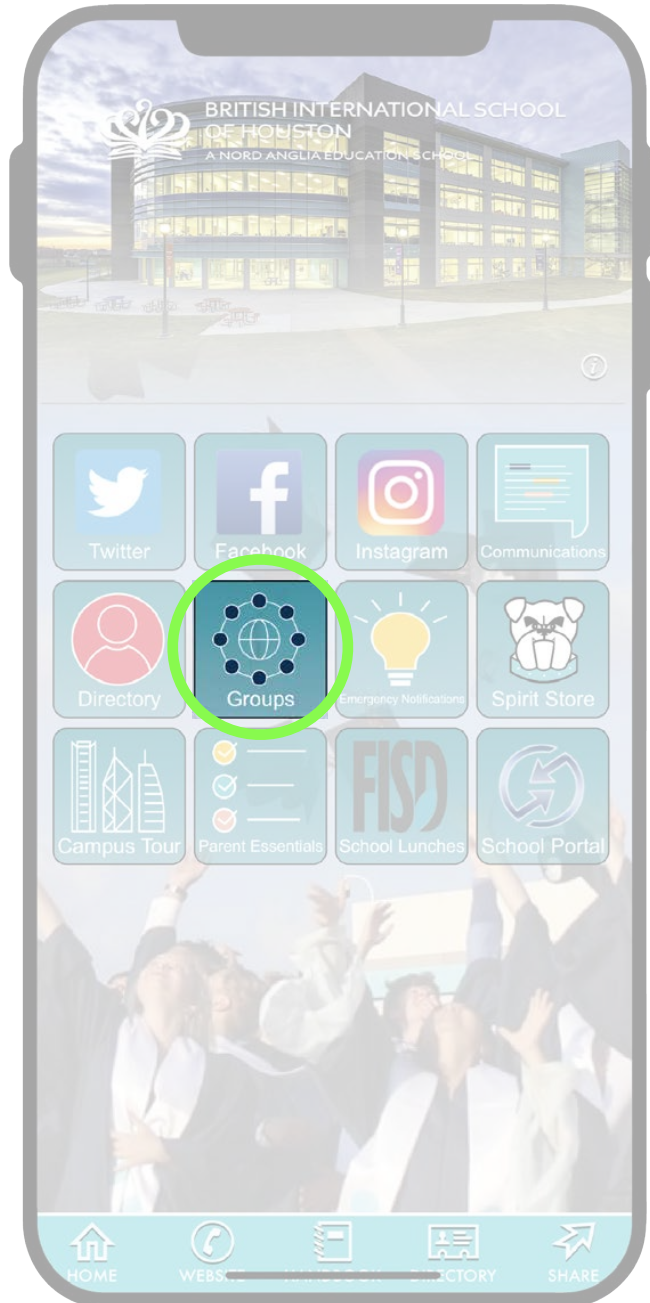
INSIDE THE APP: GROUPS

4

When you open Groups, you'll see a white box at the top. This is the only area you'll need to use in order to join a group.

In the white box that shows Group Code, you'll be able to type in the unique code shared with you in order to join a specific group such as year groups, athletics and others.

For Year Groups, Neighborhood Reps and Heads of Year will share Group Codes.

For Athletics, coaches will the share Group Codes for each team.

Note: The plus sign is to create a group and is for Admin use only. No other users will be able to create groups or make changes to groups. The 'Search for Your Group' button is not active since all groups will be listed as private and will only be accessible by a specific Group Code.
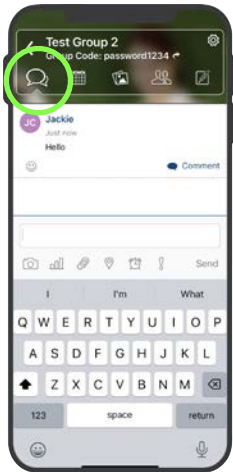

Once you've entered your group code(s), you'll see the group listed on your screen.

Select one and you'll see multiple buttons at the top to use in the group.

See next page for details.

INSIDE THE APP: GROUPS CONT.

