

# Jigsaw School Apps Information for Android and Apple phones

Your school is using the new Jigsaw School App to communicate with parents, so we've provided this handy guide to help you get the most out of it:

## 1. Downloading the app

Option A: Search your app store for "Jigsaw School App" and then download

Option B: Click on the following link on your phone:

Android: [Android Jigsaw School App Container](#)

Apple: [Apple Jigsaw School App Container](#)

Option C: Scan one of the QR Codes below:

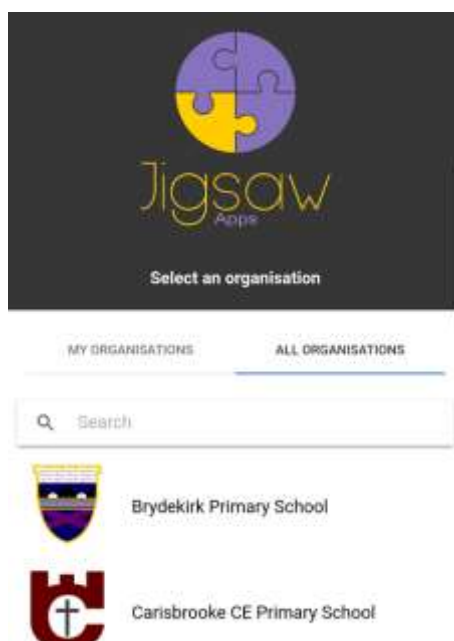


Android



Apple

## 2. Selecting your school



You can select your school by typing a few letters in the search box or selecting from the list of schools that you can see when the app first opens.

The app will remember the organisations you choose. These are displayed under "My Organisations"

If your school has password protected your app, you will be prompted for a password.

If you choose the wrong school, simply click on the settings icon which will appear at the top of the page and select "Leave Organisation".

### 3. Setting up the app



#### Home Screen

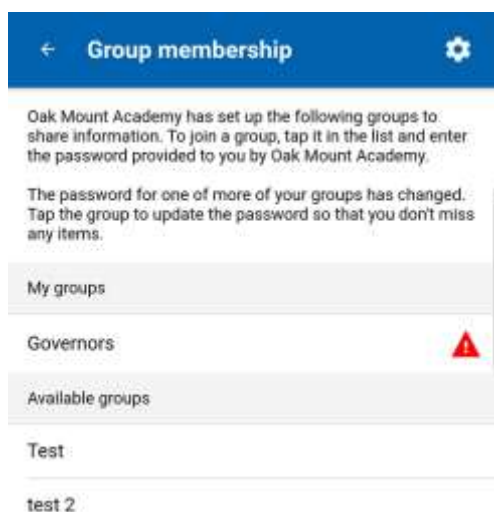
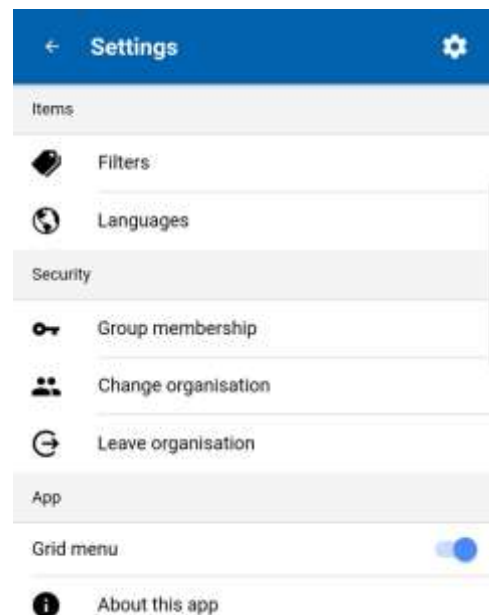
Select the settings icon (top right of the screen) and you will be presented with the menu on the next page.

#### Settings Screen

Once you're on the settings page you'll see a number of options.

You can choose the way that the app menu displays on your phone; either a list or a grid. We prefer a grid menu, but we thought we'd give you a choice!

If you click on "Change organisation" you can see "My Organisations" and the schools you have previously selected – you will receive notifications for all of these. You can leave an organisation by clicking on the "Leave organisation" option on the settings page.



#### Group Membership

Your school is able to set up one or more private groups. These are displayed under "Group membership".

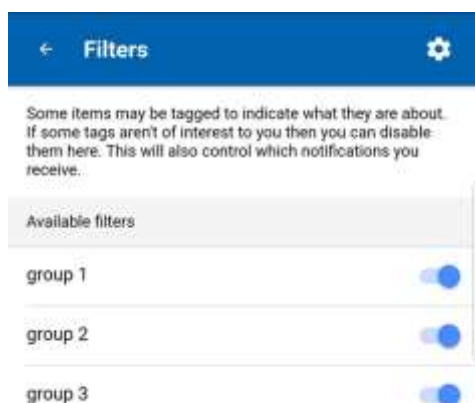
You will need a password to access these and once you have joined, your groups will be displayed under "My groups".

Your school may change the password of the groups from time-to-time, and if this happens, a red triangle will appear next to the group you previously had access to. To rejoin, please request a new password from the school.

## Languages Screen

If your school subscribes to our Languages feature, you can select this option from the settings page and you can choose from a list of the languages they are offering.

All of your news and calendar dates will be automatically translated to the language you select.



## Filters Screen (formerly categories)

If you select the Filters option from the settings page, you will see a list of filters that your school has set up.

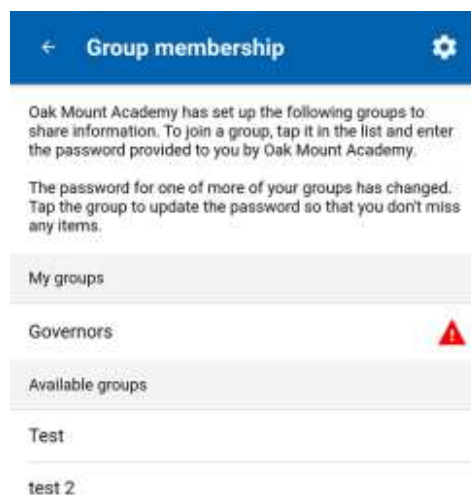
You can select one or more of these that are relevant to you, so when the school posts information that is tagged with a filter that you are not interested in, you won't be pestered with that information!

## Group Membership Screen (formerly Access Codes)

If you select the Group membership option from the settings page, you can see a list of the private groups that the school has set up. You will need a password from the school to join any of these groups.

Once you have successfully joined, the group will appear under the "My Groups" heading.

If the school changes the password for a group, it will show an exclamation mark in a red triangle.



## About this app Screen

This screen shows the version number of your app. We'll be upgrading the app from time-to-time so its handy to see the version you are running in the unlikely event you spot a problem with something.

It also has our details so you can recommend us to anyone you know who could benefit from a similar app!

## 4. Using the app



### Home Screen

Once the app is set up, you will receive a notification on your phone each time the school posts something (depending on the categories you've chosen and the access code you may have entered).

When you get a notification you can open the app and you can see all of the latest posts by pressing the "VIEW LATEST ITEMS" button at the bottom of the home page.

These posts will also appear in the menu section that your school has chosen to post them to.

### Menu Screen

You can open the menu screen by selecting the top left icon from the Home Screen (3 horizontal lines).

Your schools menu will look similar to the one shown here.

You can select any of the menu items to view information under that section.

Information can include news, diary dates, pdf documents, photos, surveys, contact information and more.

