



Athena's Workshop
Helping You Build Successful Students

User Manual

October 28, 2016

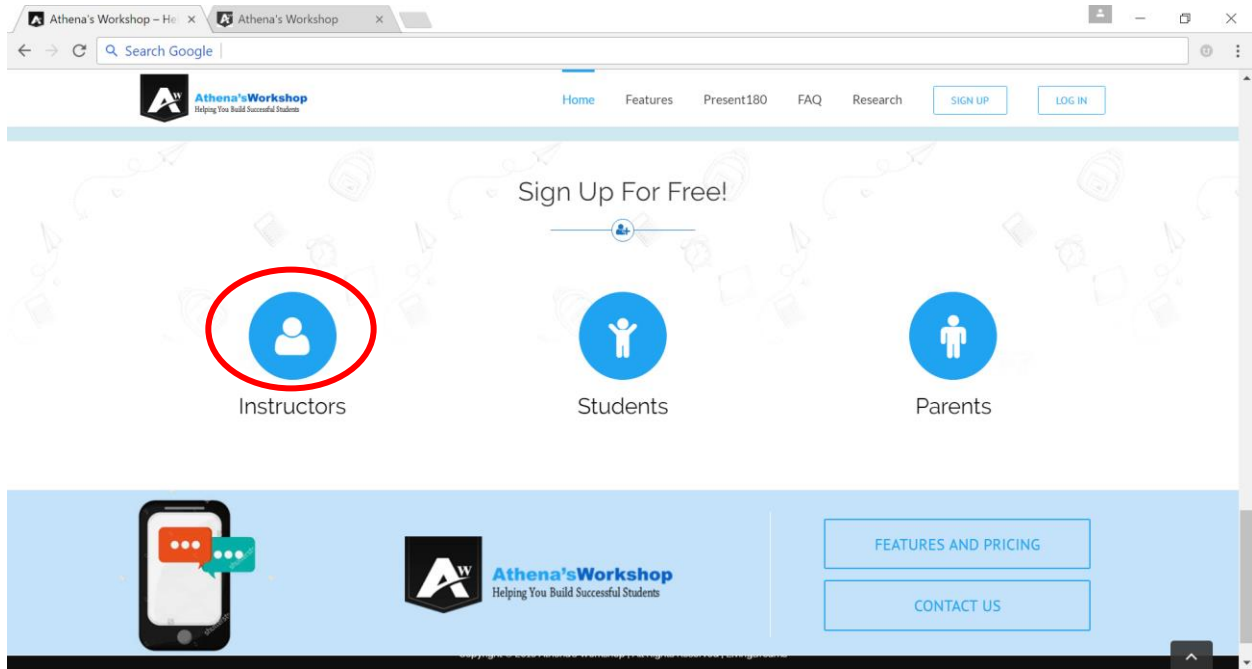
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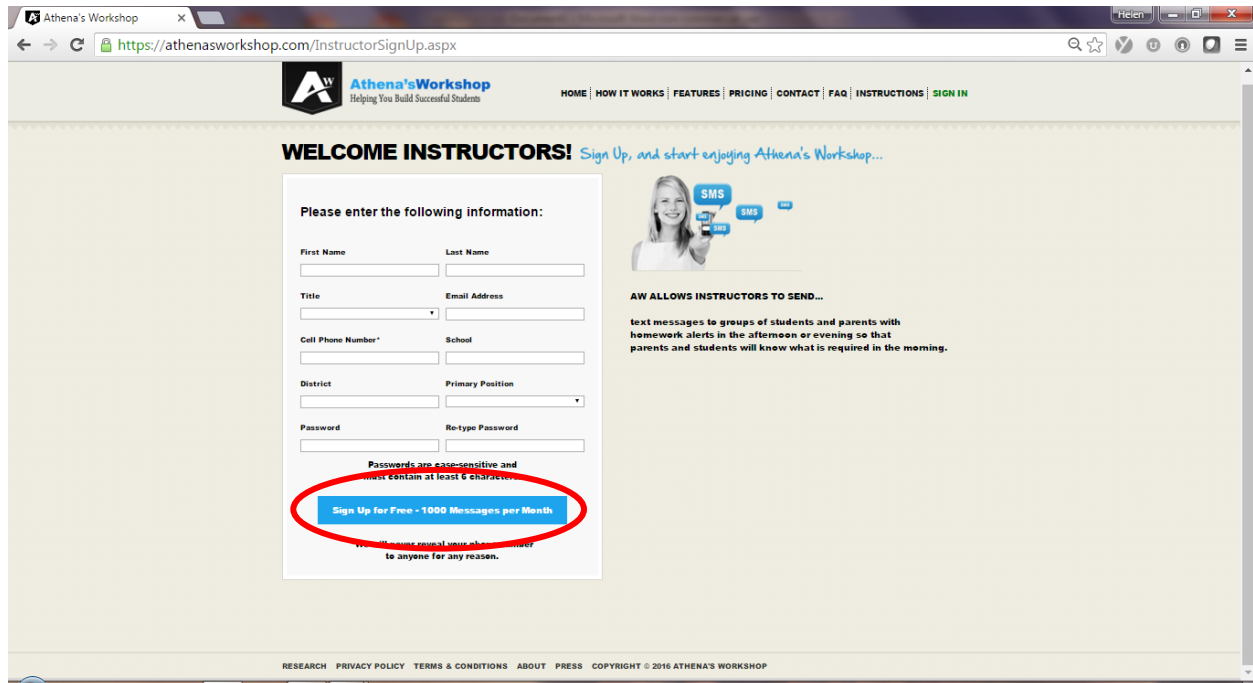
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Create an Account

1) At the bottom of the Home page, click on the blue button for Instructors.



2) Fill in all boxes. Everything is required. Click blue box at bottom.

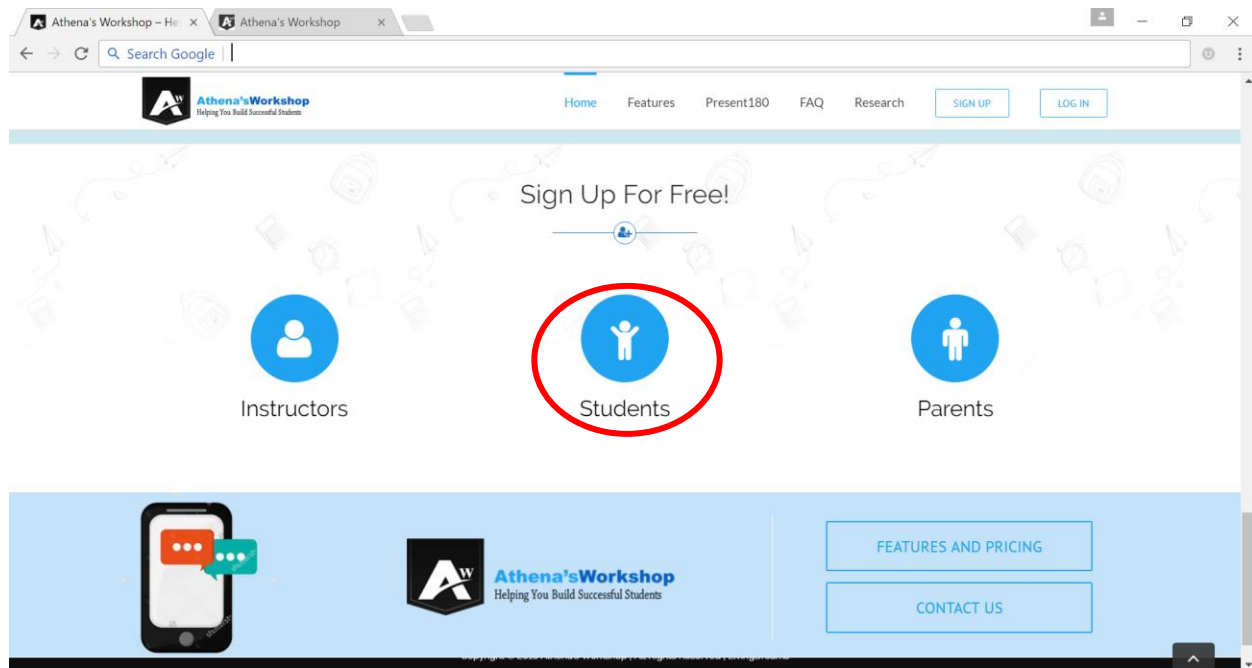


a) Teachers are generally addressed as Mr. Smith, not Joe. Your title will be used in text messages.

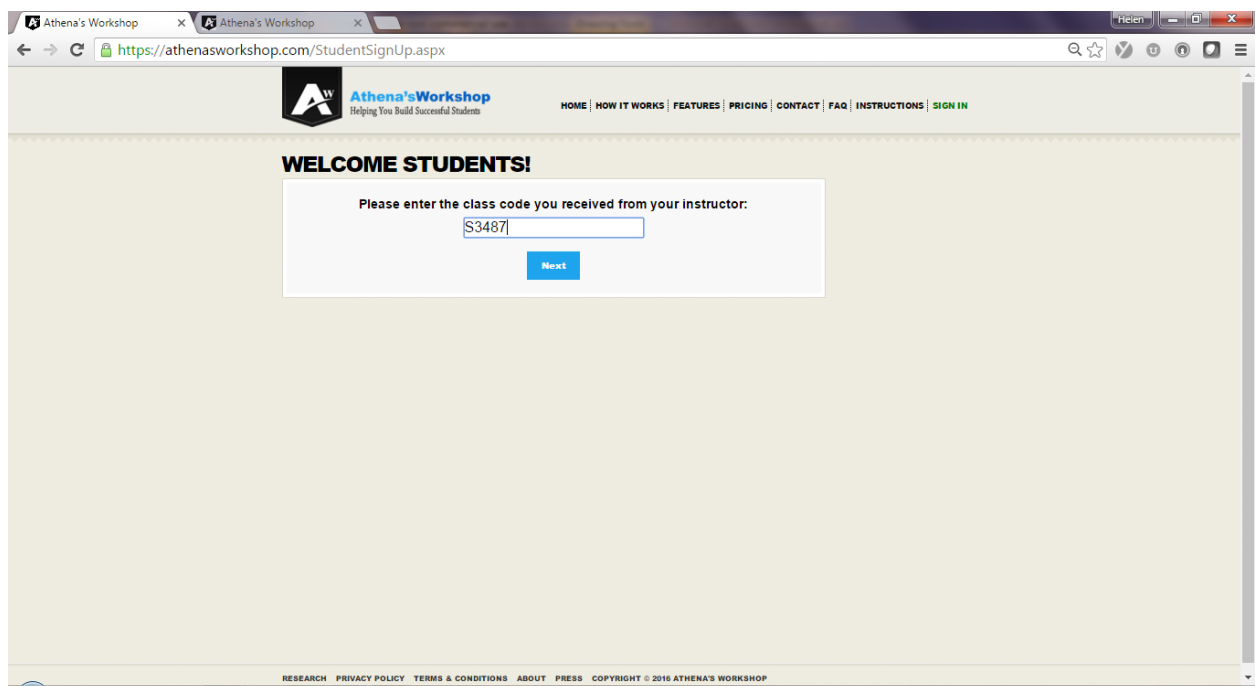
- b) We need your email address to send you updates and other information. We do not sell, trade, barter etc. our client lists to others. Please use your school email address.
- c) We need your cell phone number to set up your account. In another step, you can set up how you want messages to come to your cell phone, all the time, never, or only during certain hours you want (Mon-Fri. 8-5 for example)
- d) If your school is private or not part of a school district, just write "private."
- e) Primary position is just for information
- f) Passwords are case sensitive
- g) Click the sign-up for free button at the bottom. You should get a text message within a few seconds. Reply "yes". The screen will change to set up classes, once the account is set up. Occasionally it does not work, try a second time or contact support at tech@athenasworkshop.com or 703-615-4429.

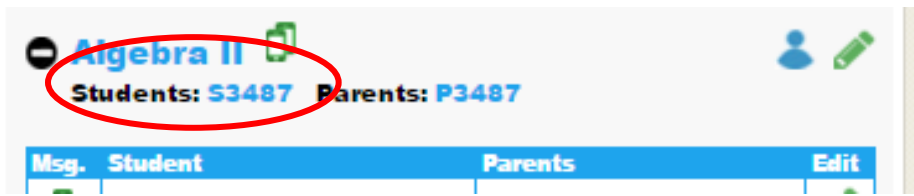
Sign up 1-2 students (when they are right there)

1) At the bottom of the Home page, click on the blue button above Students

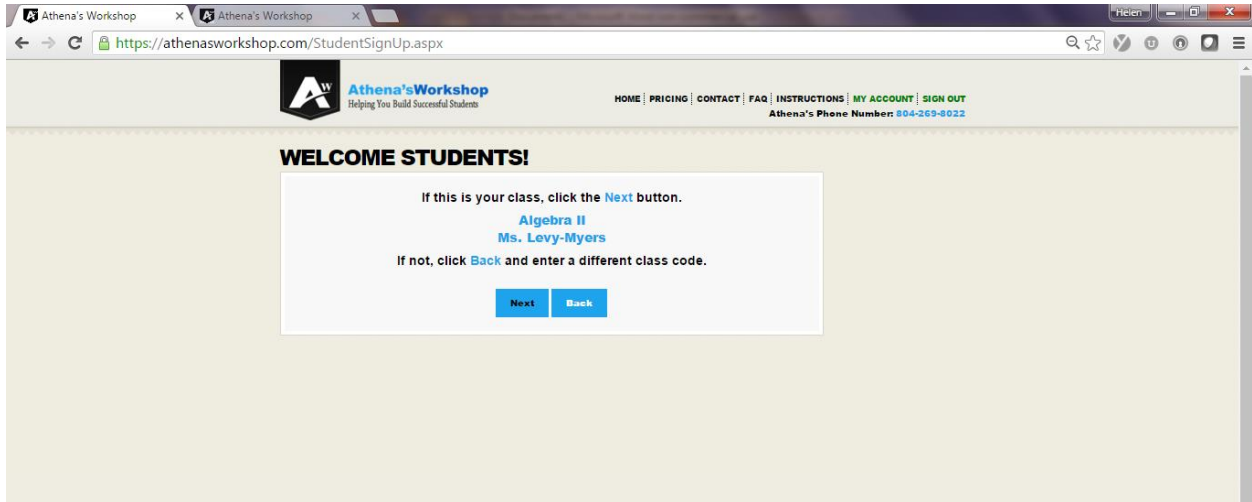


2) Enter the class code for one of your classes. You will find it in from the Athena's Home, right underneath the class name. You can move them around later. Student class codes begin with an "S". In this example, the class code is S3487. Click on Next.

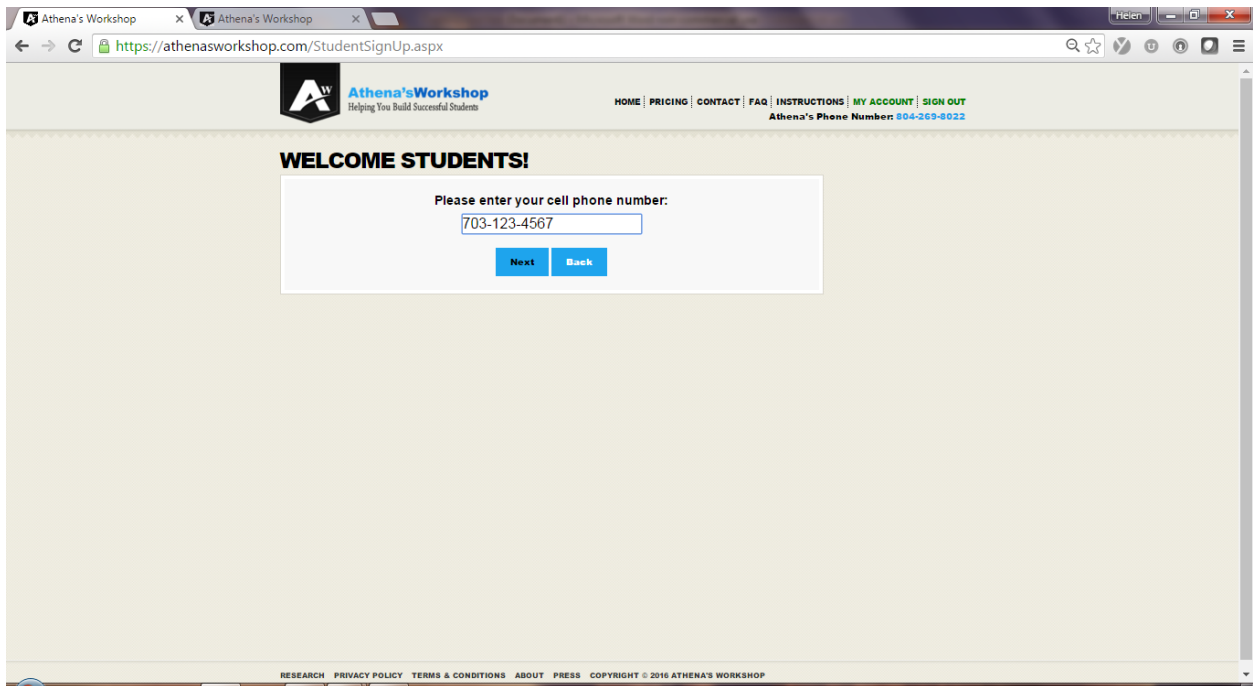




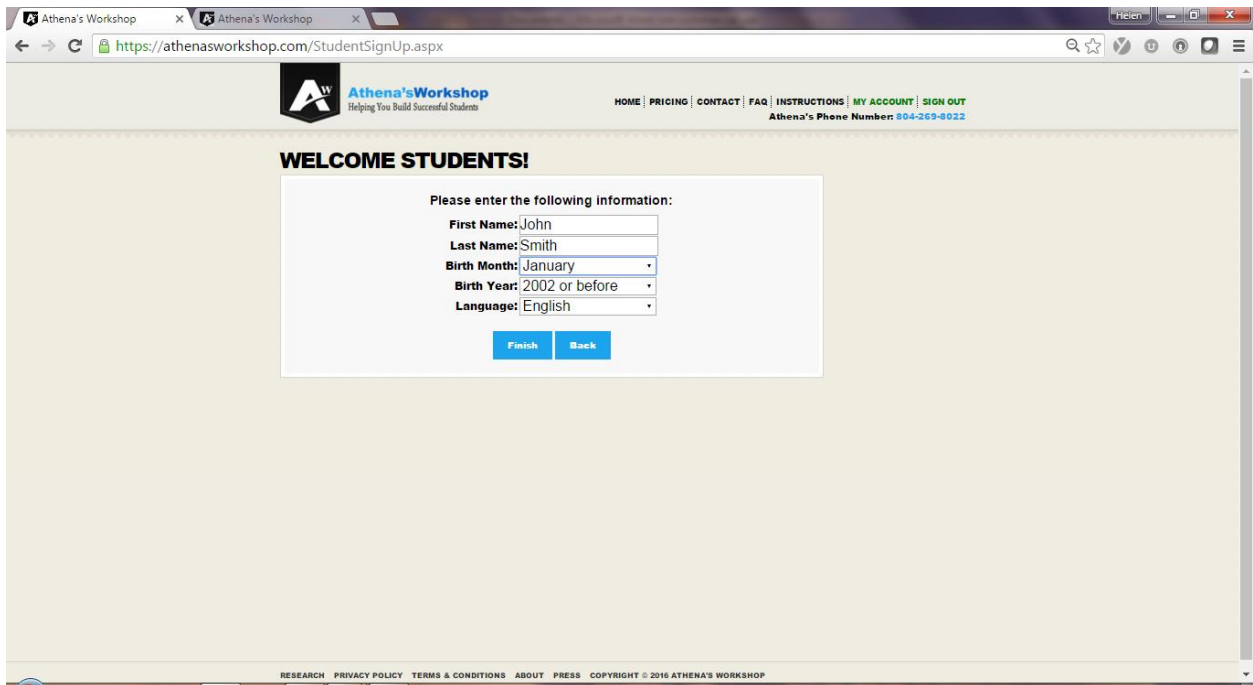
3) The next screen confirms that you have chosen the correct class, click on Next.