The first button available is the group chat. You'll be able to send a message that will post to the whole group with the option of replying to a user's message with the 'Comment' button.
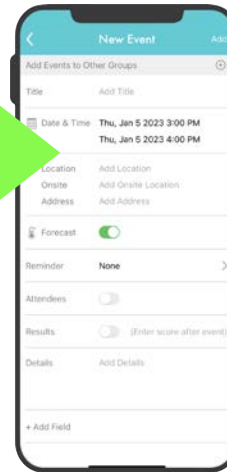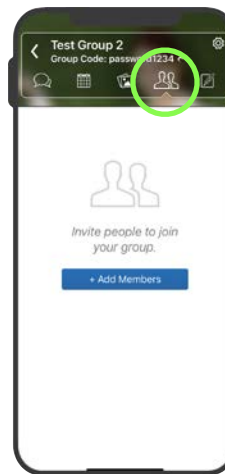

The next icon is to add an event to the Group Calendar. When you select the +New Event button, it will take you to a form in which you can provide details for the event you are proposing.
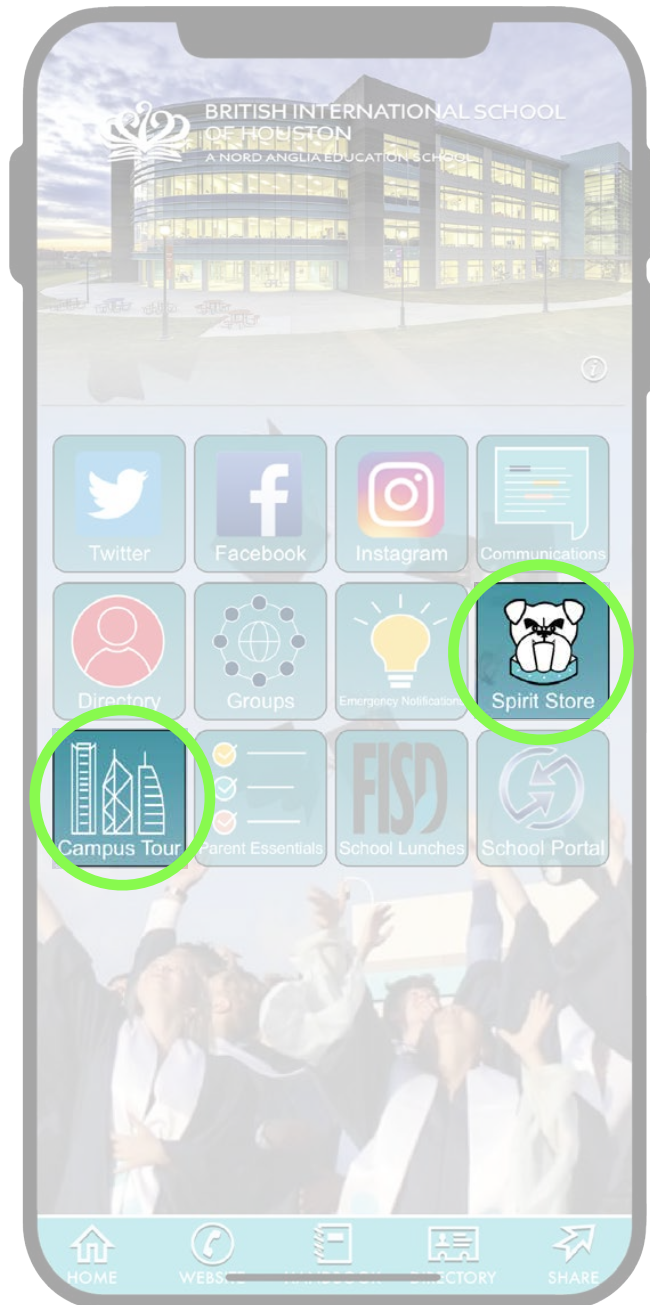
Note: Any user will be able to add an event.
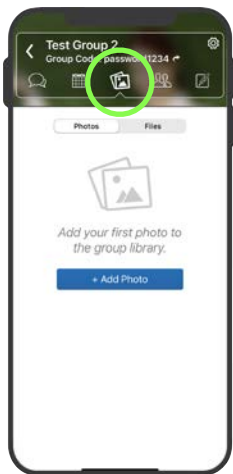
On the third button, you'll be able to upload photos or documents to the group

Note: All photos/documents will be viewable by all users in the group.

This next button will give you the option to share the group with others by sending an invitation through email or text.

