

GETTING STARTED GUIDE

FOR ROOM LEADS AND TEACHERS

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1. Welcome to Konstella

Konstella helps you build a private and secure parent community by making your parent organization more transparent to parents, while simultaneously connecting parents with each other. Schools often had increased volunteer sign-up rate and donation participation after running Konstella. Our mission is to help you build a close-knit parent community.

Please note that this document is created for Konstella School Admins.

2. Roles & Privileges

First, let's take a moment to understand the roles and privileges in Konstella.

- **School Admins** - Every school can have at most 2 admins. A School Admin can create classrooms, approve requests to join the community, enables/disables school-wide features, edit user information, and assigns privileges.
- **Room Leads and Teachers** – Admins can name Room Leads. Room Leads and teachers manage the rosters of their rooms, enable/disable features in the rooms, and set room-wide privileges.
- **Other School-Wide Privileges** – Admins can grant school-wide privileges to individuals. The privileges include the ability to post photos (to multiple classrooms or the entire school), post files, create announcements, events, sign-ups, and create committees.
- **Committee Leads** – Admins and users with the privilege to create committees can create committees. The creator can make certain committee positions with Committee Lead privilege. If a user signs up for a position with the Committee Lead privilege, the user will automatically gain the privilege to edit this committee, sign up for others, get notifications on sign-ups and withdraws in the committee.

A user can have one or more of the above roles.

3. Become a Room Lead

Now, let's talk about Room Leads.

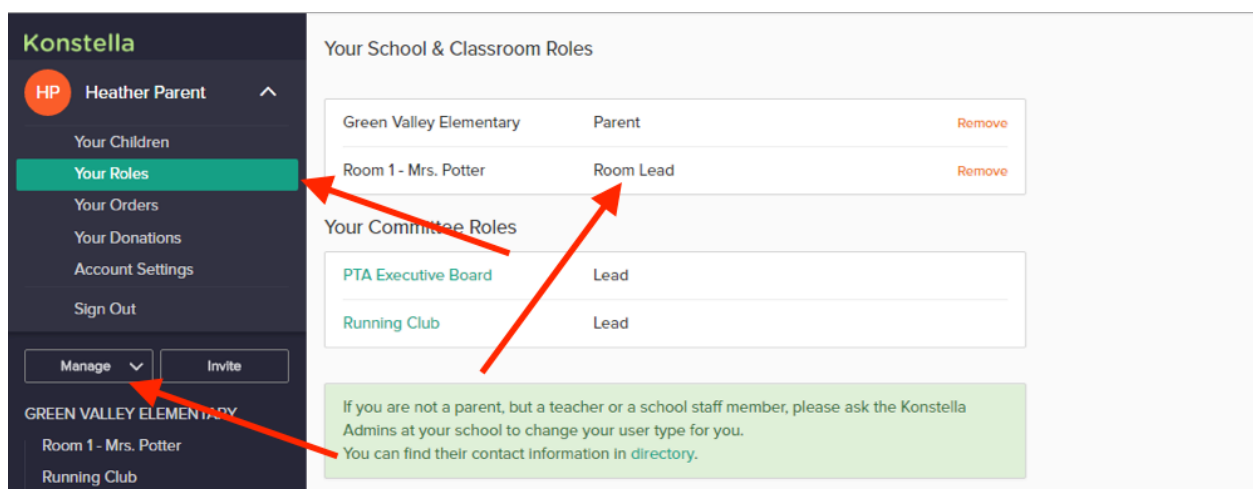
Upon receiving an invitation email from your School Admin, accept the invitation by clicking on the "Join" button in the email. Complete the registration process.

Once registered, make sure your School Admin has assigned you as a Room Lead.

Click on your name at the top left corner. Select “Yours Roles” on the drop-down menu. Make sure in your classroom row, you’re identified as a Room Lead. If not, you’ll need to ask your School Admin to assign you as the Room Lead.

If you find yourself not in any classroom, you probably haven’t added your child or put him/her in a classroom. Click “Your Children” in the drop-down to add/edit your child.

Another way to verify that you are a Room Lead is to find the “Manage” button on your left menu. If you are a School Admin and a Room Lead, or a Room Lead in multiple rooms, your Manage button is a dropdown that shows the groups you can manage. If you are a Room Lead of one room only, the button is labeled as “Manage Room”.