4) Enter in the student's cell phone number. (If the student does not have a cell phone and messages are to go to the parent only, go back to the home screen and click the "Parent" button. You can put the student's name there.) Click Next.



- 5) Put in the student's first and last name. We ask for their birth month and year to determine if the student is 12 or younger to comply with the Child Online Privacy Protection Act (COPPA). If the student is 12 or younger, their parent must also sign up and all message will automatically be sent to the parent whenever you text the student. We will set this up for you. If the student is an adult, you can just choose adult.
- 6) Choose the English or Spanish from the drop down menu. Click Finish. The student should receive a text message within a few seconds asking them to accept text messages from the class.

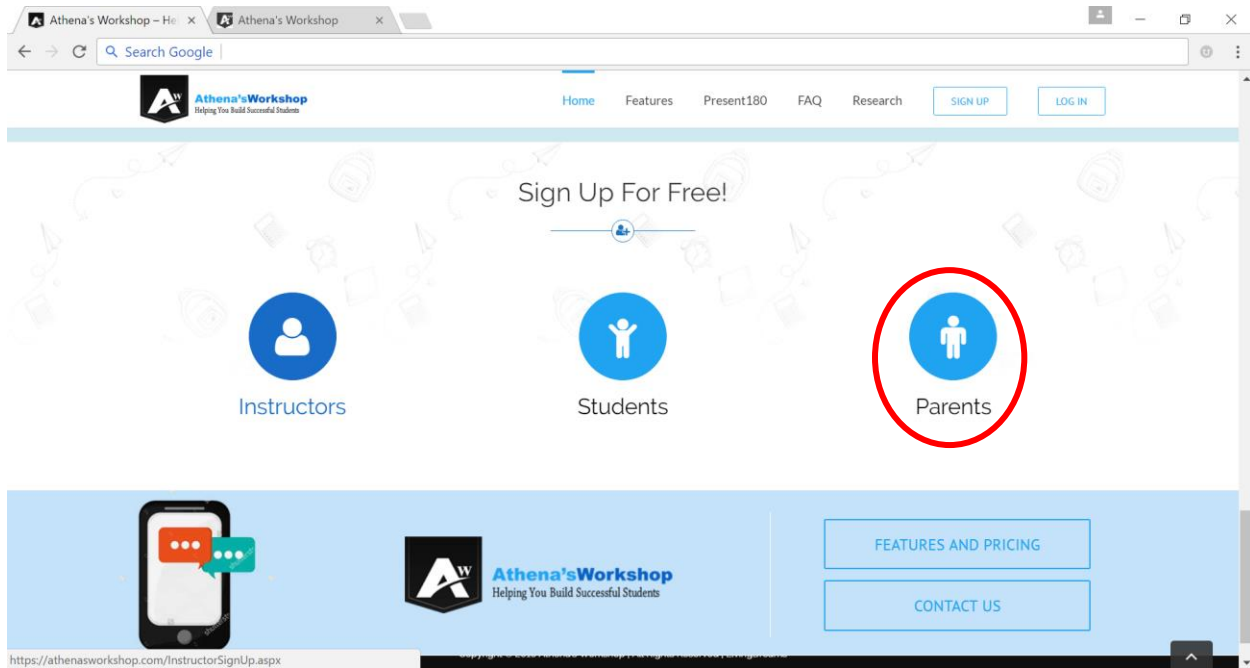


The screenshot shows a web browser window with the URL <https://athenasworkshop.com/StudentSignUp.aspx>. The page header includes the Athena's Workshop logo and navigation links: HOME | PRICING | CONTACT | FAQ | INSTRUCTIONS | MY ACCOUNT | SIGN OUT. The main content area features a 'WELCOME STUDENTS!' heading and a form titled 'Please enter the following information:'. The form fields are: First Name: John, Last Name: Smith, Birth Month: January, Birth Year: 2002 or before, and Language: English. There are 'Finish' and 'Back' buttons at the bottom of the form. The footer contains links for RESEARCH, PRIVACY POLICY, TERMS & CONDITIONS, ABOUT, PRESS, and COPYRIGHT © 2016 ATHENA'S WORKSHOP.

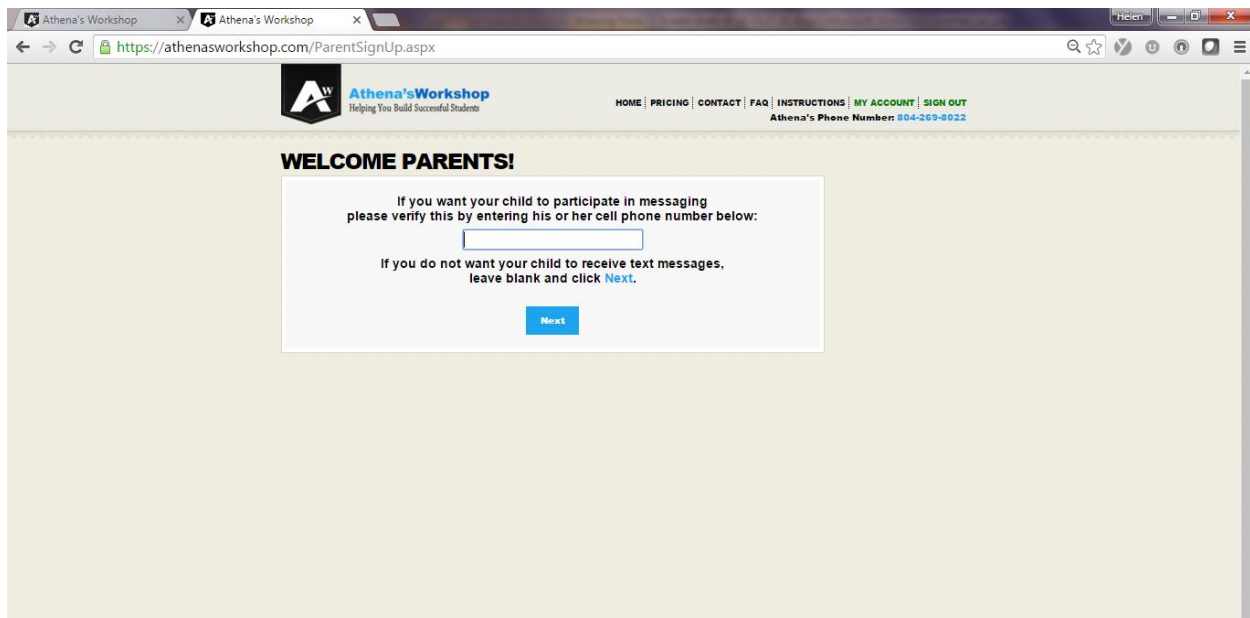
- 7) The student needs to reply “yes” or “si” if Spanish is selected. America is an opt-in only country. Everyone must positively confirm they want to receive messages in our system. If they do not reply “yes” you will not be able to text. Once they reply, you will see a green phone icon on the left side of their names.

Sign up a parent (when they are right there)

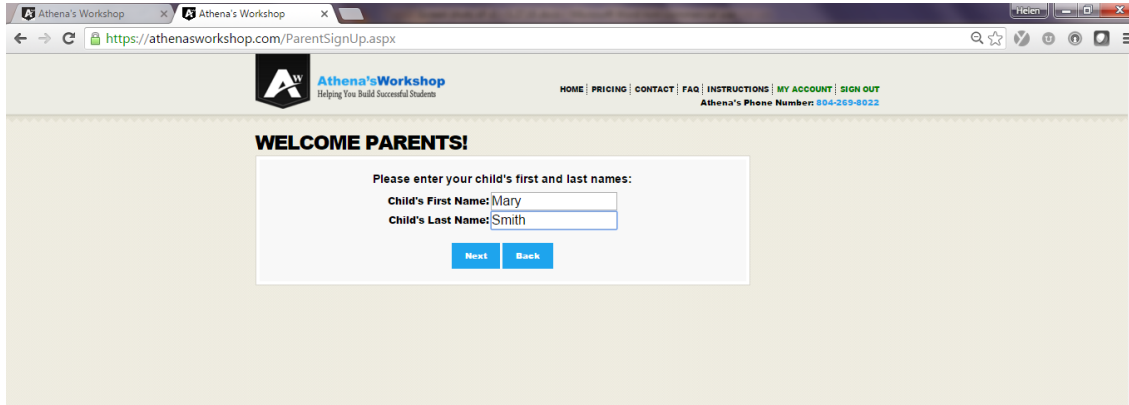
1) At the bottom of the Home page, click on the blue button above Parents.



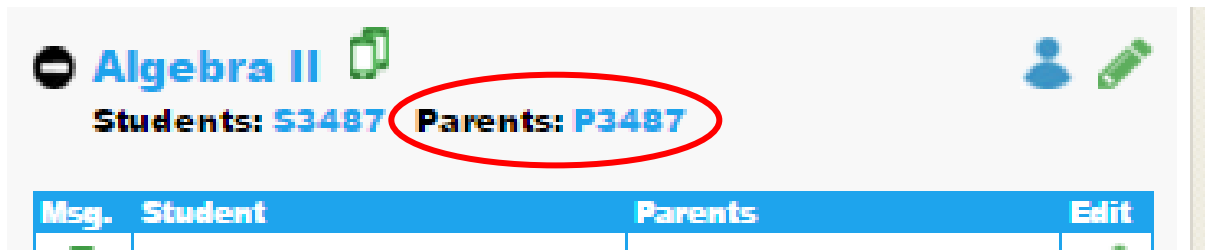
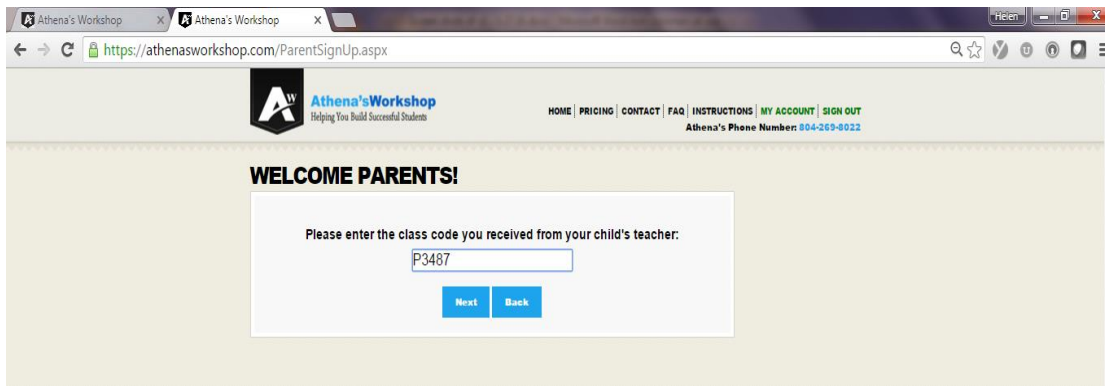
2) If your child has a cell phone and you want them to receive messages, enter their cell phone number. We use this process to match parents and students especially when they do not have the same last name. If the child does not have a cell phone or is not going to receive text messages, leave it blank and click "Next"



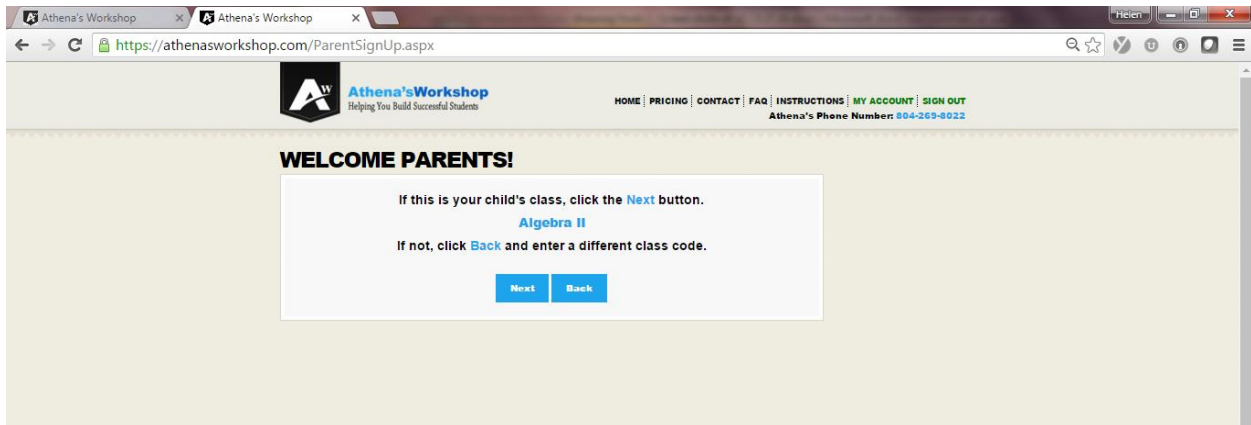
- 3) Please put in the student's first and last name. If the student does not have a cell phone, this is especially important if the student and parent do not have the same last name. Click "Next"



- 4) Enter one of your class codes. You can move them around later. Parent class codes begin with a "P. In this example, the class code is P3487. Click on Next.

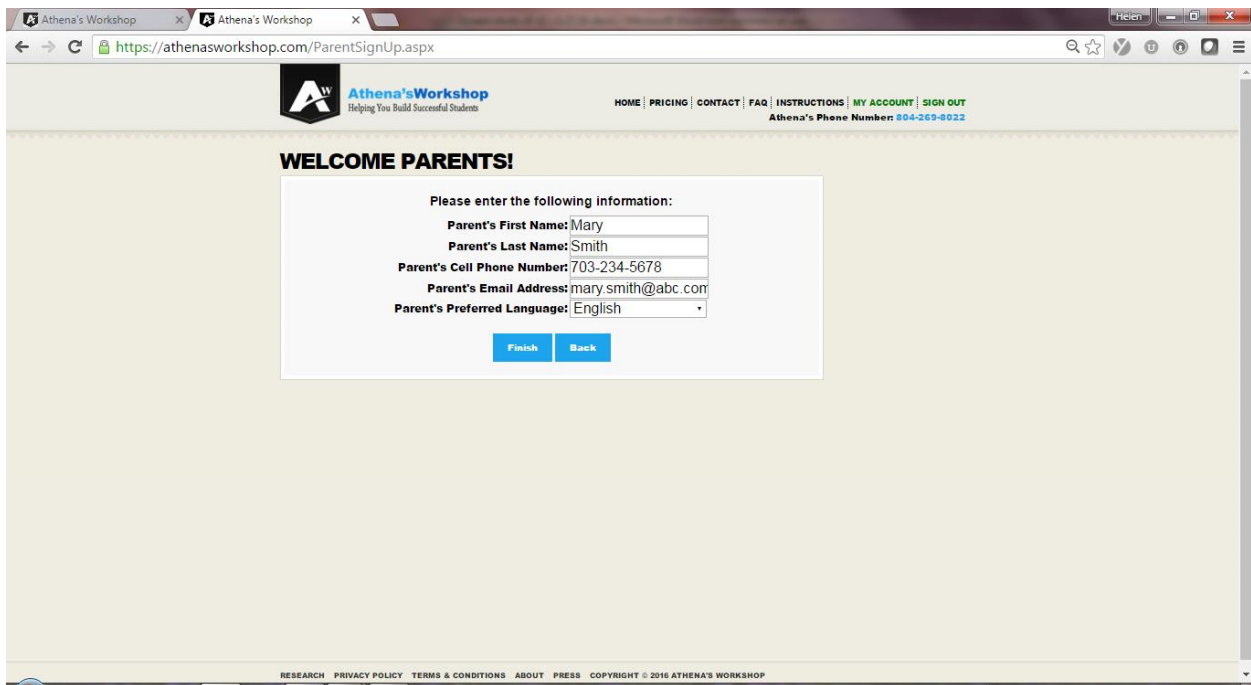


5) The next screen confirms that you have chosen the correct class, click on Next.



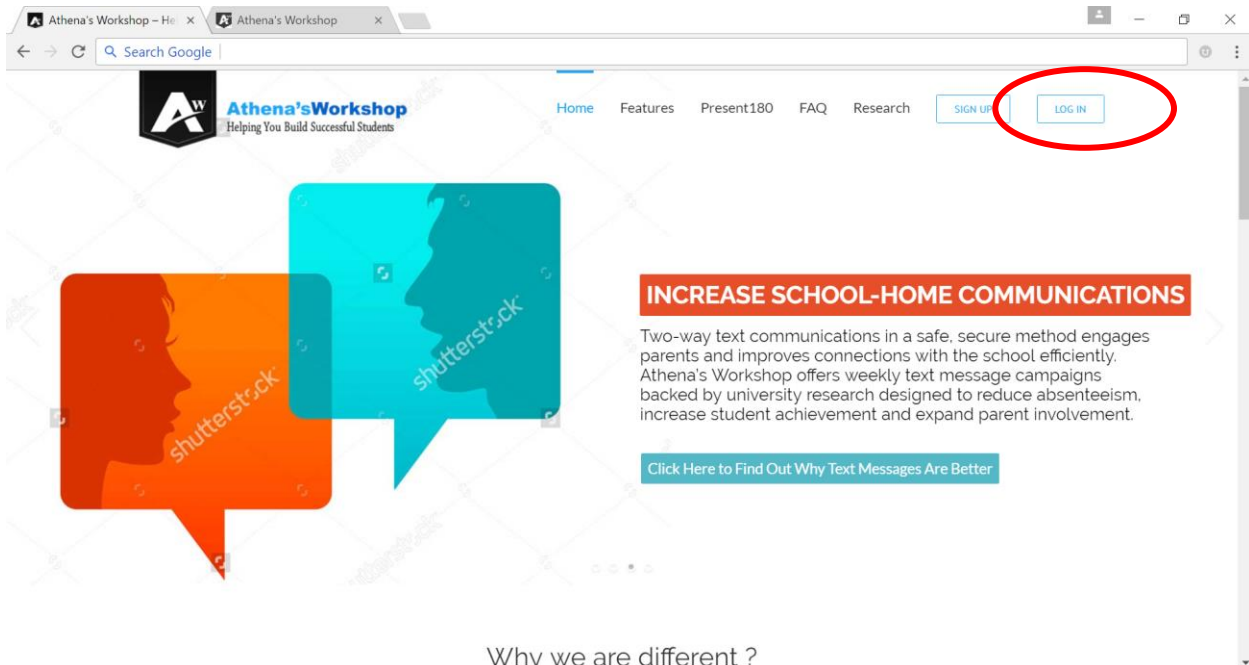
6) Enter the parent's first and last names, their cell phone number and an email address. Choose English or Spanish from the drop down menu. Click "Finish" The parent should receive a text message within a few seconds asking them to accept text messages from the class.

7) The parent needs to reply "yes" or "si" if Spanish is selected. America is an opt-in only country. Everyone must positively confirm they want to receive messages in our system. If they do not reply "yes," you will not be able to text them. Once they reply, you will see a green phone icon to the left of their student's name.

