Loop is the solution to fragmented communication in the K-12 community. It provides a secure, simple and manageable place to connect with staff and parents.
Getting Started

1. Log in to Aeries
   To get started with Loop first log in through your Aeries parent portal.

2. Welcome to Loop
   Once inside Aeries, click on “Loop” in the side menu and you will begin onboarding. After entering a few pieces of information you will take a quick tour and then be free to explore Loop.
Welcome home.

1. **Announcement Feed**
   The chronological list of announcements from all feeds to which you are connected.

2. **Schools, Classes, Groups**
   To filter your feed down to a specific school, class or group, just click on the name within the side menu.

3. **Follow Groups**
   Click on the plus (+) next to groups and check out groups to follow in your school.

4. **Direct Messages**
   Use messages to start a one-to-one conversation with a teacher or school administrator.

5. **Settings**
   To update any of your profile settings just click on your avatar in the lefthand menu.

6. **Help**
   Unsure of something? Click here to visit the support site for FAQs and further assistance.

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**JAMESTOWN DISTRICT**

**Good Morning, Amy!**

Welcome to Loop. This feed is where announcements will show up. The navigation on the left lets you filter this stream of content. Take a look around. If you need any help just click the (?) at the top of the page.
Direct Messages

1. **Messages Toggle**
   Click on the icon to jump over to Messages.

2. **Create a new message**
   After clicking on the "Create a new message" button just type in your recipient, enter your message into the bar at the bottom of the screen and click the send button.

3. **Message Archive**
   Here you can quickly jump back into your recent conversations or search your recipient history.

4. **Message Entry / Send Attachment**
   Here you can either type your message or send an attachment (paperclip icon). Once you start entering a message the Send button will appear where the Attachment button is.

**Message Delivery**
Messages are delivered instantly inside Loop. Depending on how the recipient has notifications set up, he/she will be notified via email or SMS text if a message is received while offline.
Profile Settings | Personal Info

1. **Settings Menu**
   Click on your avatar to open your settings.

2. **Photo**
   To upload or change your profile photo just click on the large avatar and follow the upload instructions.

3. **Display Name**
   Click on your name to edit how your name will be displayed in Loop.

4. **Add / Edit**
   To add an email or phone number click on the plus next to its section. To edit an email or phone just click into the field and make the change. No save needed.

5. **Language Preference**
   Adjust your preferred language to receive custom translated announcements and messages.

6. **Password**
   If for some reason you need to change your password just click on the Reset Password button and follow the simple instructions.

7. **Sign Out**
   Click on the sign out button to log out of Loop.
1. **Feed Manager**
   The next item under profile settings is your Feed Manager. This is where you can edit what appears in your home announcement feed.

2. **Add / Unfollow**
   To add a Group to your feed click on the plus (+) or the "Add Group" button and follow the simple instructions. To stop following a group just click the Unfollow button.
1. **Notification Settings**
   General announcements and messages default to email. Emergency or important announcements will be sent via SMS text, Text-to-speech phone call and email.

2. **Remote Notifications**
   Only want certain kinds of announcements sent to your phone or email? Here you can click/unclick the checkboxes to update these granular settings. No save button needed.

Remote Notifications:
- Fully customize how you wish to be notified on your phone or in your inbox.
- Direct Message Received
- Class Announcements
- Group Announcements
- General District Announcements
- General School Announcements
- Emergency Announcements
  i.e. Weather closures, school lockdown
  These notifications cannot be turned off.
Activity

1. **Activity Alert**
   You can easily pop open the Activity Panel by clicking on the activity “bell” icon.

2. **Activity Panel**
   Similar to other social apps, the Activity Panel shows you a quick overview of the activity related to your account. Click on anything within the Activity list to be taken to that specific Announcement or Message.