INSIDE THE APP: CAMPUS TOUR & SPIRIT STORE

5 Campus Tour will lead you through an interactive virtual tour of BIS Houston's beautiful campus. You can select the tabs on the left that will lead you to a 360° view of the different areas in the school.

Spirit Store takes you to the school's online shop. You'll be able to browse all items currently available in the store as well as place an order for pick up.
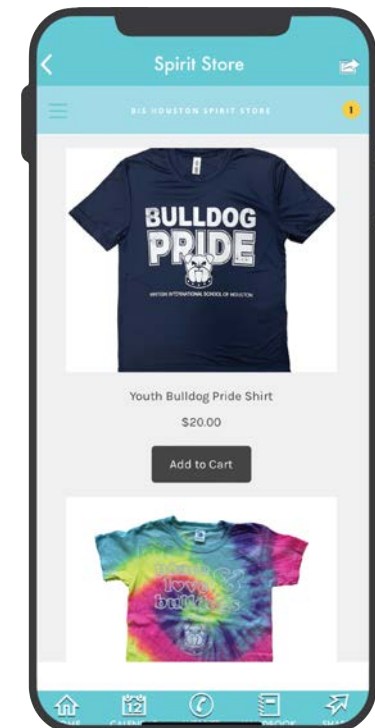
INSIDE THE APP: PARENT ESSENTIALS
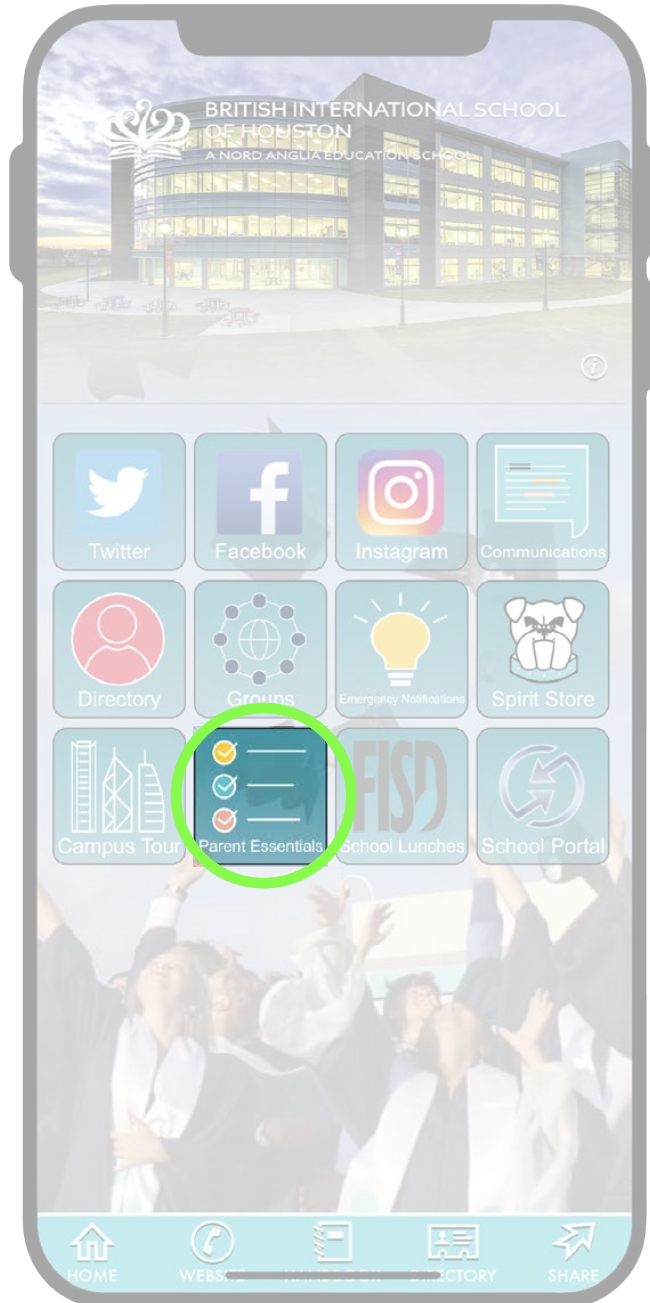
6 When you select the Parent Essentials tile, you'll see two categories listed: Parent Quick Guide and Parent Essentials.

Parent Quick Guide will lead you to a PDF document with a list of digital platforms used and instructions on each platform. These platforms can also be found on the School Portal tile with the app.