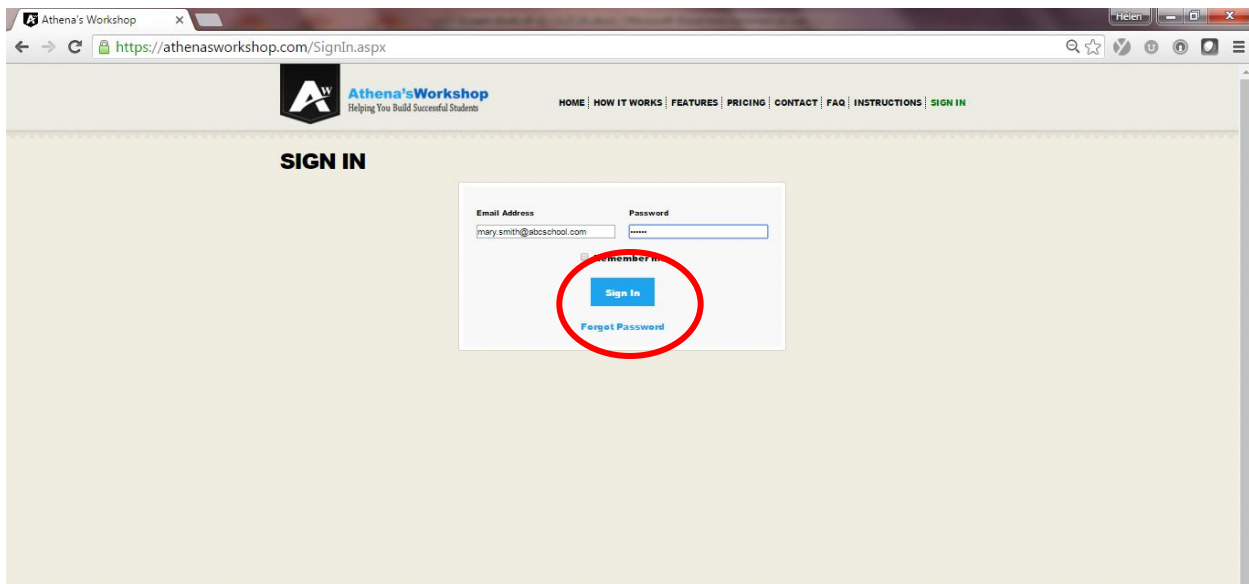


Create a class or multiple classes

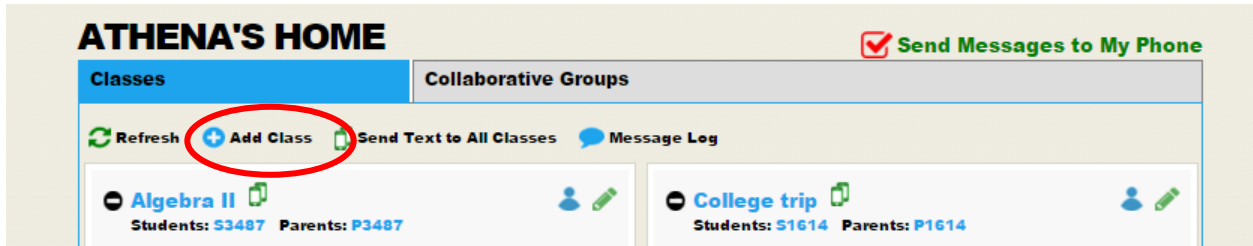
- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner.



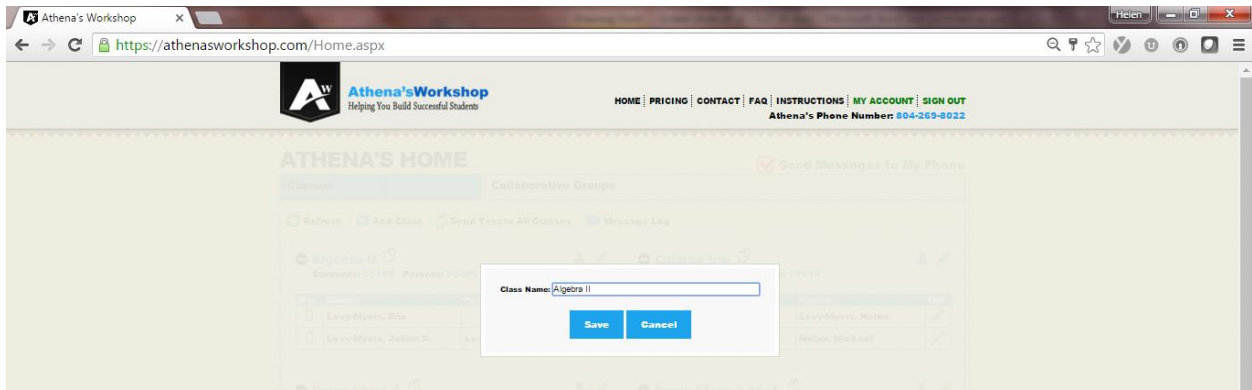
- 2) Use your email address and your password. It is case sensitive. Click Sign In. If this account has been set up for you and this is the first time you are using it, the default password is: password123. Please use the Forgot Password link to create a more secure password.



3) Click on the Blue “Add Class” link in the top under Athena’s Home



4) Name your class and click “Save”



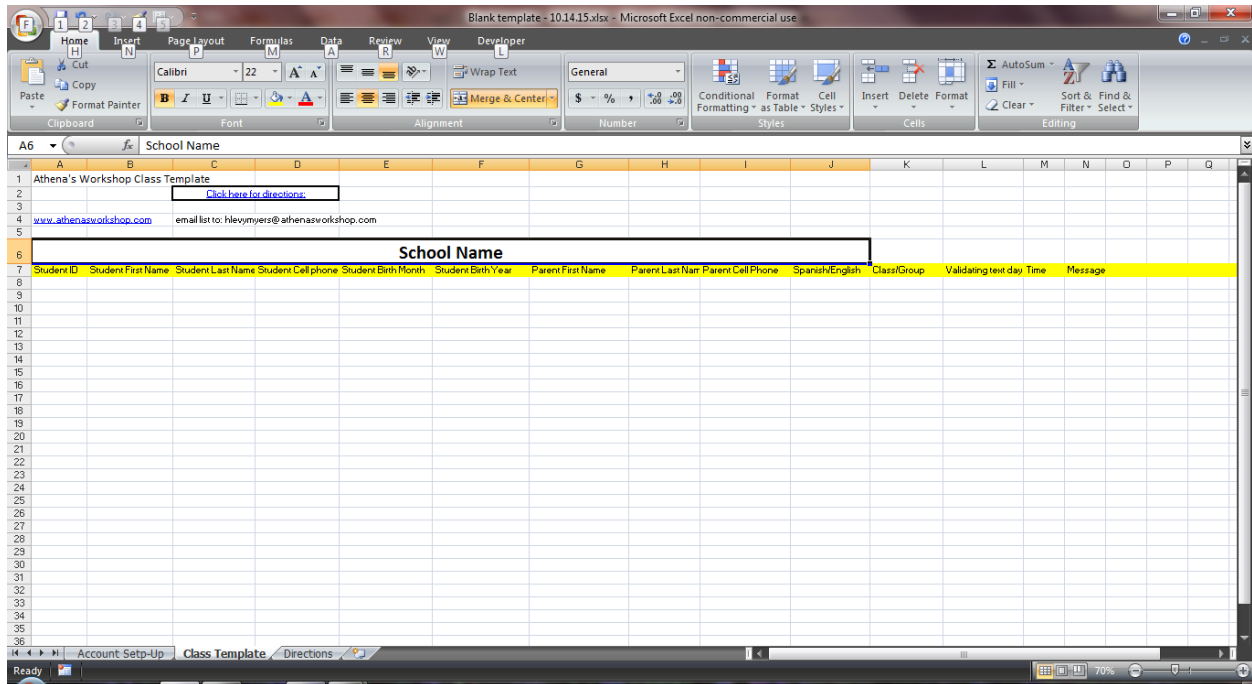
5) You will automatically be taken back to the Athena’s Home page where you will see your new class



6) To create multiple classes, simply repeat the process, by again clicking the blue “Add Class” link. There is no limit to the number of classes you can have.

Sign up the all the students or parents

- 1) For our paid customers, we will send you an excel spreadsheet that shows you how to assemble the names and cell phone numbers. We will load the students and parents for you from the excel spreadsheet and will send out the validating text message at the day and time you request.

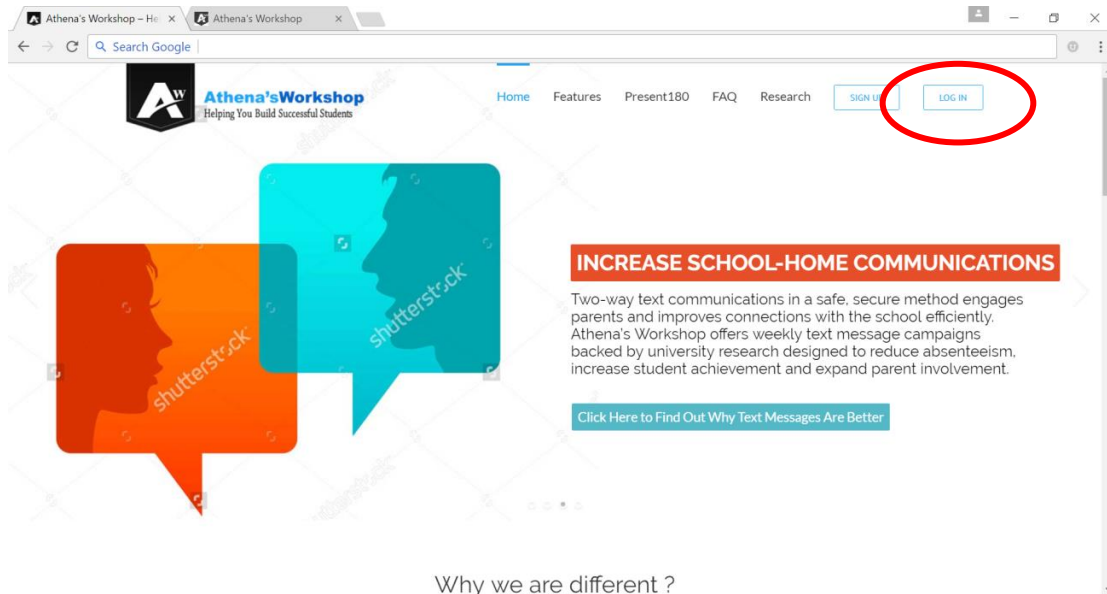


- a. The instructions are inside the spreadsheet on one of the worksheets.
 - b. They are repeated here for you.
- You can leave empty columns and cells.
 - Include a student ID, if you want to include it in the records. Not all schools and groups have one.
 - If the student does not have a cell phone, leave the cell phone column blank. Please include the student's name, especially if the student and parent do not share the same last name.
 - We ask for the student's birth month and year to determine if they are 12 or younger. We do not ask for the day as that is personal information.

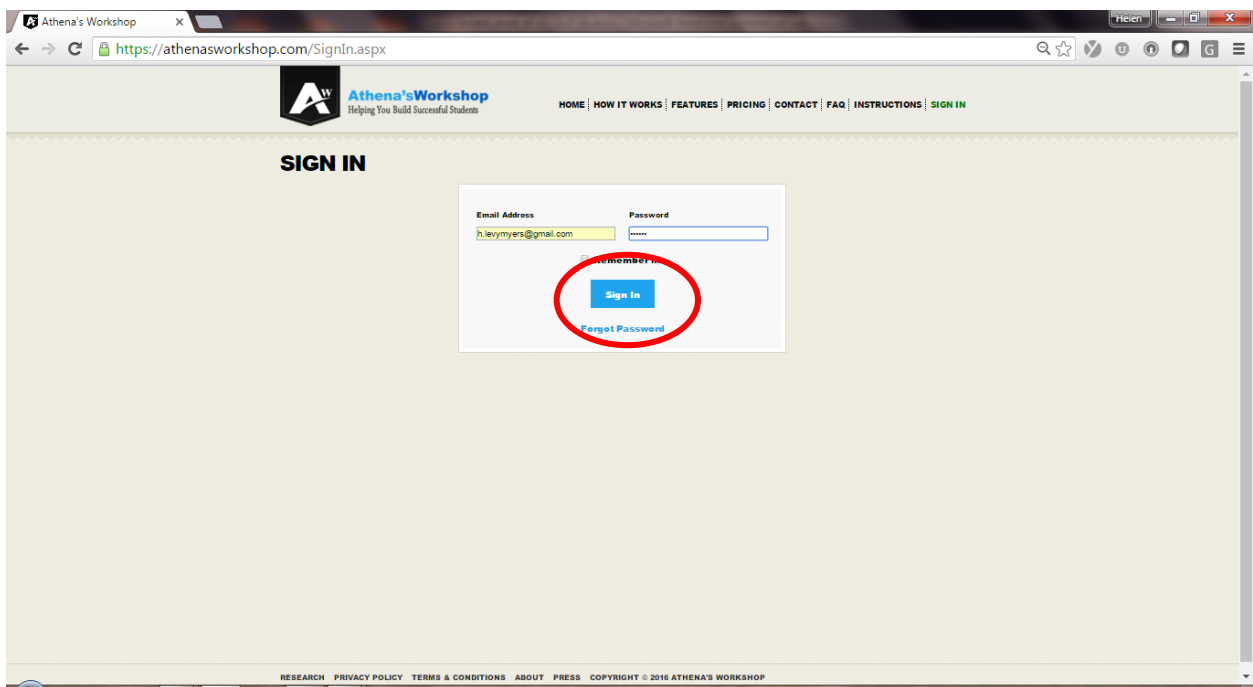
- If the student is 12 or younger, we require that a parent also receive all text messages and will automatically send them for you.
 - Indicate if the person that will be receiving the message wants to receive them in English or Spanish. If you send a group message in English, some will receive it English, some in Spanish.
 - You can name the class or group whatever makes sense to you and your students. You can also use numbers, such as Period 1, 2014-15 English.
 - Message: The exact language of the validating text is: "To complete the sign up process for [Class Name], reply with YES. Reply with STOP to cancel." Please provide us with a class name that makes sense to all the people that receive it. If you are sending the message to parents of students in your class, "Period 2," might not make sense to parents, but Main St. Middle School Math Class might. Your class name can be up to 35 characters including spaces.
 - America is an opt-in only country. Everyone must agree to accept your text messages. Tell us the day and time you want them to receive a text message asking for their acceptance. A good time is after you have first told them about it, for example at the end of the class. You can have different times and days for each class.
- 2) For our free customers, you must load the parents and students yourself, using sign-up links on the home page.

Send a text message to everyone

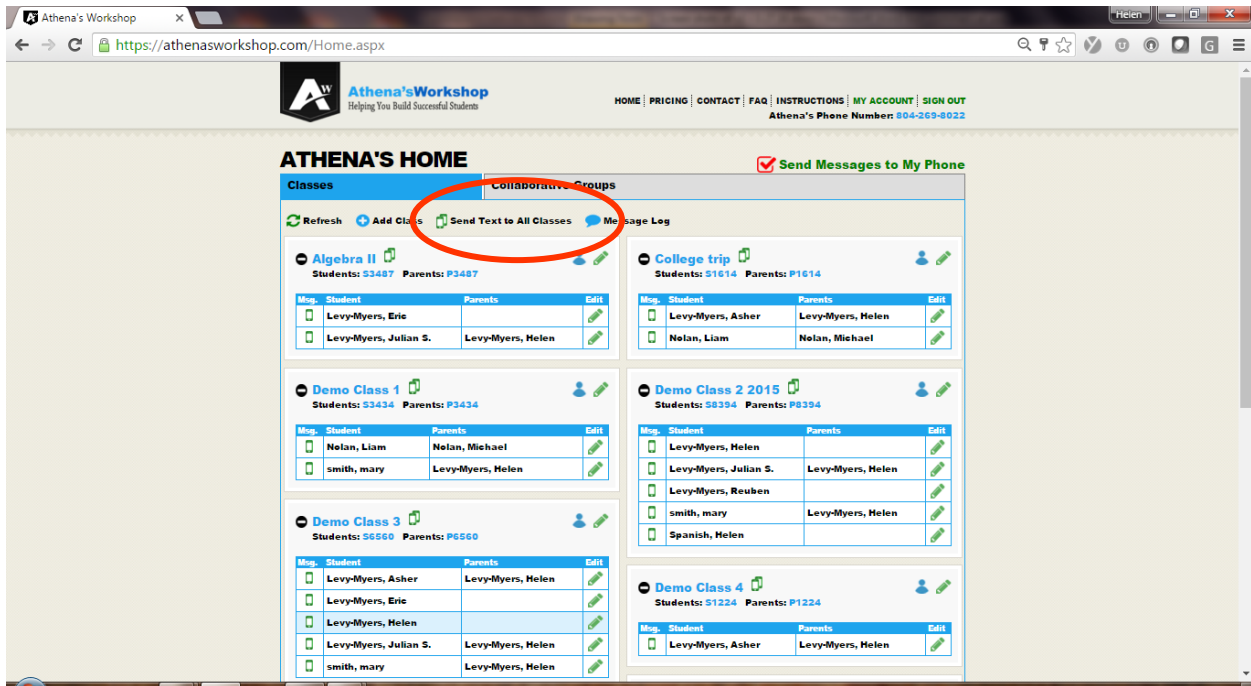
- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log in at the top right corner.



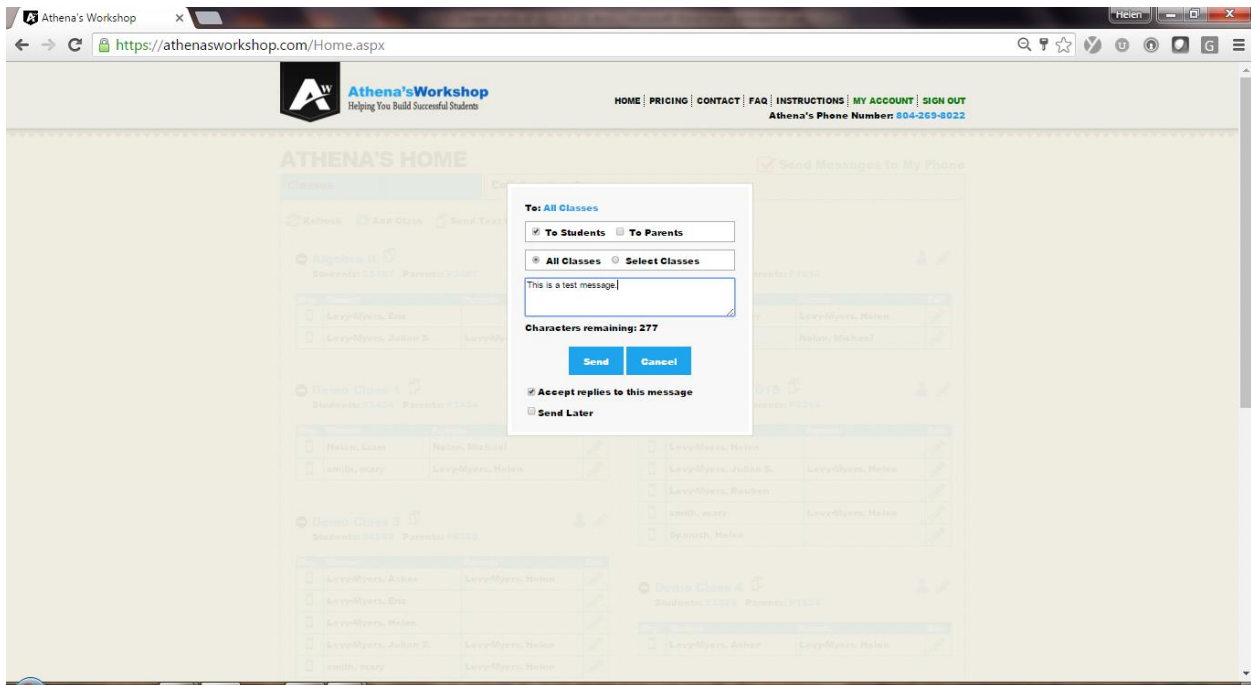
- 2) Use your email address and your password. It is case sensitive. Click Sign In. If this account has been set up for you and this is the first time you are using it, the default password is: password123. Please use the Forgot Password link to create a more secure password.



3) Click on the Green Send Text to All Classes link in to top under Athena's Home.



4) The default is that messages will go to students in all the classes right away and students can reply to your message. Compose your message and click Send. The message will be delivered right away.