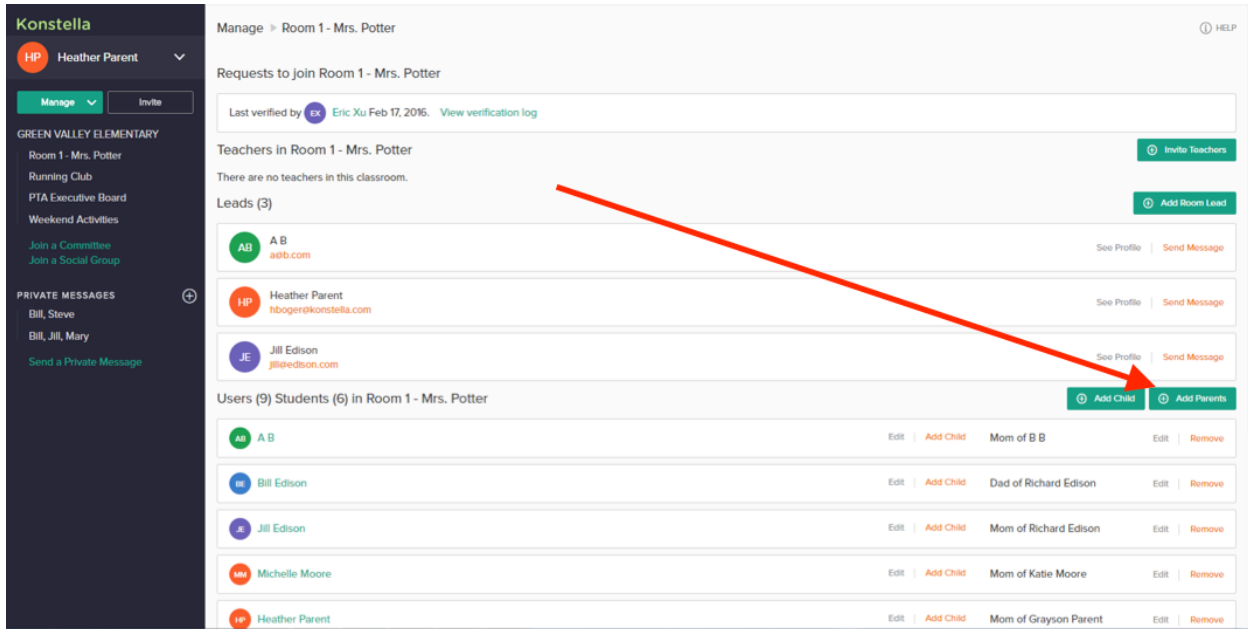


4. Make Sure Parents Are in Your Room

Go to your Manage Room page by clicking the Manage button on your left menu.

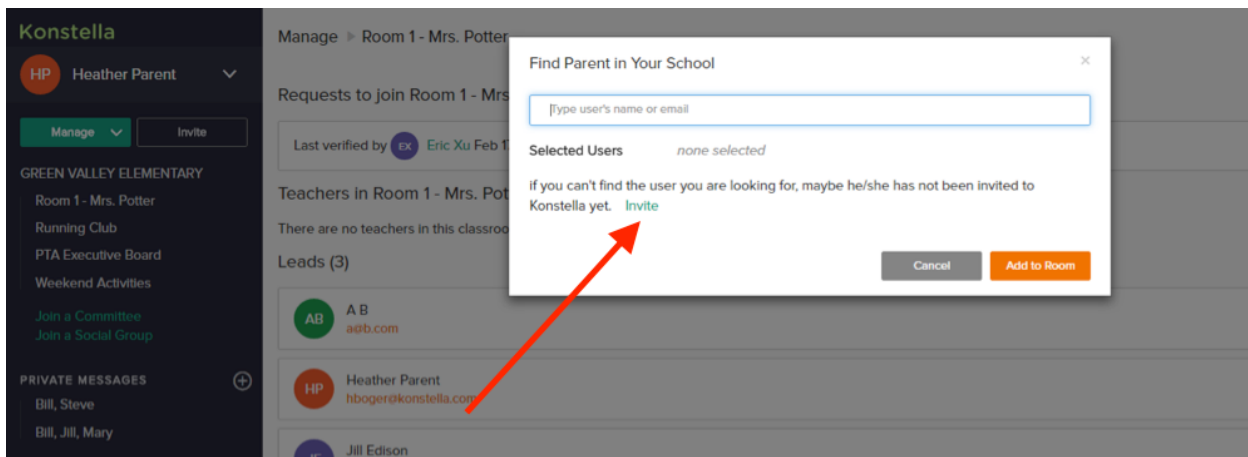
Add Parent

Are all the parents in your room? If not, click the “Add Parent” button.