Parent Essentials directs you to the school website where you can find resources such as forms, uniform guidelines, school calendars and documents.
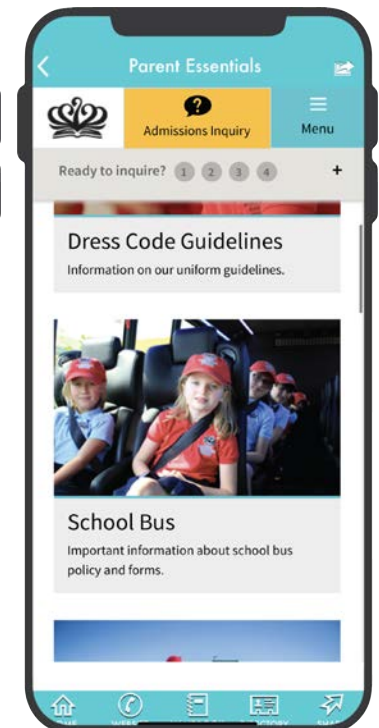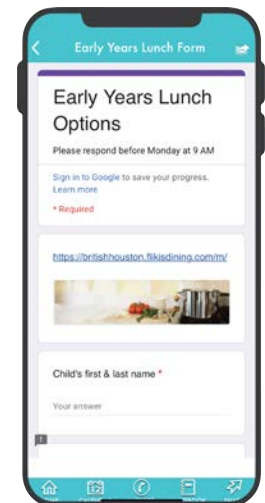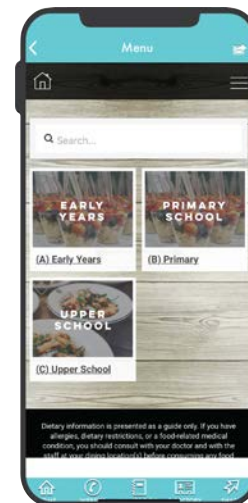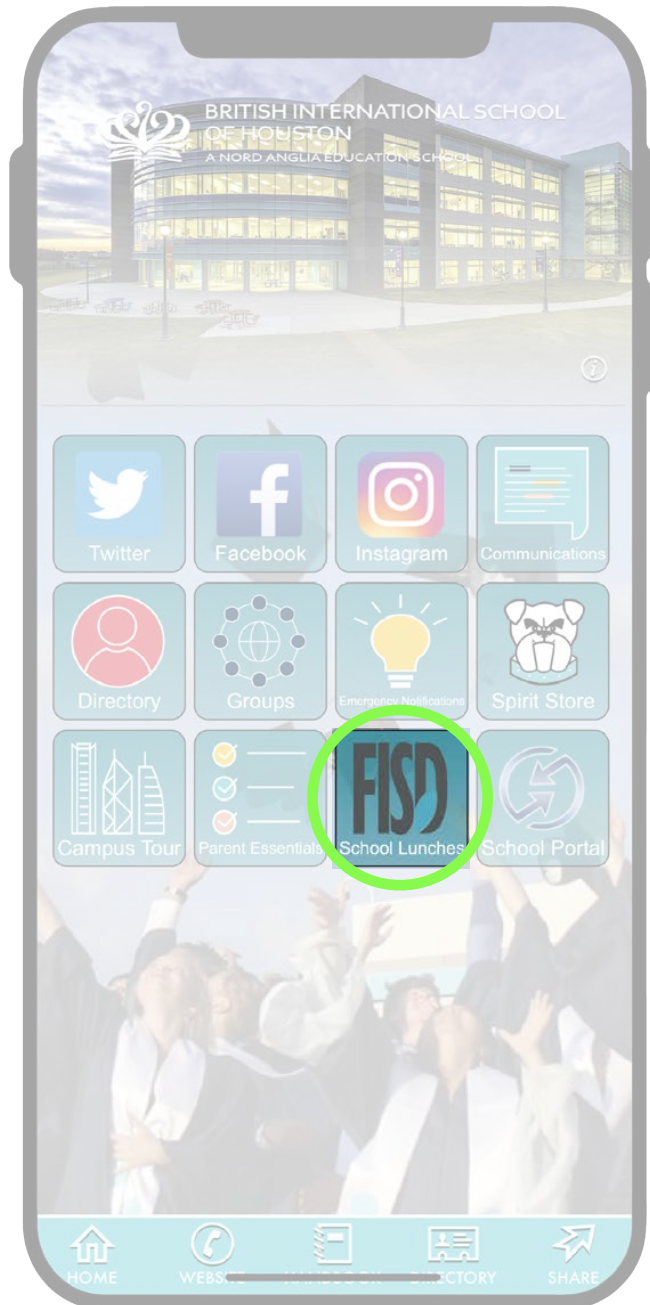
INSIDE THE APP: SCHOOL LUNCHES