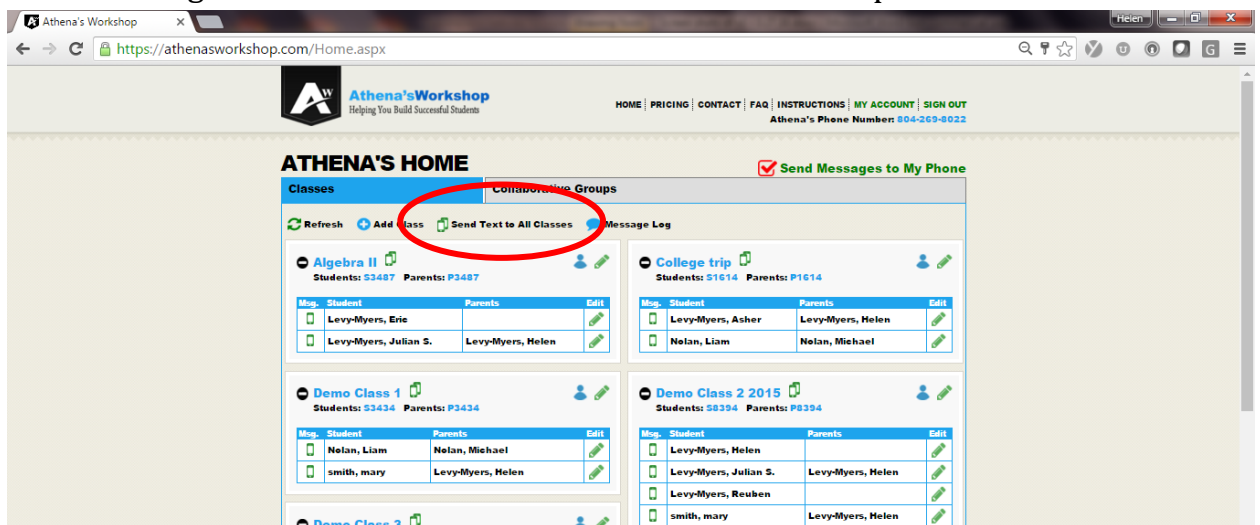


5) There are several options as well.

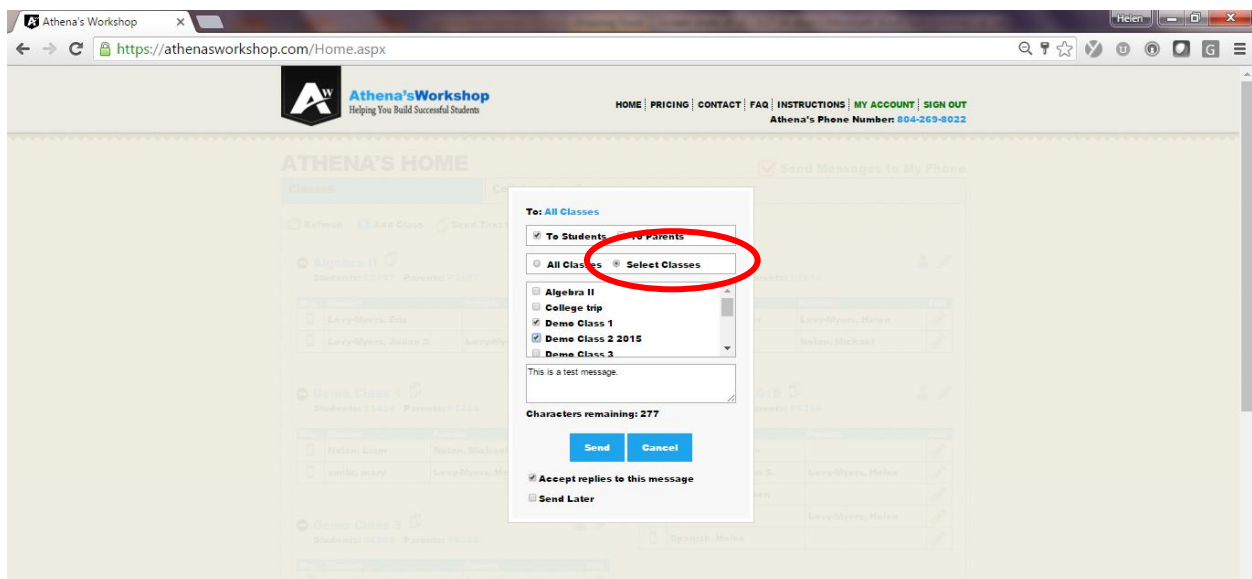
- a) Want the message to go to students **and** parents, click on the To Parents radio button
- b) Want the message to go To Parents only, click on the To Students radio button to undo it and the To Parents radio button to click it
- c) You do not want the message to go to all students, just the ones that meet on Tuesday or just the students on the college trip, click on Select Classes, then click on the classes you want. You can select any number of classes from this window, one to all of them.
- d) You do not want to accept replies to this message, click on the Accept replies to this message to undo it.
- e) You want to send this message later, click on the Send Later box. A new box will open, select the month, day and time. You can send it as early as 6 am or as late as 8:45 pm. You can also edit messages before they are sent through the message log.

Send a message to just two or three classes, but not all classes

- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) Click on the green icon Send Text to All Classes link in to top under Home.

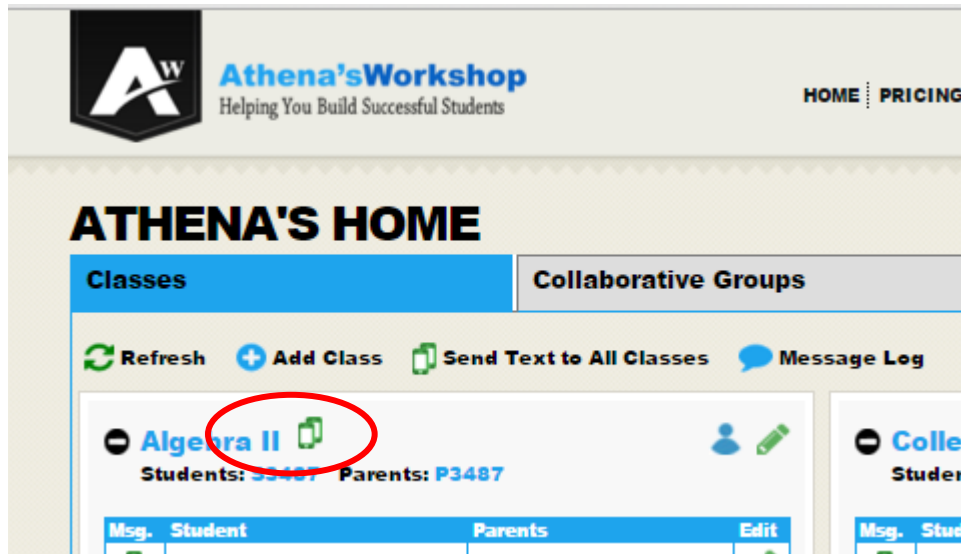


- 3) Click on Select Classes button and check off the classes that you want to send messages to. You can select any number of classes from this window, one to all of them.
- 4) Compose your message and Click Send to send immediately or Send later to schedule your message.

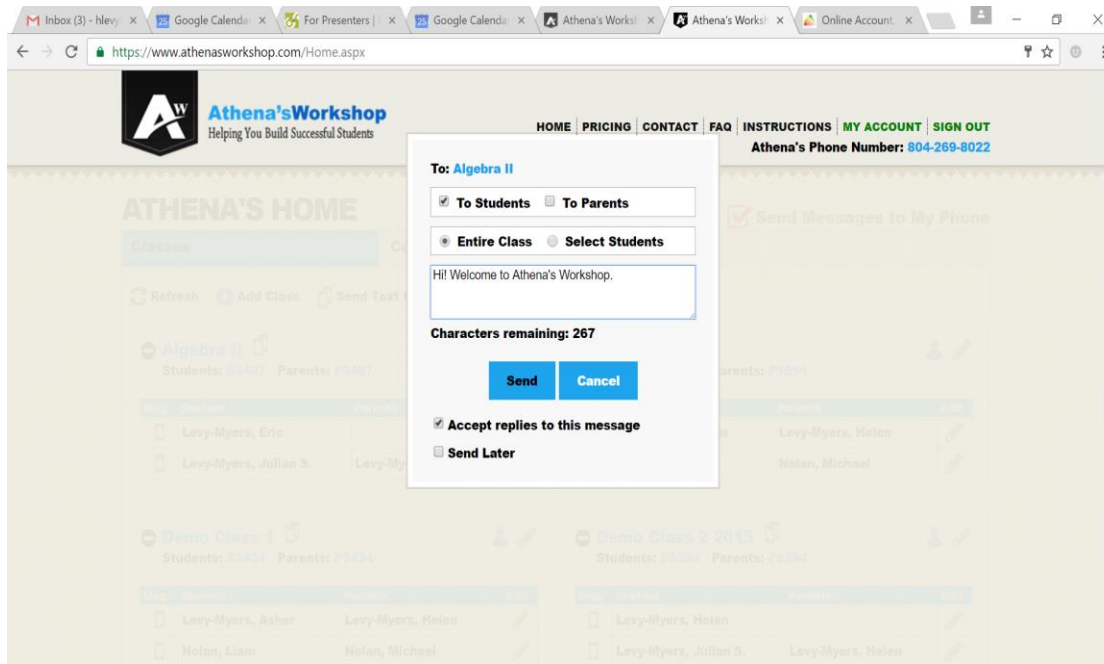


Send a message to just one class

- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) Click on the green cell phone icon link to the right of the class name.



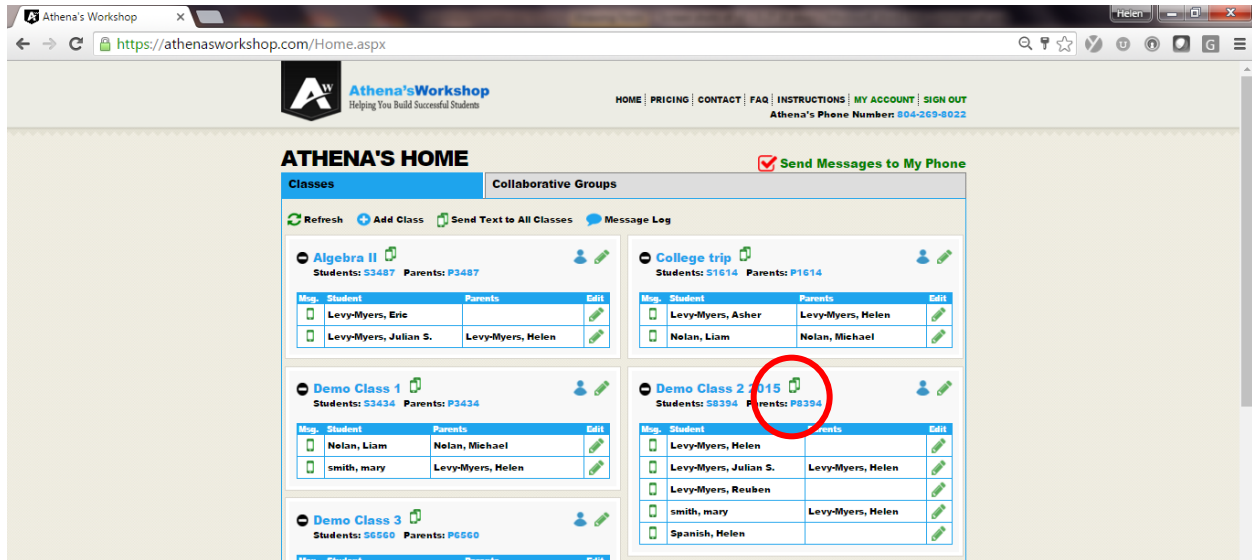
- 3) Compose your message and click Send. The message will be delivered right away.



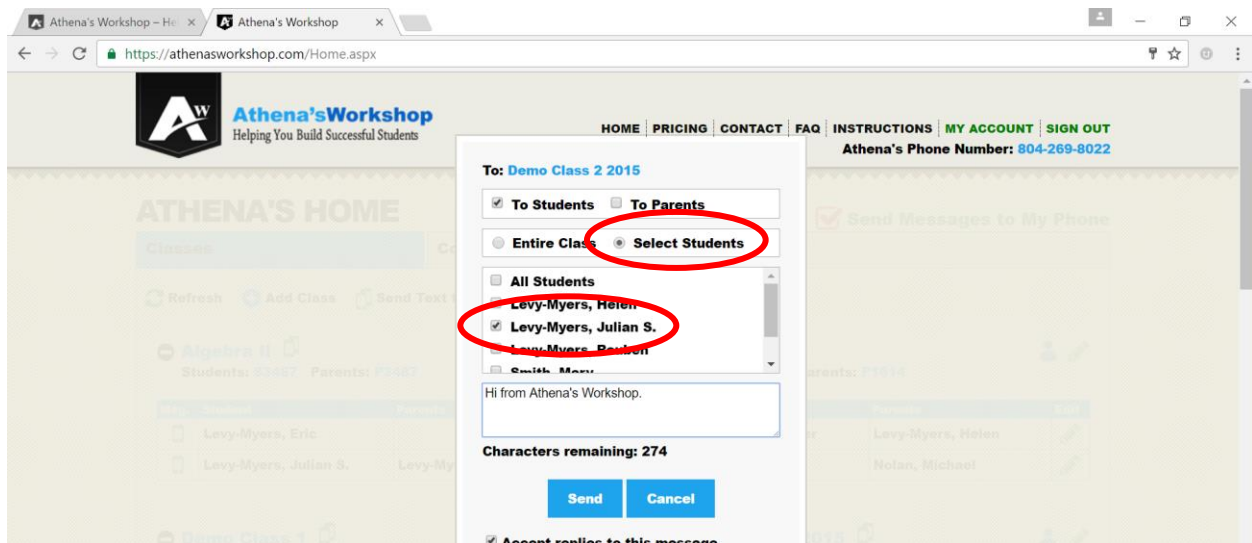
- 4) The default is that messages will go to students in all the classes right away and students can reply to your message. There are several options as well.
- a) Want the message to go to students and parents, click on the To Parents radio button
 - b) Want the message to go to parents only, click on the To Students radio button to undo it and the To Parents radio button to click it
 - c) You do not want the message to go to all students, just the ones that meet on Tuesday or just the students on the college trip, click on Select Students, then click on the students you want. You can select any number of students from this window, one to all of them.
 - d) You do not want to accept replies to this message, click on the Accept replies to this message to undo it.
 - e) You want to send this message later, click on the Send Later box. A new box will open, select the month, day and time. You can send it as early as 6 am or as late as 8:45 pm. You can also edit messages before they are sent through the message log.

Send a message to just a few students or just one student

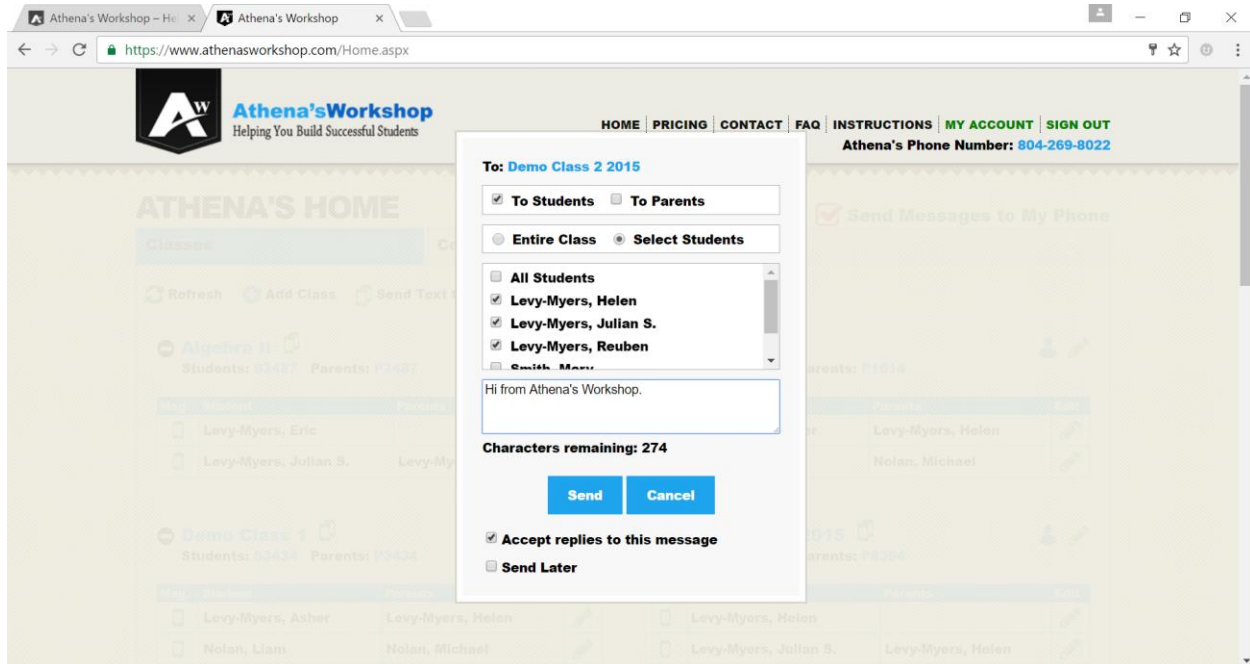
- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) Click on the green cell phone icon next to the class name which includes the students.



- 3) Click on the Select Students radio button
- 4) Click on the students you want to send a message to. You can click on as many students as you want, one to all of them.

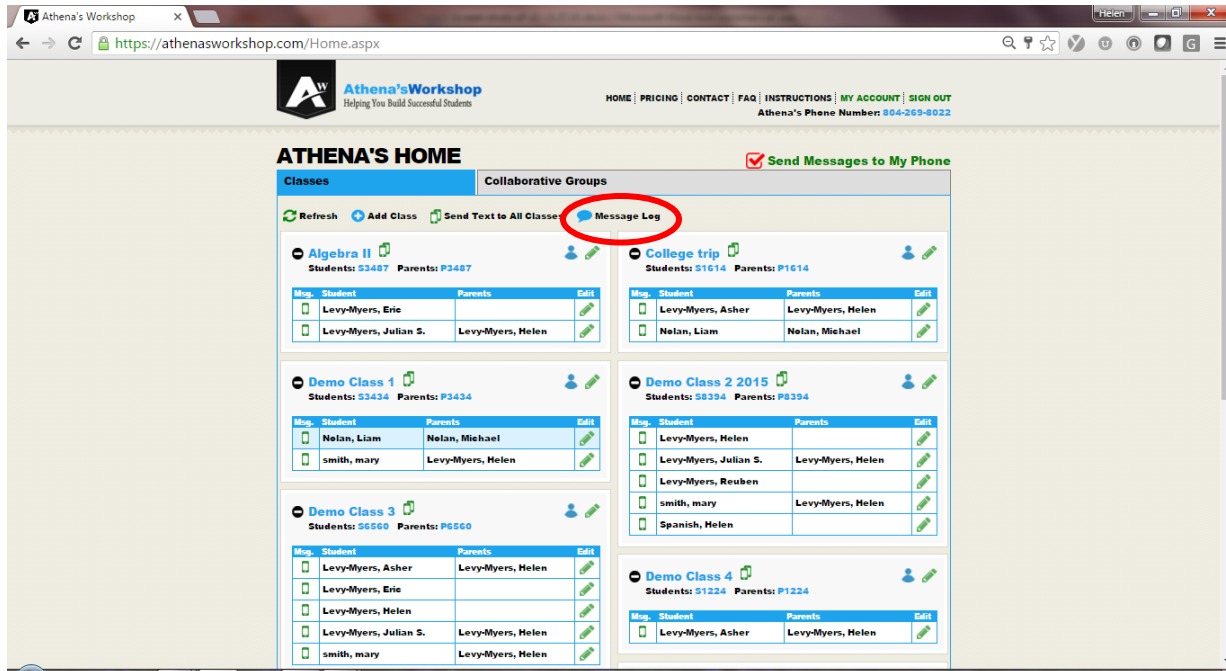


5) Compose your message and Click Send to send immediately or Send later to schedule your message.