Enter the parent's name or email in the text field. As you type the name or email, Konstella shows the matching parents in a drop-down. Select the parent. Click the orange "Add to Room" button.

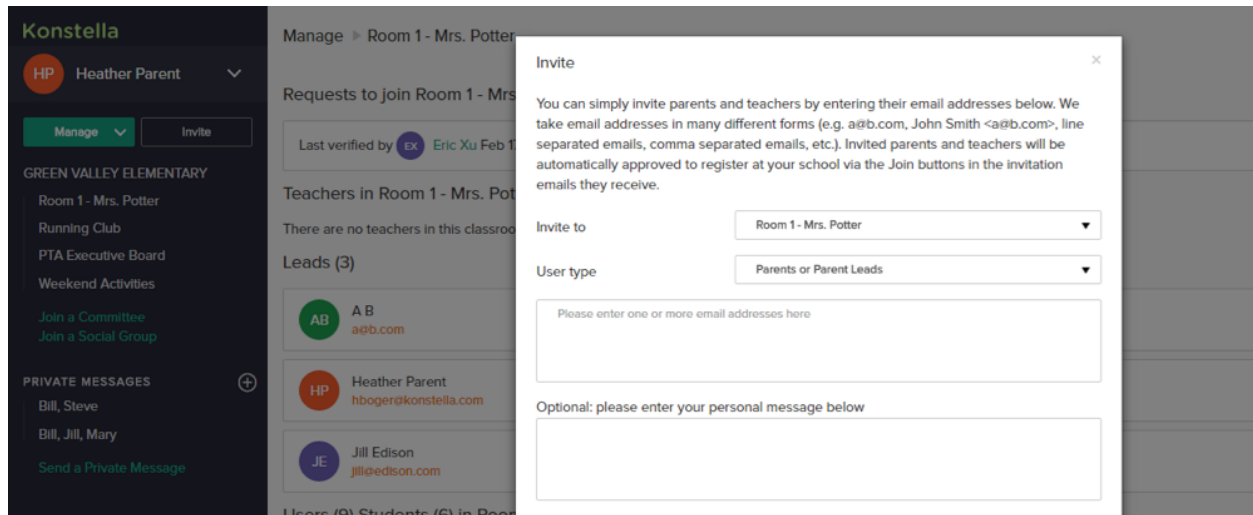
If Konstella cannot find a match, click the Invite link to invite the parent to the room.



Batch Invite Parents

Some school admins choose to invite everyone in the school to Konstella. Others invite all the room parents (Room Leads in Konstella) and ask the Leads to invite their classroom parents. We've seen both approaches working. In the later case, it is ok if a parent is invited to two different rooms. Just like when you register, parents get to confirm their information at the time they accept the invitations and register on Konstella.

Click the “Add Parent” button and the “Invite” link described in the last section. In the popup, select your room. Select “Parents or Parent Leads”. You can copy and paste all email addresses to the big text field shown below. It does not matter if the email addresses use commas or line returns as delimiters. Neither does it matter if the emails are in the form of “joe@gmail.com” or “Joe Smith<joe@gmail.com>”. We handle all the formats.



Add Child

Alternatively, if a child has been added to Konstella, but he/she is in a different room, you can move the child to your room by clicking the green “Add Child” button right next to the “Add Parent” button. Adding a child will automatically move the child’s parents to your room.

5. More Training

Congratulations! You know enough about Konstella to get your classroom started! If you like to know more, there are resources to help you. Or, just take it easy and discover more as you go.