7 Under School Lunches you'll be able to navigate between the Menu and My Payments Plus.

By selecting Menu, you'll be directed to the FLIK dining website. Select the lunch group you need and you will be able to view the meal for the day.

My Payments Plus will lead you to a login page where you can sign in with your MPP credentials. Here, you'll be able to load money onto a child or parent account.

Early Years families who order school lunches should select their lunch options from the Early Years Lunch Form.

Note: If you need assistance with your MPP credentials or setting up an account, please refer to the Parent Quick Guide.

INSIDE THE APP: SCHOOL PORTAL
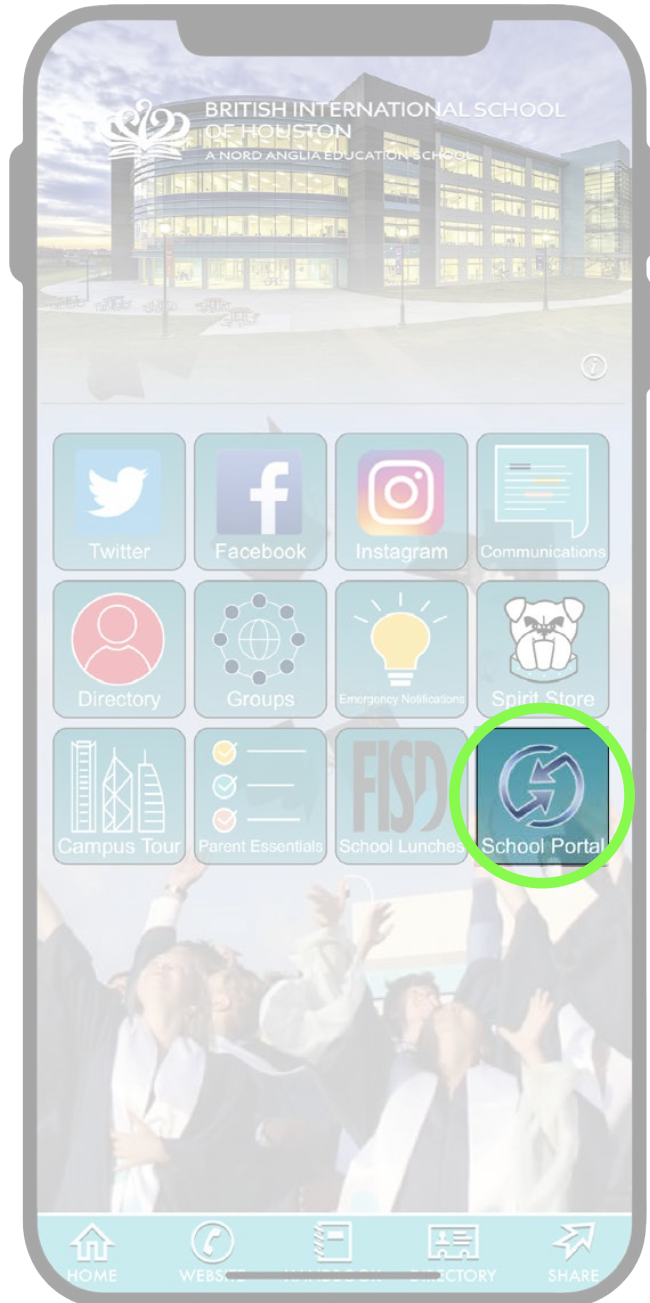
8 Inside the School Portal tile, you'll have access to numerous resources for both parent and student.

Note: At the top of the page, you'll see a LOG IN button. It is not necessary to log in to this area. Scroll further down and you'll have access to Seesaw, iSams, SchoolsBuddy and many others.

For log in assistance, please reference the Parent Quick Guide available in the Parent Essentials tile.