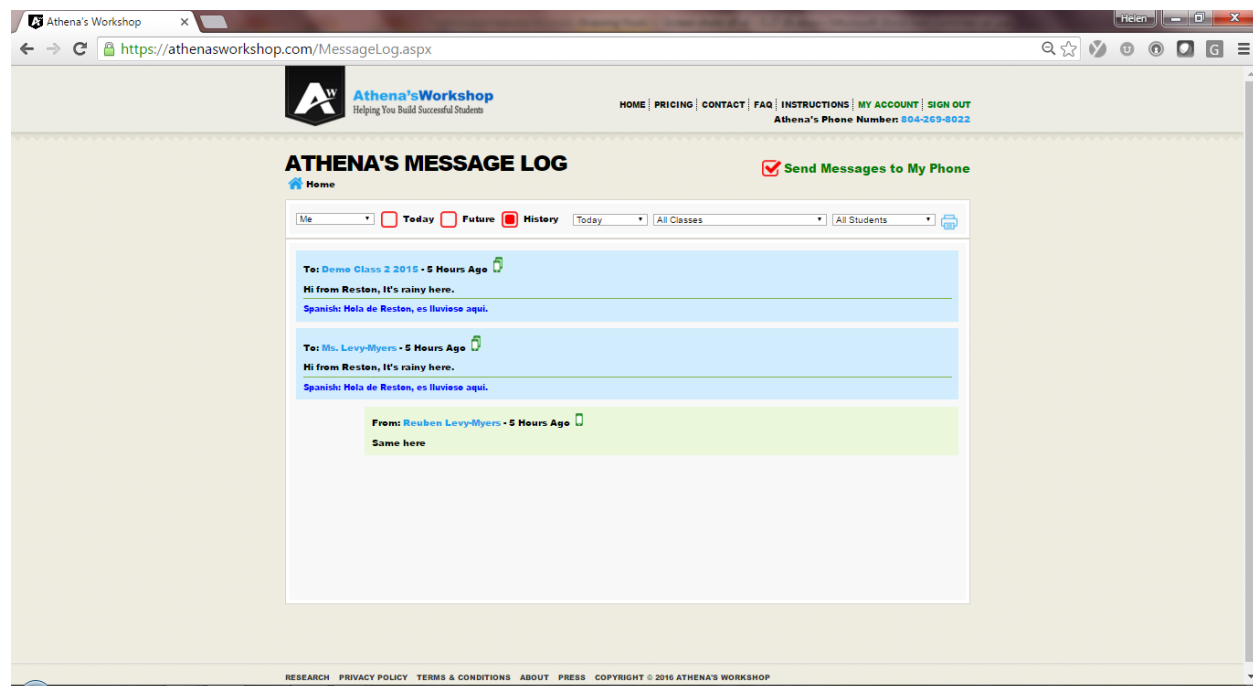


Review a message sent

- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) Click on the blue Message Log link in the middle of the top banner



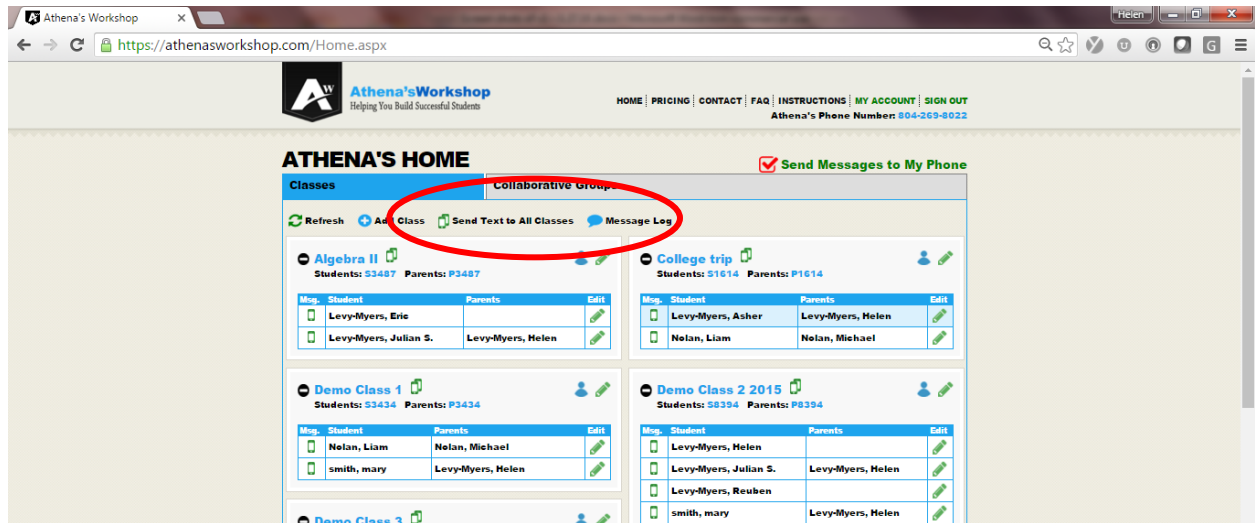
- 3) Athena's Message Log opens up.



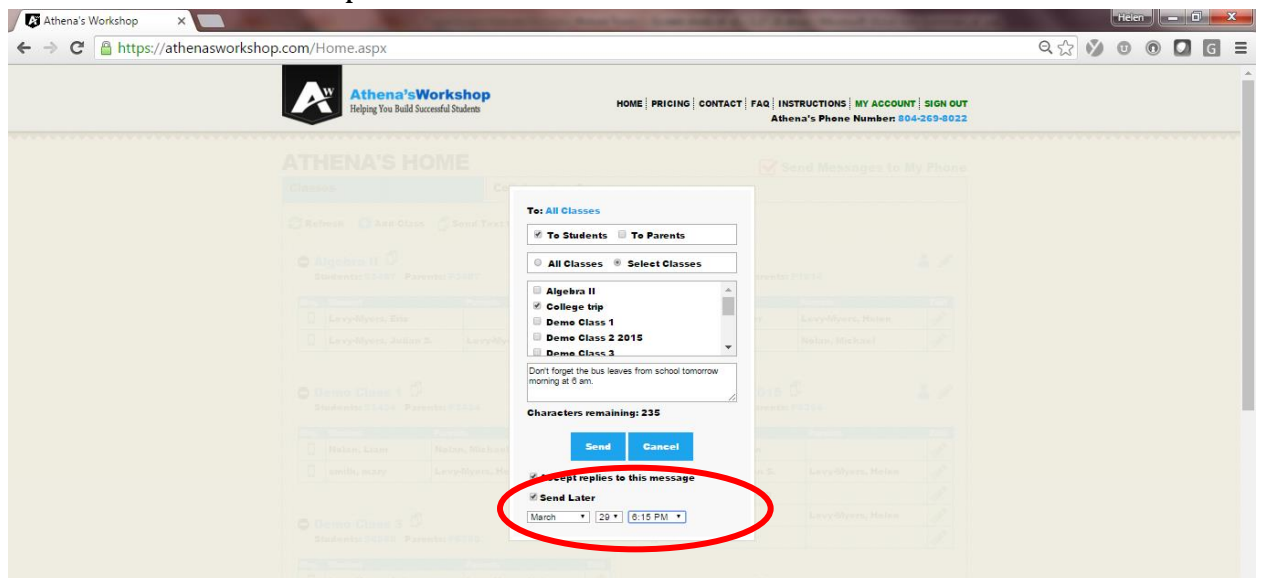
- The default is that it will be your message log, identified as “Me”. If you want to review a subordinate’s message log, use the drop down to find the person you want to review.
- The default is that you want to review today’s messages. If you want to review messages sent in the past, click History. Three new drop down menus will open. One for the time period, another for the class, and a third for the student. You can narrow your search using one, two or three of the drop downs.
- You can print out the Message Log, using the print friendly icon on the far right side of the page.

You want to schedule a message to be sent in the future

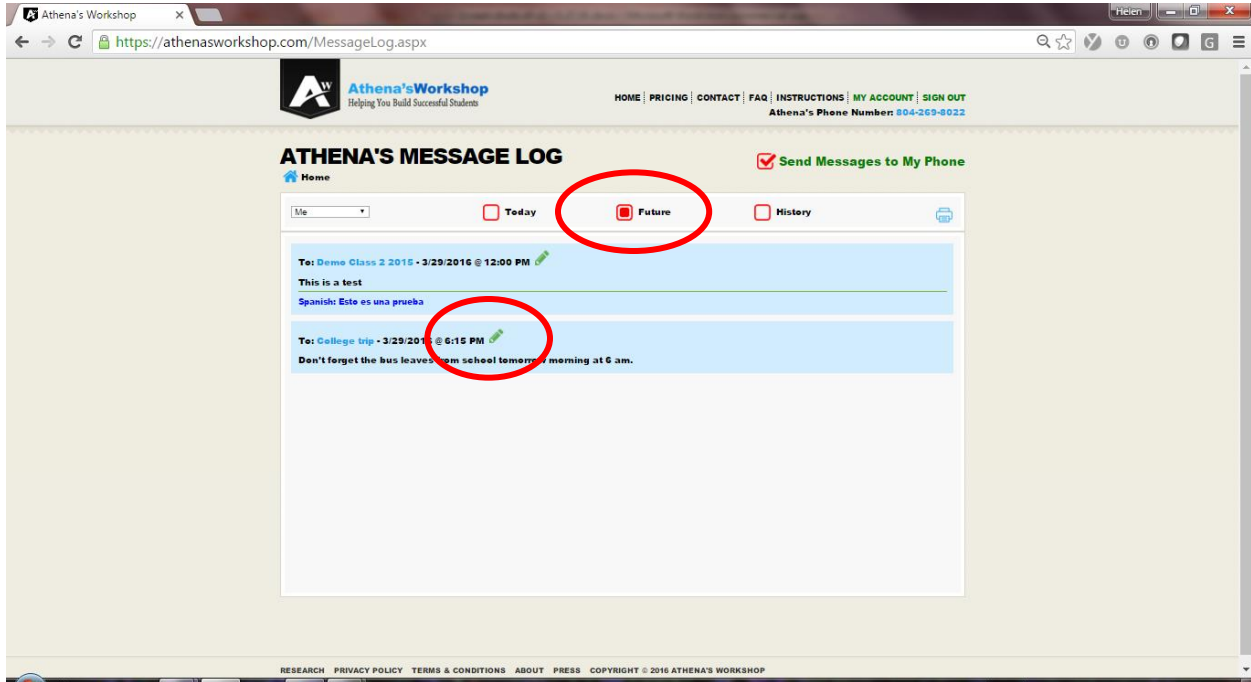
- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) Click on the green Send Text to All Classes or the green cell phone icon next to the class name.



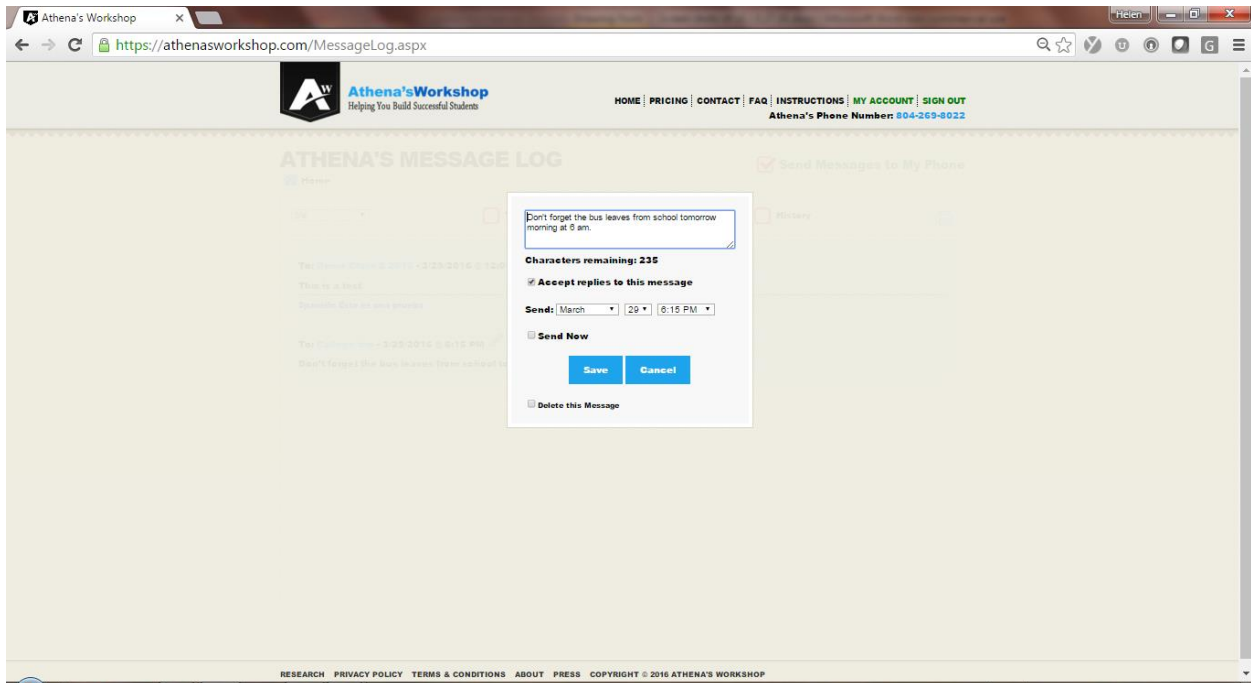
- 3) The text message window opens.
- 4) Compose your message. At the bottom of the window, click the box Send Later. A new box will open, select the month, day and time. You can send it as early as 6 am or as late as 8:45 pm.



- 5) You can also edit messages before they are sent through the Message Log.
- 6) Click on Future. Then click on the green pencil icon next to the message you want to edit.



- 7) You can edit the message, the day and time it is to be delivered, it can be sent immediately or deleted forever, if it has not been sent.

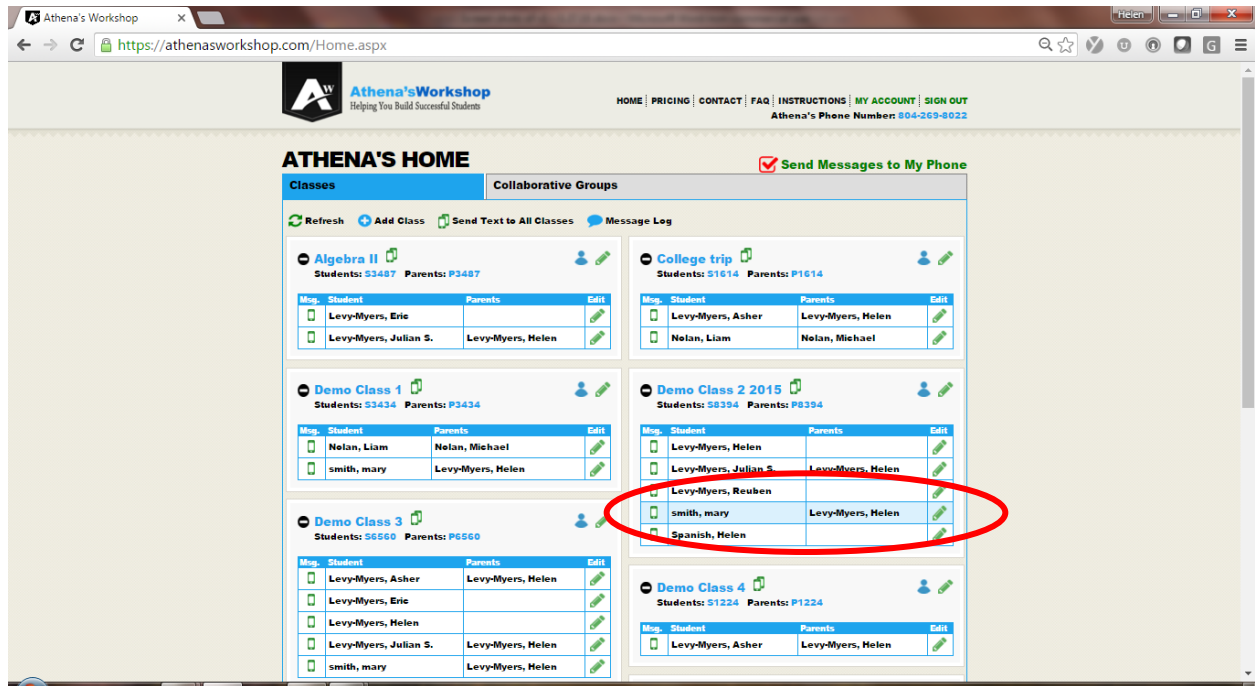


I want to delete a message I sent.

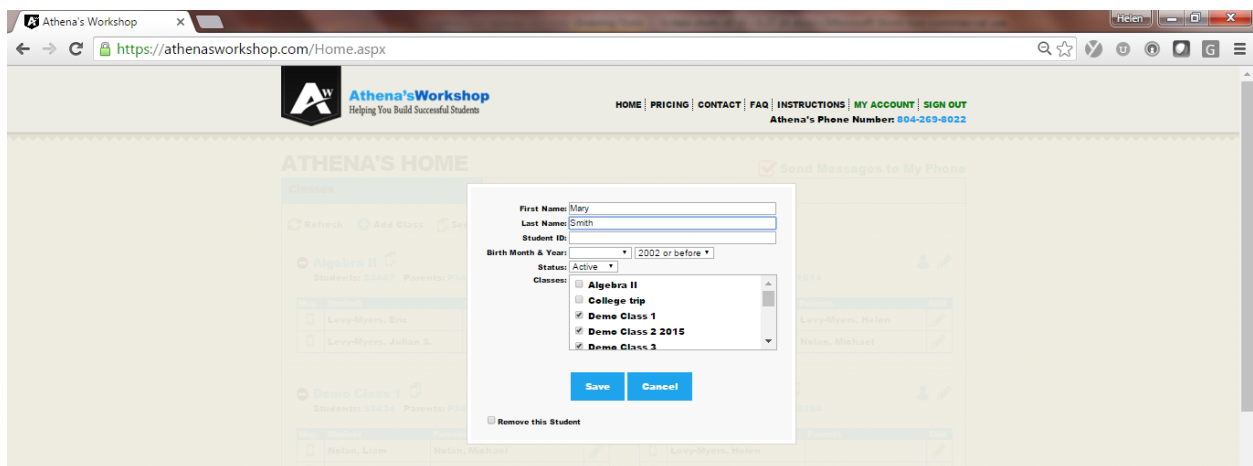
The one thing you cannot do with Athena's Workshop is delete a message. Once a message has been sent, it can be found in the permanent Message Log. We believe that this protects students, parents and teachers from misunderstanding. There is no process for deleting messages.

I spelled a student's name wrong and need to fix it.

- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) Find the student's name you want to fix and click on the pencil icon to the right of the name.