6. Room Leads Can...

- Room leads can create calendar events for their classrooms
- Create classroom announcements
- Create classroom sign-ups for events like field trips
- Create collection sheets to collect food items for a potluck, cash or any other item
- Create classroom newsletters
- Share classroom photos

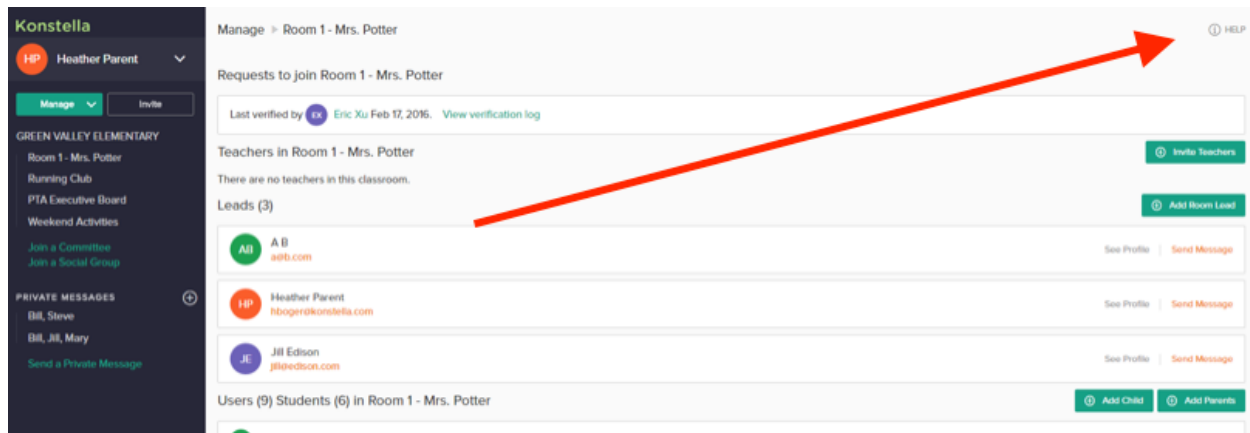
- Share files like google documents etc.
- And so much more

Learn More Video

If you haven't done so, you should watch our [Learn More](#) video. 1 of the 3 use cases in the video shows you how to create and manage a signup sheet. Some of the unique features (e.g. find out who have not read your sign-up sheet and export the sign-up sheet) are shown in the video.

FAQs

Click on the help link in the top right hand corner and this will take you to the FAQs.



In-Person Training Hosted by Your Konstella Admin

If your School Admin hosts a training session, we recommend to discuss the following topics and leave 15 minutes towards the end for Q&A.

- Why Konstella
- Roles and Privileges
- Add Parents to a classroom
- Create an announcement/signup sheet

Cheat Sheet

Check out [the Konstella Cheat Sheet](#) to quickly learn about how to create announcements, events, sign-ups, send message, etc.

The “Test Drive Konstella” Committee

If a “Test Drive Konstella” committee is created at your school, just join that committee by clicking the “Join Committee” link on your left menu. You can create announcements, sign-ups, events, send each other messages, and share photos and files in the committee. Please note that you will get notifications and emails when others create content in the group. When you’re done with learning, just withdraw from the committee so that you don’t get unnecessary notifications.

6. Contact Konstella

Please don’t hesitate to let us know your questions and suggestions. Once logged in, you can always reach us via the “?” link at the lower right corner on every page. Or, email us at feedback@konstella.com

7. Appendix – Invitation Letter Templates

Please use the email templates below as needed.

Sample Letter Requesting Parents to Join Konstella from Room Leads

Dear Parents,

Welcome to <classroom>!

We are very pleased to be able to communicate with you about all our classroom events, activities, sign-ups, and announcements through our school’s secure communication platform, Konstella.

Please follow the registration link in this invitation, and enter your information. You will be prompted to enter your password as well as add a child. For those of you with multiple children in our school, be sure to add all of them, and add the correct child to our classroom. You will also be able to setup your privacy preference.

We also recommend that you download the Konstella app so that you can receive instant notification through the app. Konstella has an amazing feature that allows you to sync our calendar with your Google, iPhone, or other online calendars. This way, you will not miss any school-wide or classroom events.

If you have any questions, please do not hesitate to send me an email.

We look forward to communicating with you all on Konstella.

Your Classroom Parent(s)

<name(s)>