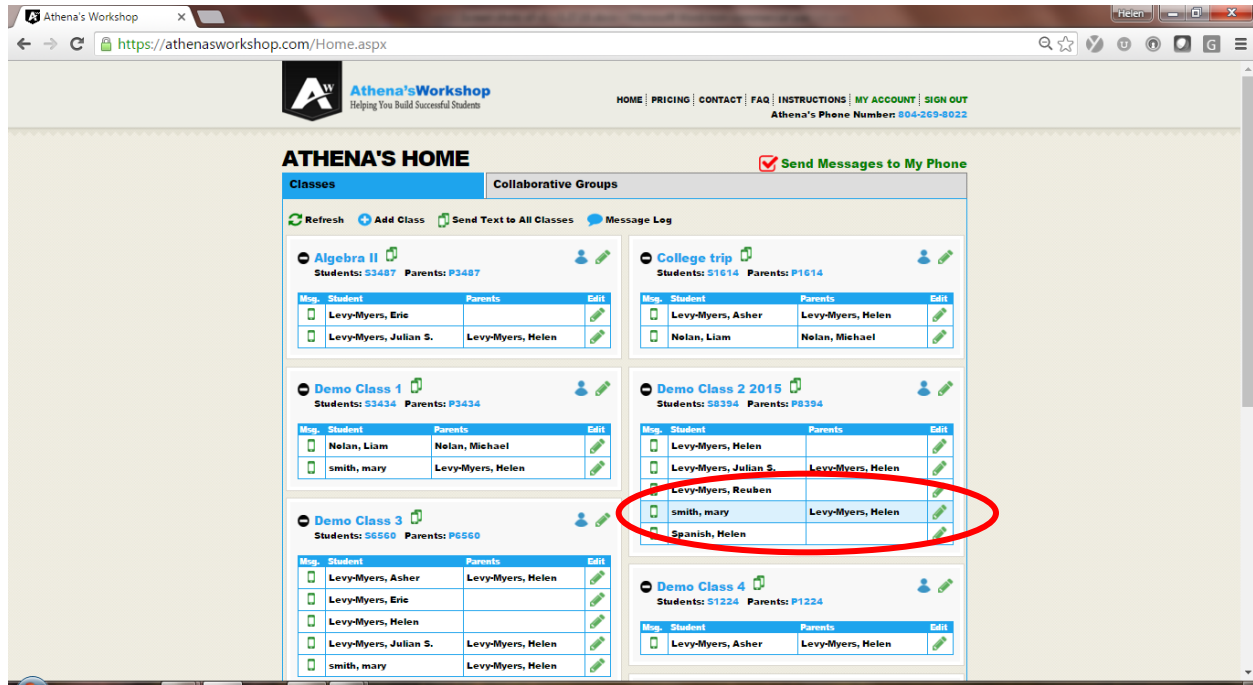


- 3) In the new window, you can edit the name and/or classes the student is in.
- 4) Save. It will be changed in all classes the student is in.

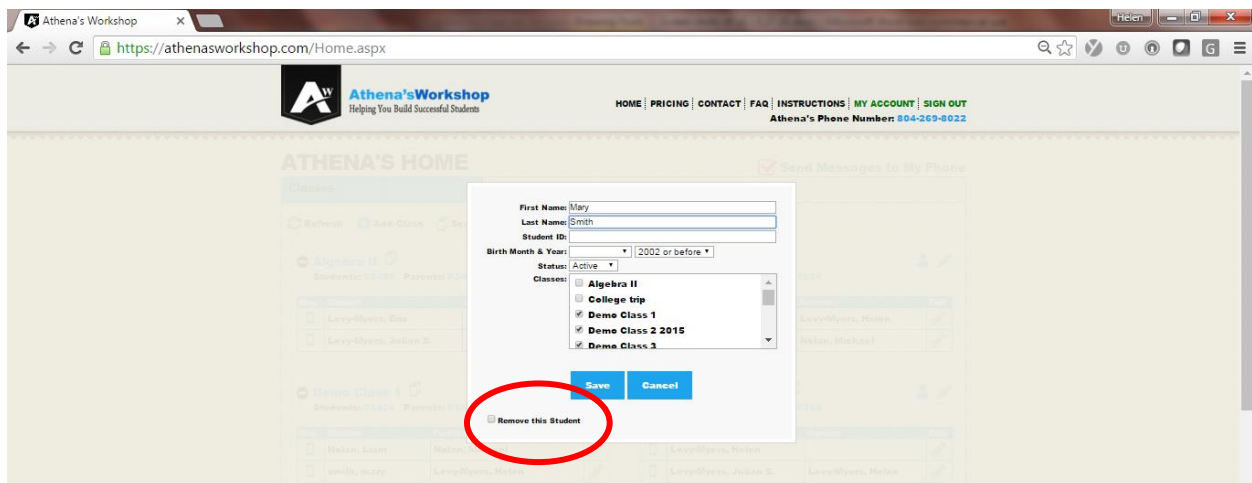


A student left our program and I want to remove him from the list

- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) Find the student's name you want to remove and click on the pencil icon to the right of the name.

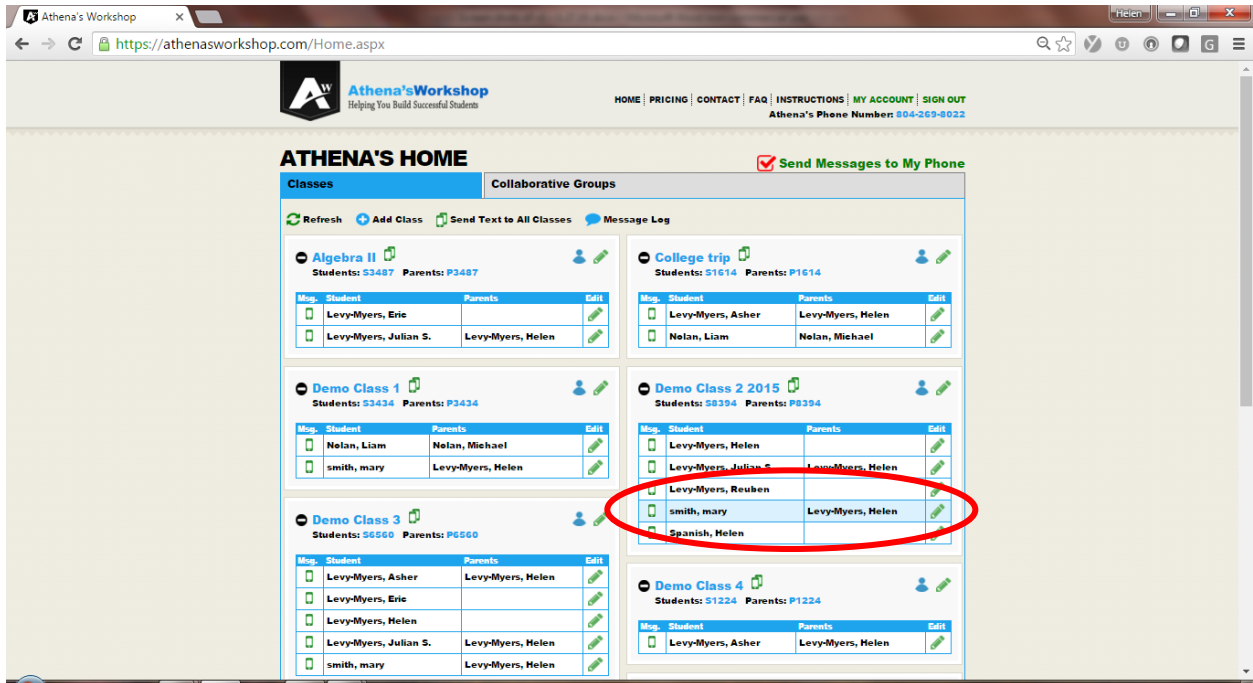


- 3) In the new window, click the Remove this student box at the bottom.
- 4) Save. The student will be removed from all classes

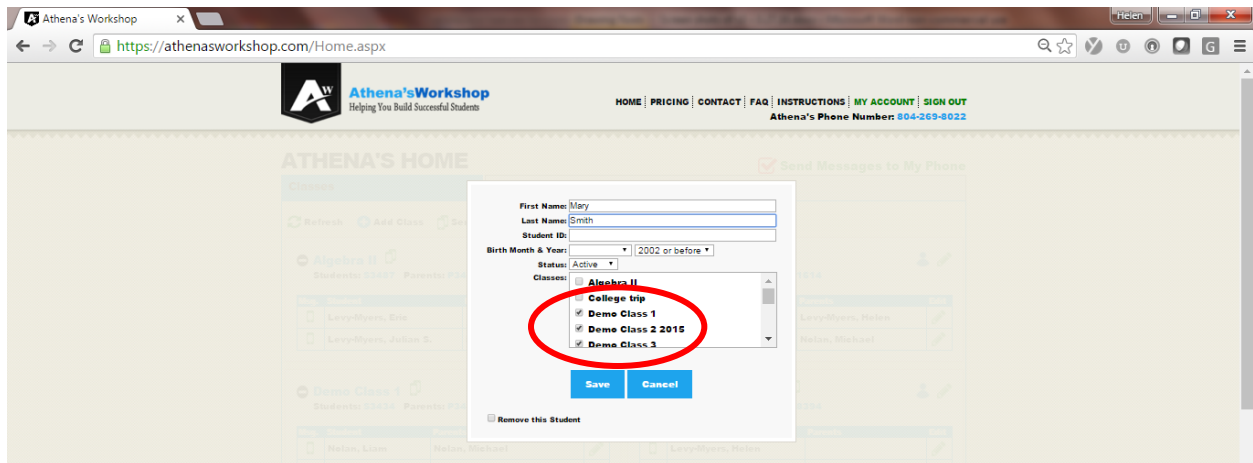


A student moved from Algebra I to Algebra II. I want to change the class this student is in.

- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) Find the student's name you want to fix and click on the pencil icon to the right of the name.

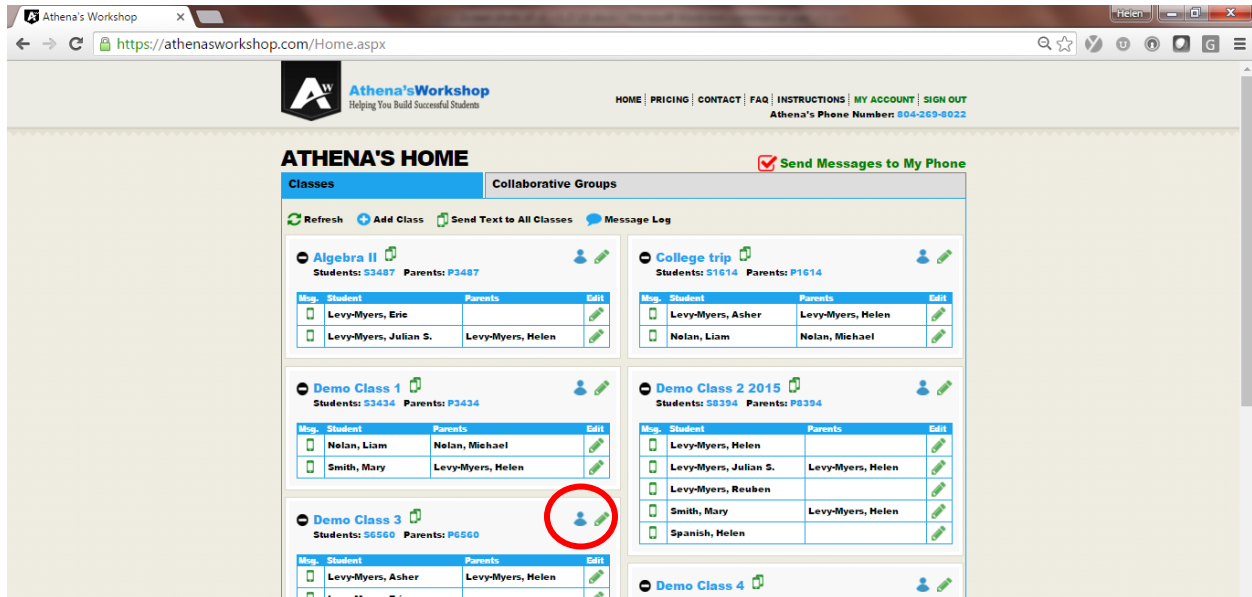


- 3) In the new window, click on the new class to add it. To remove a class, simply click on it to undo it.
- 4) Save. The screen will refresh with the student moved to the correct classes.



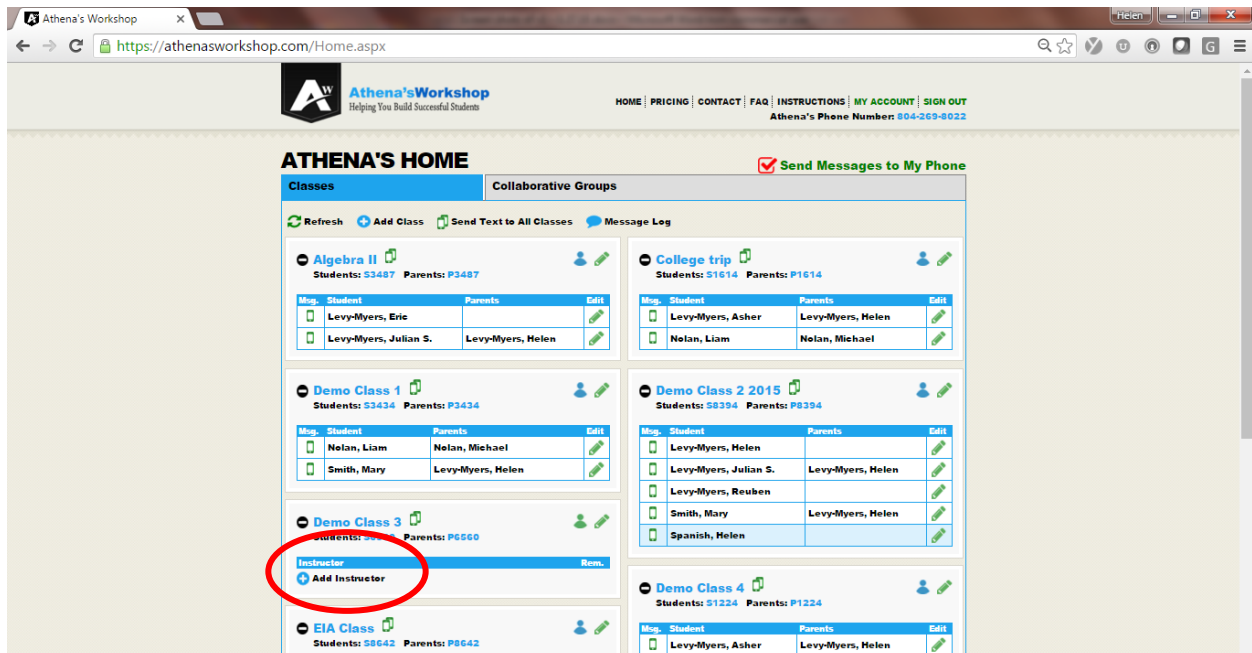
I want to have my Instructional Assistant or Student Teacher also sending messages.

- 1) For each class the IA or Student Teacher can text, click on the blue person icon to the right of the class name.

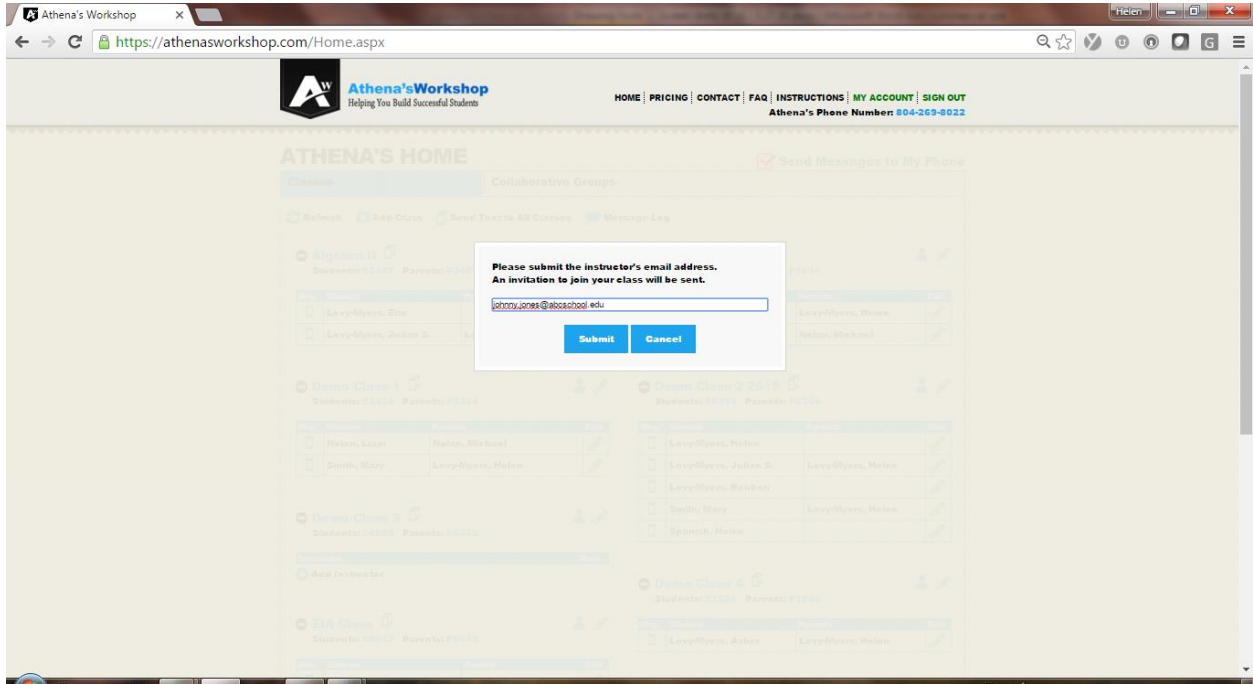


- 2) The icon will turn green. The students will disappear and an Add Instructor line will appear.

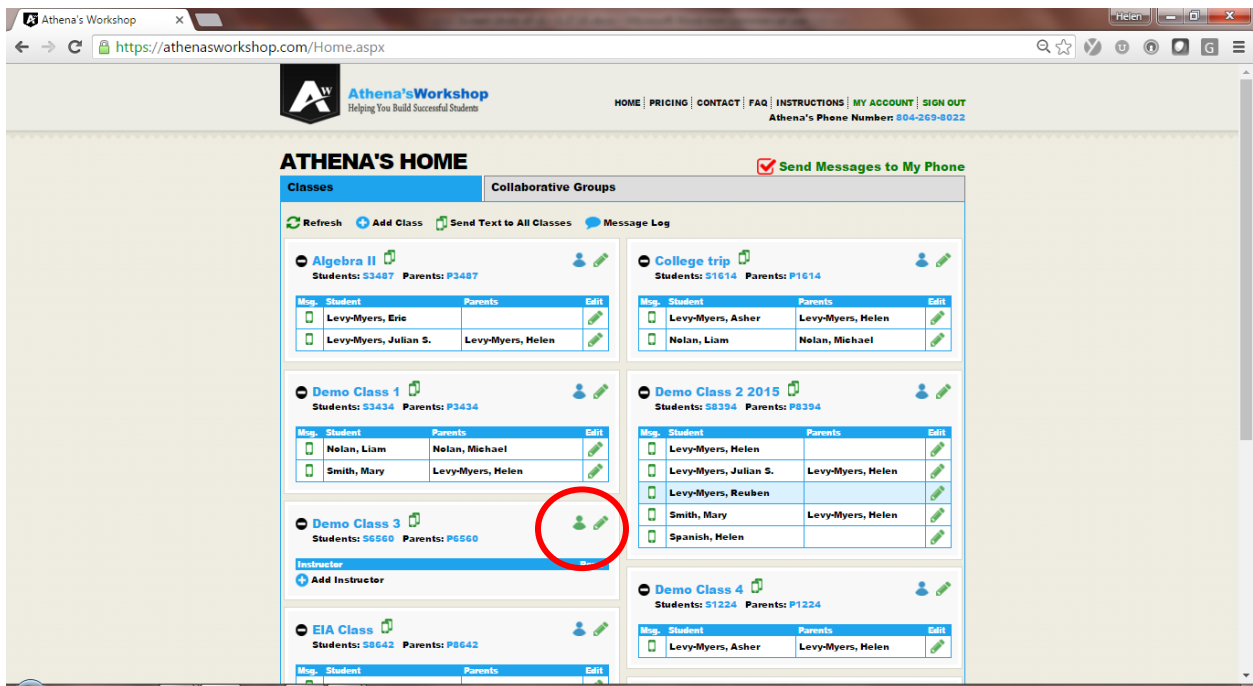
- 3) Click on the blue "Plus" sign



- 4) In the new window, fill in the IA or Student Teacher's email address.
- 5) Submit. The IA or Student Teacher will get an email form to fill out and sign up.
- 6) You will be able to monitor their text messages through the Message Log.

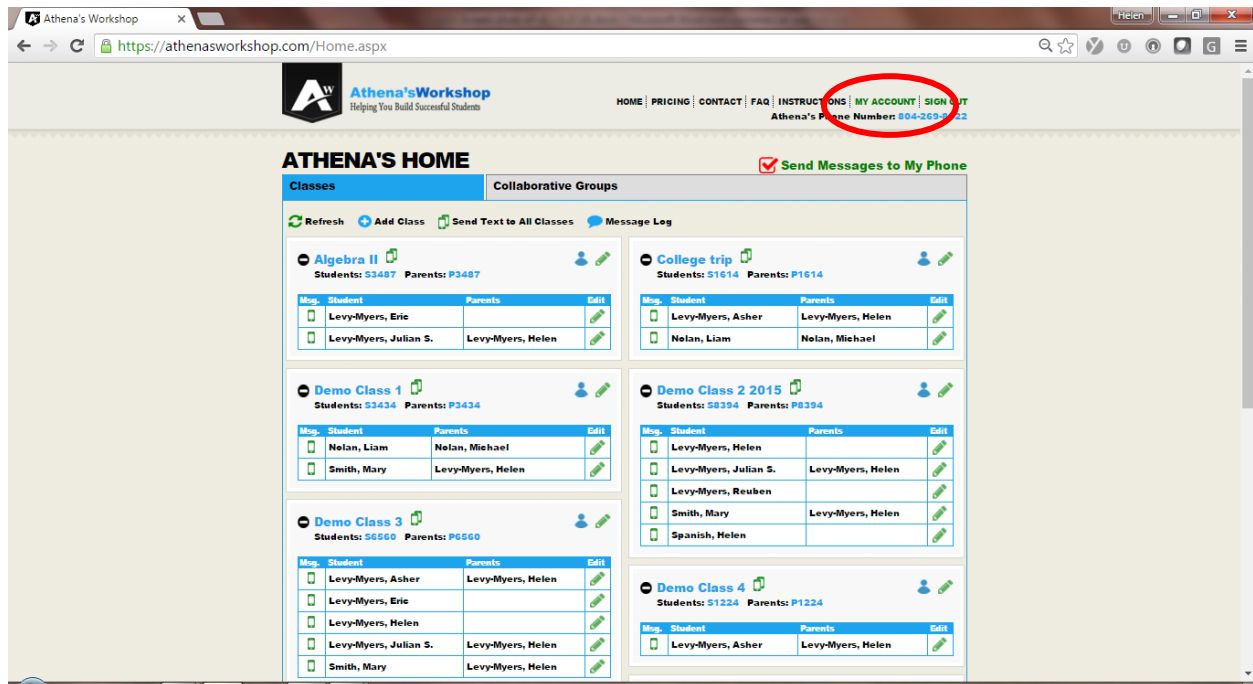


- 7) Click on the green person icon to the right of the class name, to bring the students back.

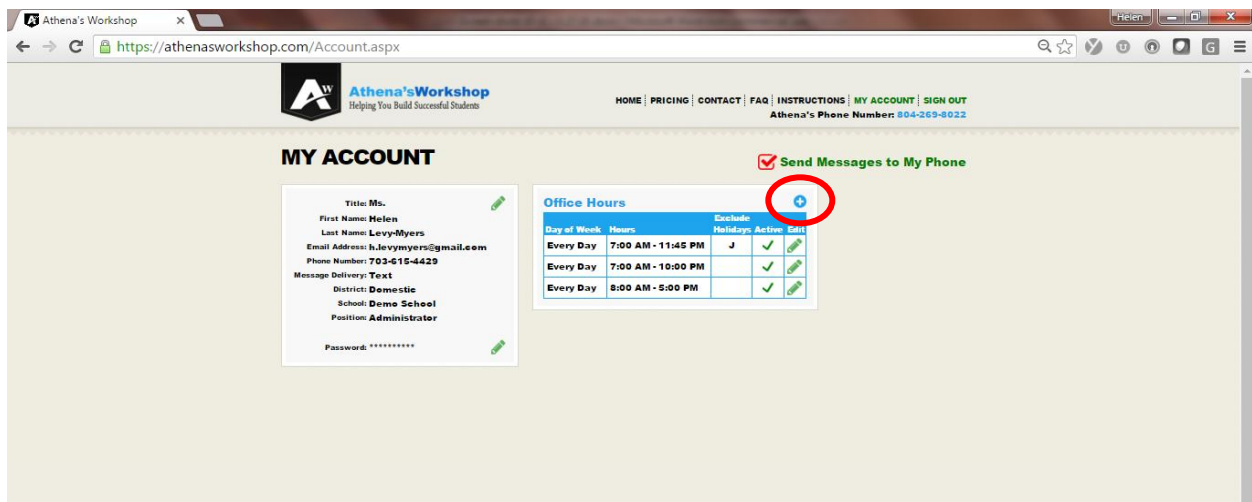


I want to stop getting messages on my cell phone at inappropriate times.

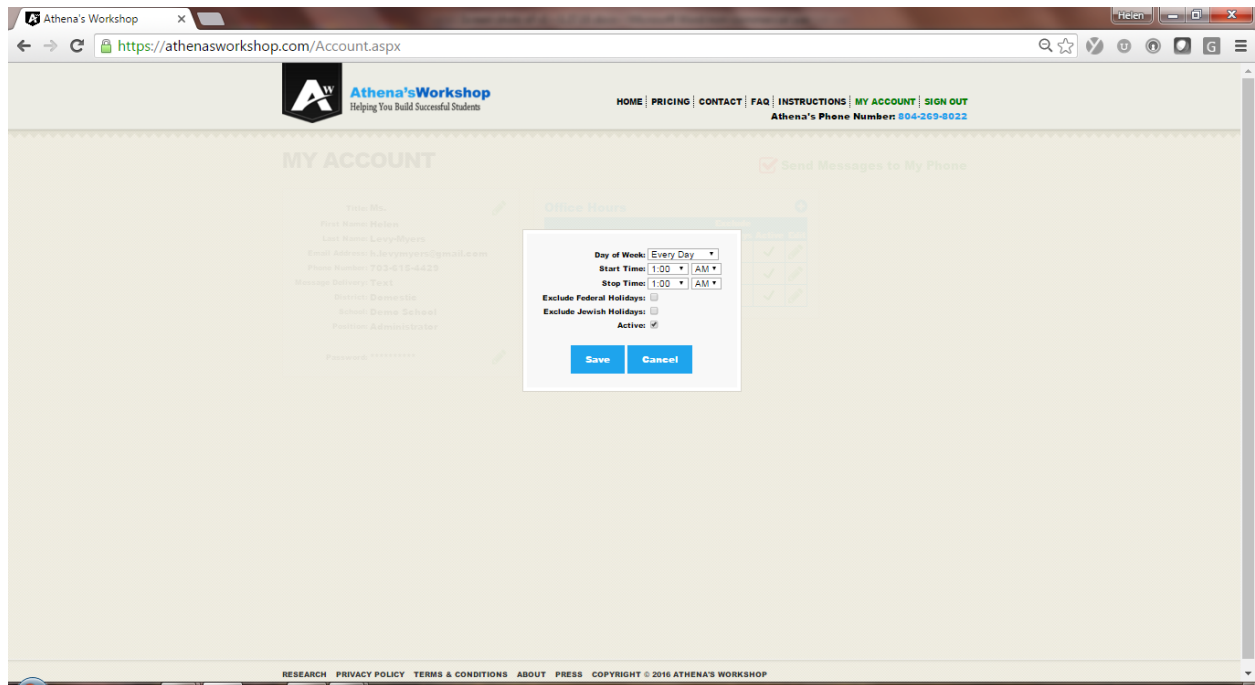
- 1) If you have not already done so, log in from the Athena's Workshop home page. Click Log In at the top right corner. Use your email address and your password.
- 2) In the top right, click on the "My Account" link.



- 3) To get messages to your phone, be sure there is a red check mark in the "Send Messages to my phone" box on the right top side of the page.
- 4) In the Office Hours box, click on the blue plus "+" sign in the right corner.



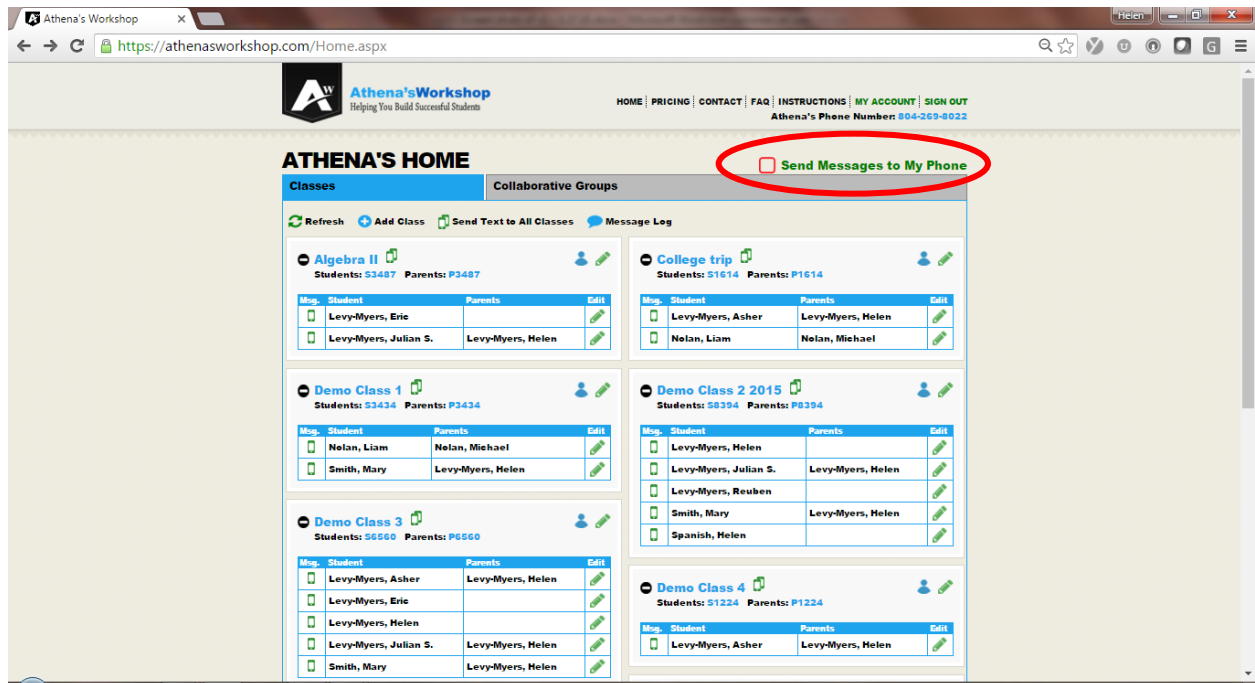
- 5) In the next window, select the hours, you **WANT** to be available. At other times, the messages will go to the Message Log, and will not go to your personal cell phone.



- You can have many different times to accept text messages. For each different time, click on the blue plus link.
- You can choose the days individually and have a different schedule for Monday, Wednesday and Friday and the same schedule for Tuesday and Thursday.
- You can choose weekends, weekdays or every day.
- Choose the start and stop time for each different time you want to be available to text message.
- You can also choose to not be available on Jewish holidays and US Federal holidays, by clicking on those boxes.
- Once you have chosen the times you **WANT** to be available, click Save.

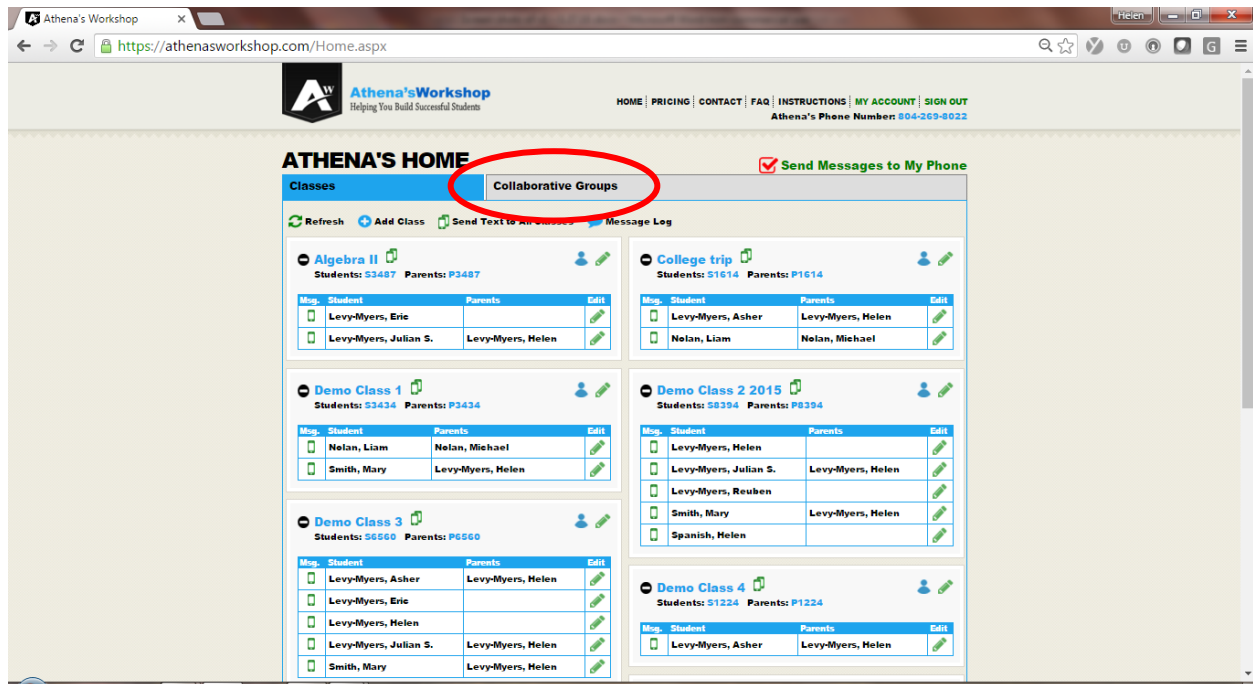
I do not like texting from my phone. How do I turn it off?

- 1) After you have logged in, click on the red check mark at the top right side, Send Messages to My Phone. The box will be empty. Messages will only go to your Message Log.

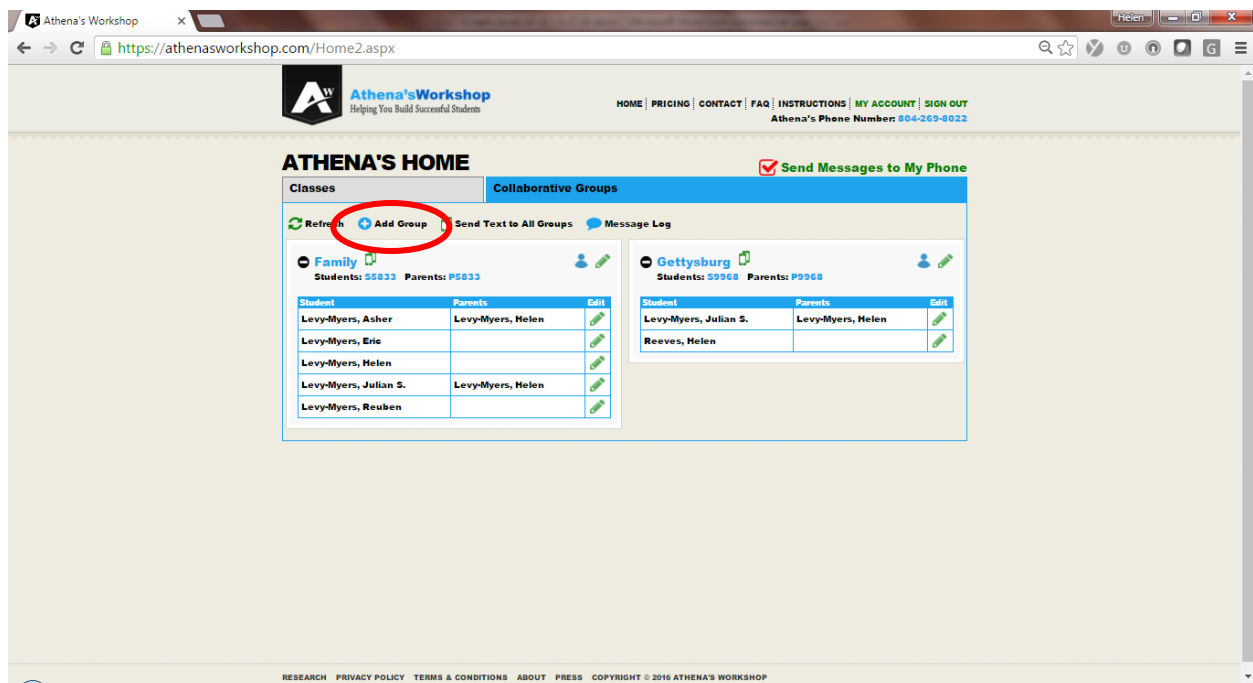


I have a group of students that are working together on a project and will want to text each other.

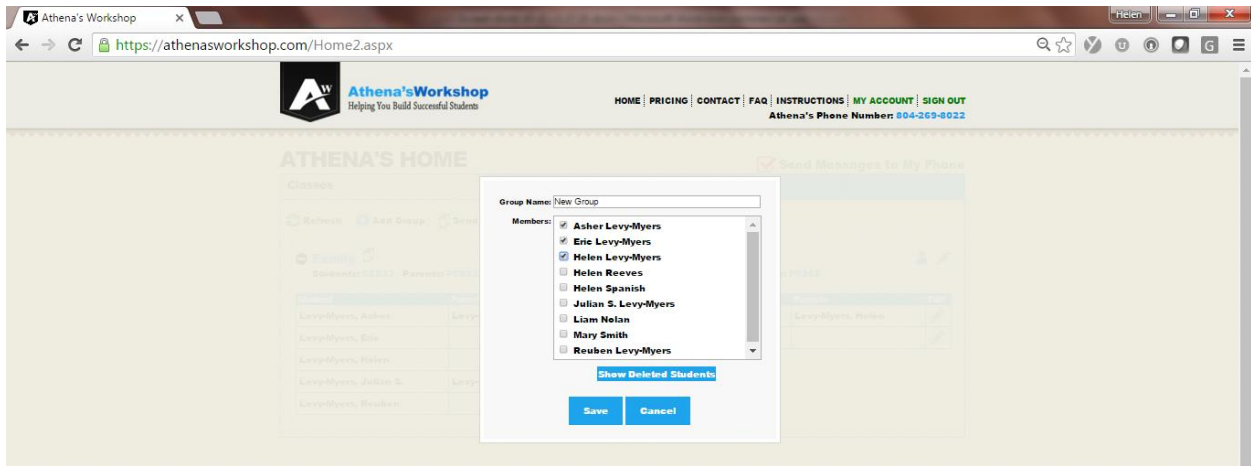
- 1) Once you have logged in and are on the Athena's Home page, click on the Collaborative Groups link. It will change colors from gray to blue.



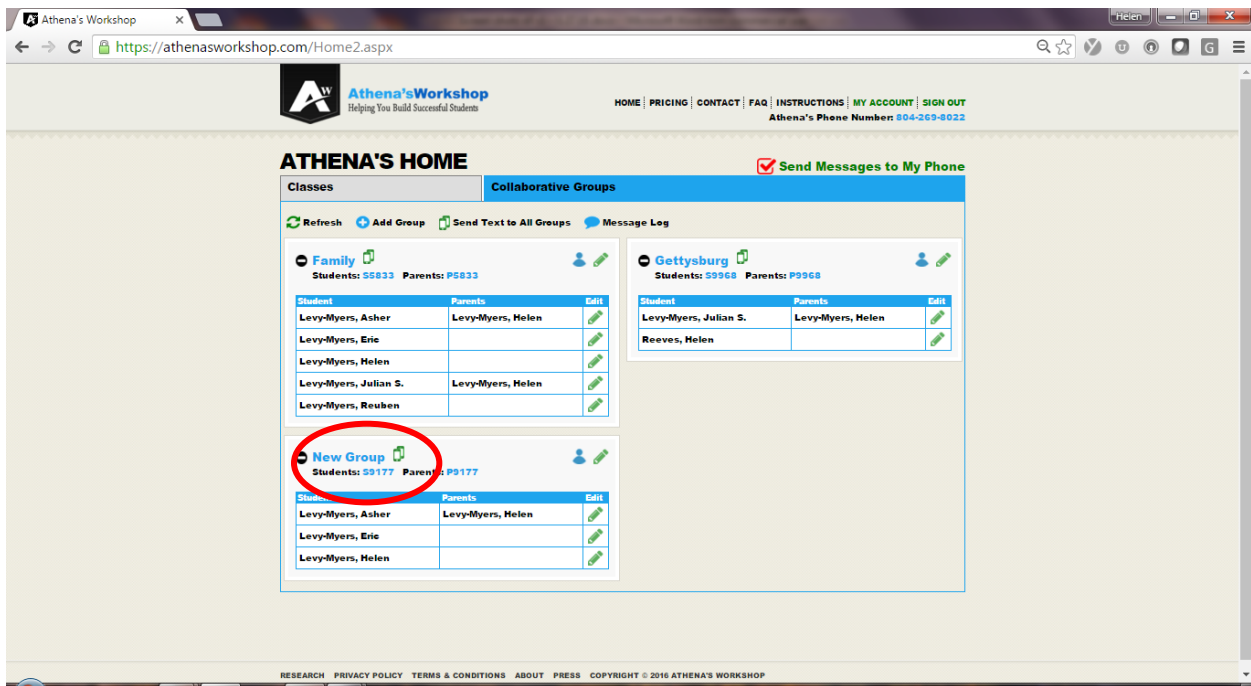
- 2) Click on the blue Add Group link

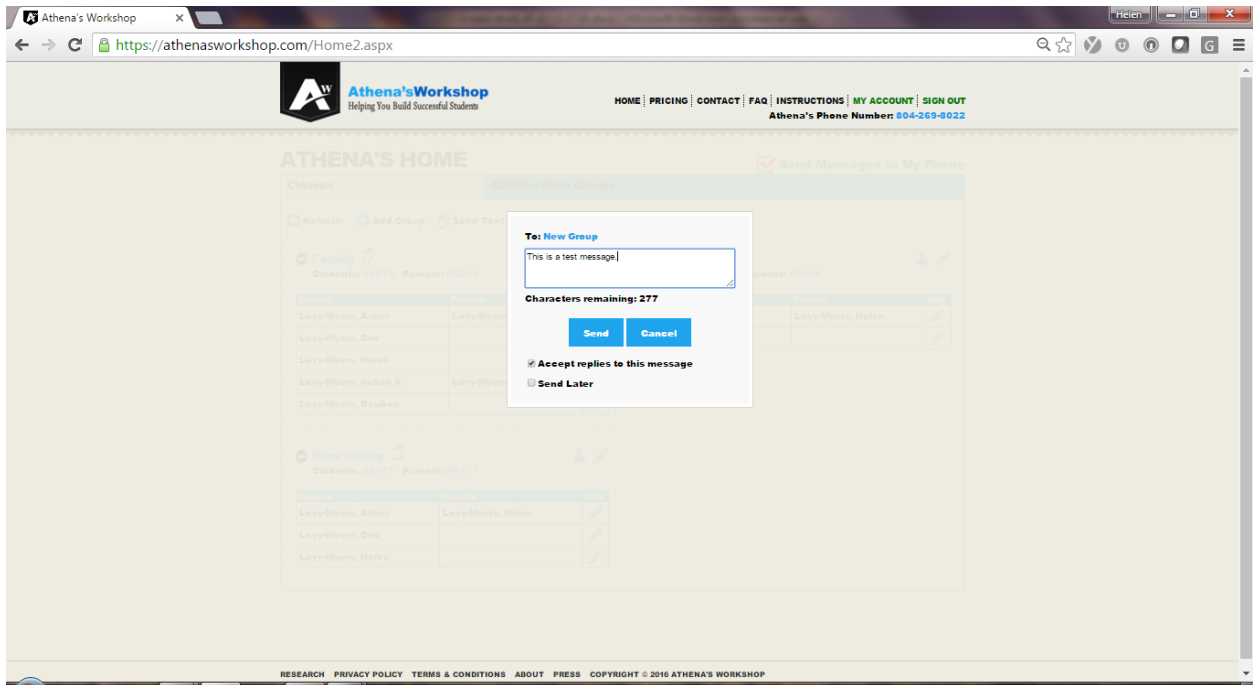


- 3) Name the group and check off the names of students that are part of the group.
- 4) Students that may have been deleted from individual class lists, but still are part of the school will be available through the “Show Deleted Students” link.
- 5) Click Save and the students will receive a validating text message, informing them that they are part of the new group. Once they accept, they will be able to text each other.

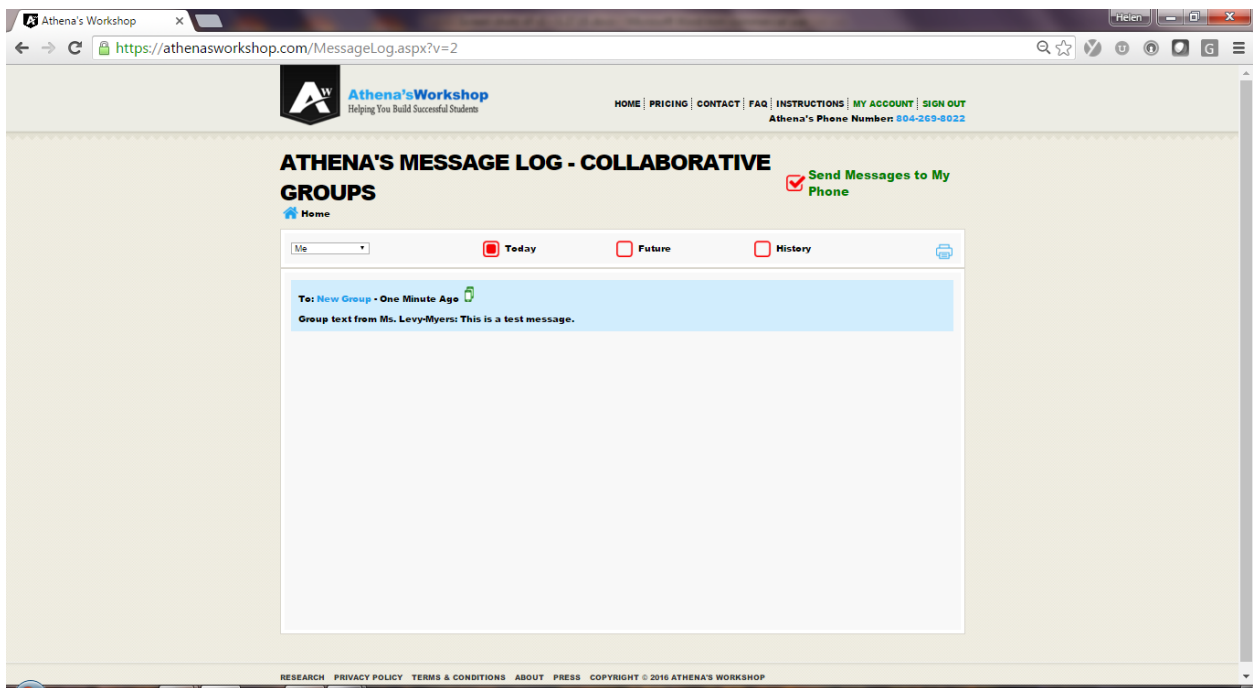


- 6) The new Group will be under the Collaborative Groups Tab. Teachers start a texting conversation by clicking on the green cell phone icon.



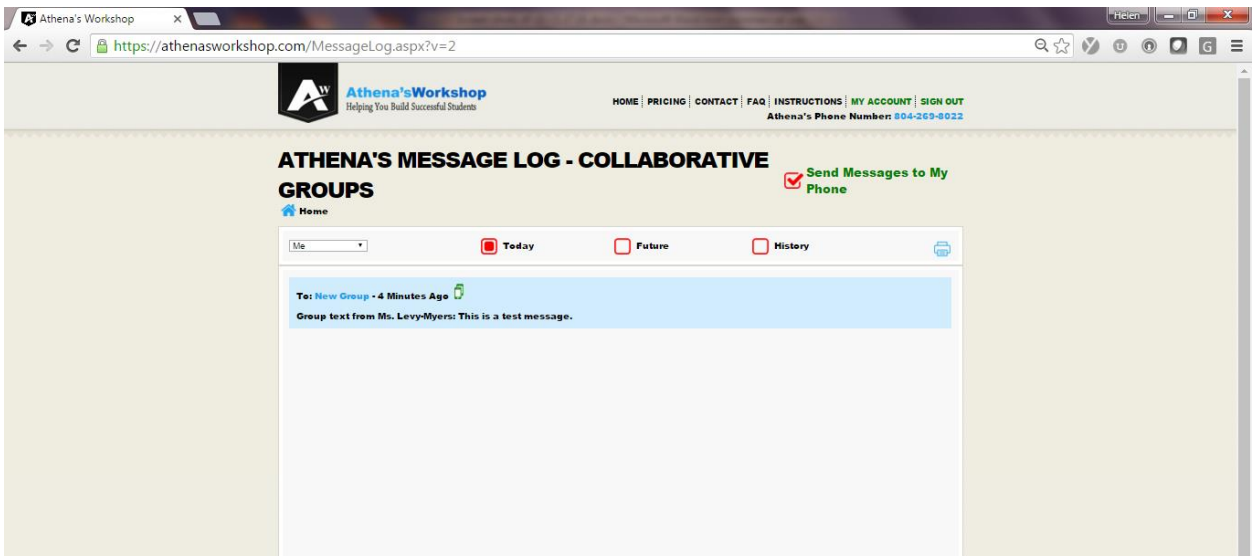
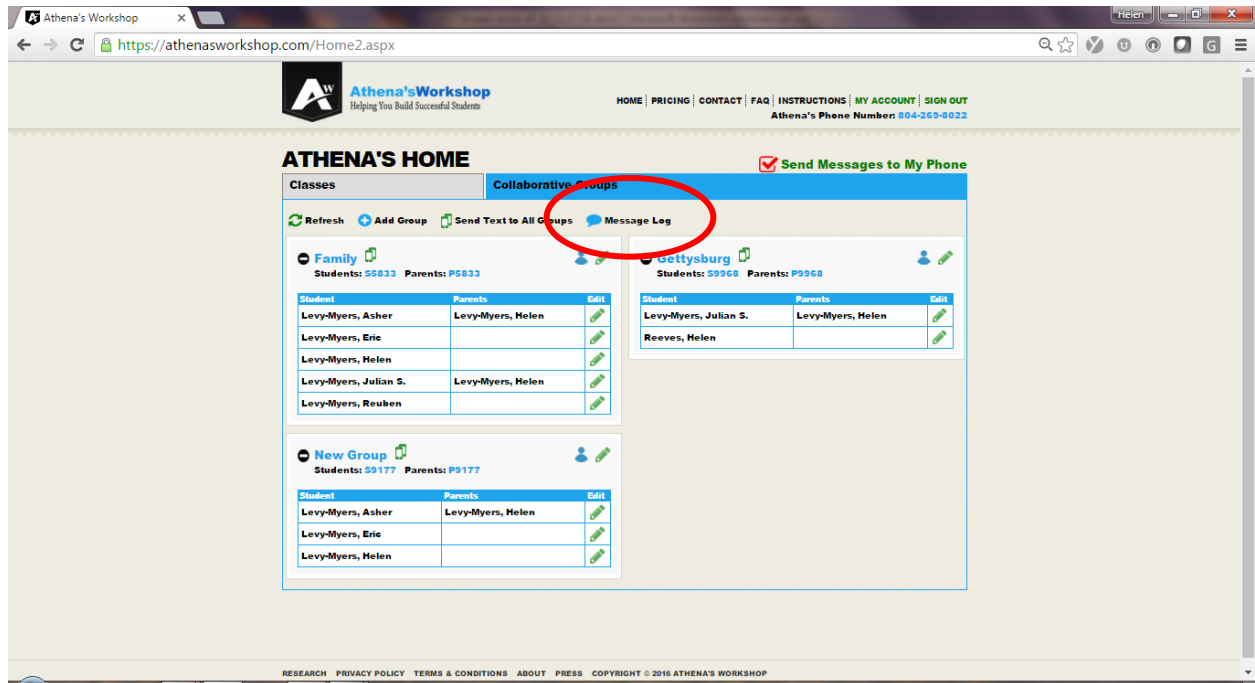


- 7) All messages sent through Collaborative Groups are saved in the Collaborative Groups Message Log.
- 8) The teacher can monitor the texting conversation through the message log.
- 9) Collaborative Group messages can be scheduled for a later time using the advance scheduling feature.



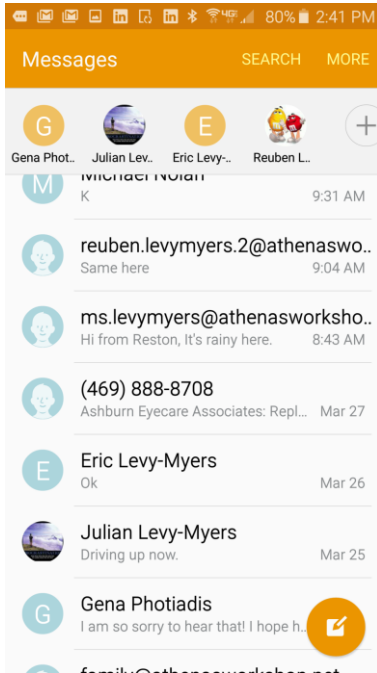
How do I review the texting conversation of the groups I created?

- 1) Once you have logged in and are on the Athena's Home page, click on the Collaborative Groups link. It will change colors from gray to blue.
- 2) Click on the Message Log button. You can sort the messages by clicking on History, then clicking the Groups tab to find the group or Today to find even later times. There is a print friendly button to the far right.



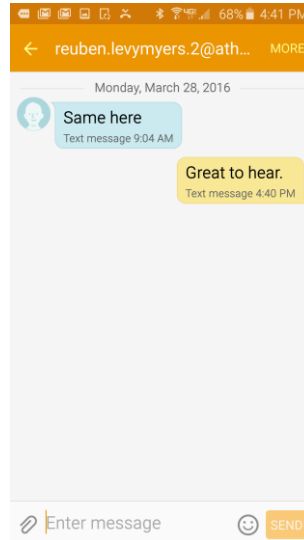
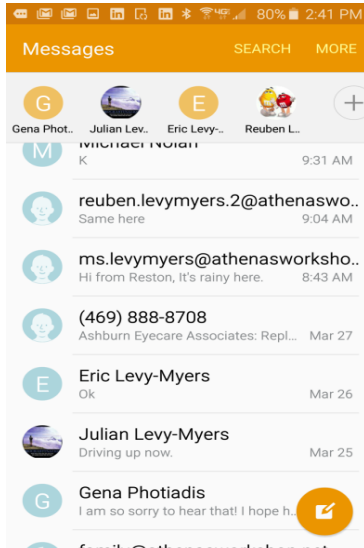
How does a student or parent reply to a message?

- 1) Parents and students will find messages in their regular text message log on their cell phone. There is no app to load. They reply like they reply to any other text message.

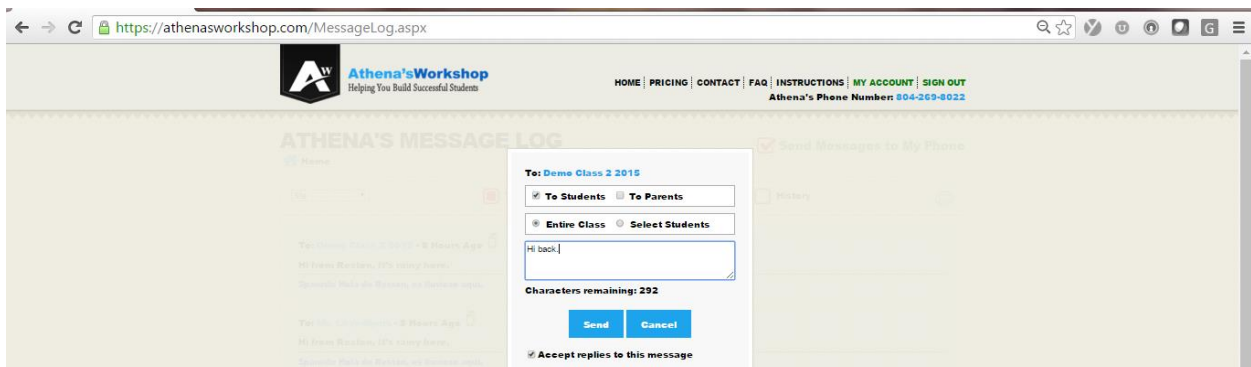
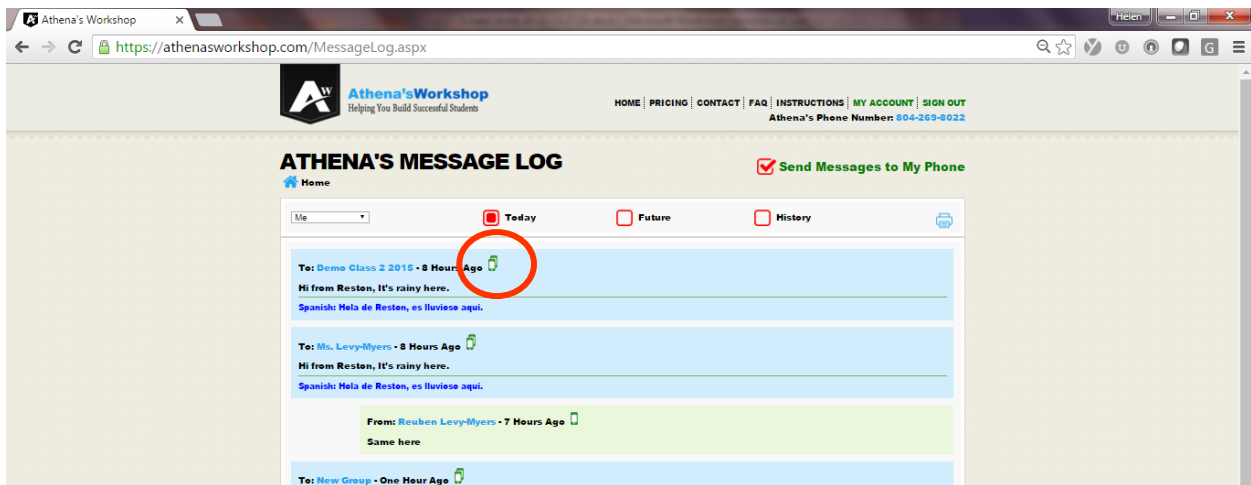


How does a teacher reply to a message?

- 1) Teachers will find replies in their regular text message log on their cell phone if they have indicated that they want to receive messages on their cell phones



- 2) Teachers can also reply to messages from the Message Log by clicking on the green cell phone icon.



I just learned that a parent needs messages in Spanish. How do I do that?

- 1) We charge differently for English and Spanish texting for our self-serve texting package. Please contact us at business@athenasworkshop.com to switch it for you.
- 2) For our Attendance Solution customers, Spanish translation is included in the package and we switch it for you. Please contact us at business@athenasworkshop.com.

How do I translate the message for a parent?

- 1) When the list was originally sent to us and if the parent was indicated as a Spanish speaker, it will automatically be translated to Spanish. The teacher or administrator needs only to send the text message.