Mobile Agenda App Introduction

Download the App

Your school's app is available on both the iTunes and Google Play app stores as a free download. Blackberry 10 users can download the Android version of the app from http://honeygarlic.ca/android. *Make sure to allow the app permission to send you push notifications* as the school will use them to send you updates and news.

Personalized for Your School

The app is personalized for your school's calendar, timetable and identity with the school colours and logo, and has a direct link to the school website. It will also receive push notifications sent by your school administrators to remind you of upcoming events, let you know about schedule changes, advise you of school closures, and other news.
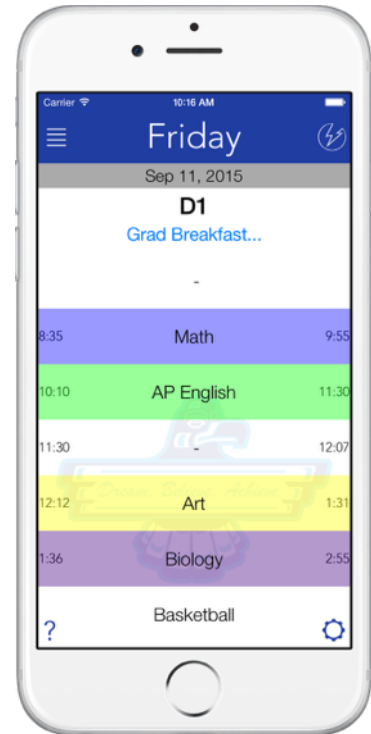
4 Ways to Maneuver in the App

TAP
- Tap the left and right sides of the screen to move through dates
- Tap the date at the top to return to "today"
- Tap a class name to enter notes
- Tap the blue event text for more details on the day's events

SWIPE
- Swipe left and right to move through dates

TAP and HOLD
- Tap and hold the date to select a date to jump to
- Tap and hold a class name to set a reminder or add a photo note

ROTATE the phone
- Rotate the phone to landscape to see the whole week
- TAP or SWIPE to move from week to week
- Tap the calendar icon to switch between week and month views
- When in month view, tap and hold on a day to show schedule and event info for that day

Main Screen (Day View)

The main working screen in the app shows one day's schedule, with the classes for the day, the date, any extracurricular activities in the morning, at lunch, or in the afternoon, and any school event information (in this case that there is a grad breakfast this day, and that there is more info to show).
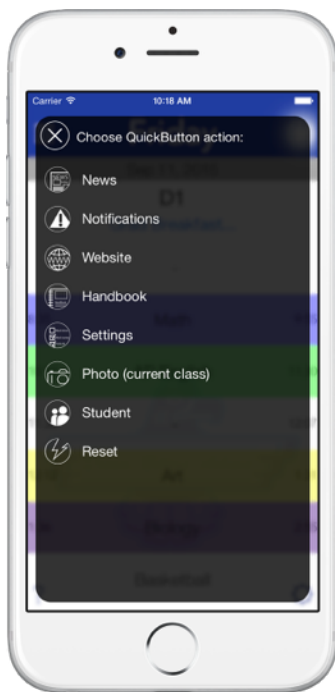
To navigate to a particular day:

- Swipe left and right or tap the left or right sides of the screen to move one day at a time.
- Tap the date to return to "today".
- Tap and hold on the date to choose any date to jump to.

QuickButton

At the top right of the screen is a button which gives you one-touch access to a variety of functions.

iOS: Hold your finger on the button to bring up a list of actions - tap the desired action to set it.

Android: Tap the three dots next to the QuickButton to bring up the list of available actions.

The button icon will change to indicate the selected action. Some of the available actions are:

- **News:** Shortcut to the "News" function in the sidebar
- **Notifications:** Display a list of recent push notifications
- **Website:** Open the school website
- **Handbook:** Display the school handbook
- **Settings:** Bring up the app settings
- **Photo:** Take a photo note. It will store the photo into the notes for the current class, based on the time of day.
- **Student:** Switch between student timetables.

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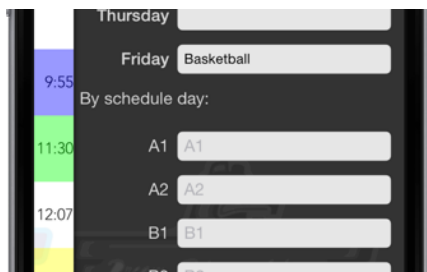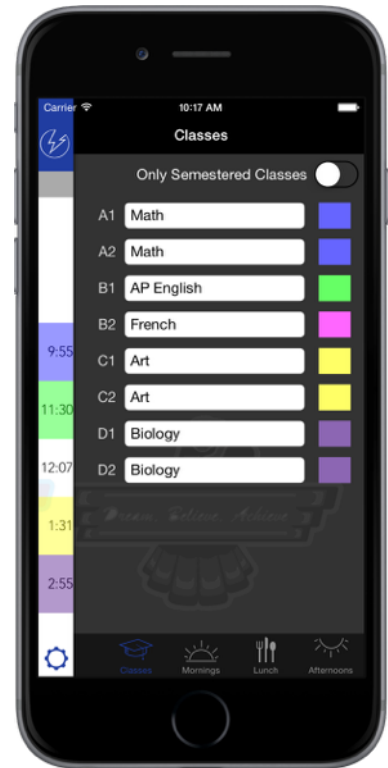
Class Configuration Screen
Setting up your classes and activities

The gear icon in the bottom right of the main Day View brings up the class configuration screen. This is where you can set the classes you have in each block, their associated colour, as well as any extracurricular activities.

(iOS version shown. The number and names of the blocks will be specific to your school, and may vary from the example shown).

The four tabs in this screen are for regular timetable classes, and morning, lunchtime, and afternoon extracurricular activities respectively.

Once you have entered your classes and chosen colours, the app will automatically populate the calendar in the app. Depending on your school's schedule, you may have an "Only Semestered Classes" option available - if turned on, the app will populate both odd and even days with the same classes (in this case, A1/B1/C1/D1) and gray out the remaining options.

Depending on your school's schedule, the extracurricular tabs may show options for both the day of the week and for entries "by schedule day", allowing you to set activities that are fixed to either a day of the week or to a particular day in a rotating schedule.

Help Screen

Tapping the ? icon at the bottom left corner of the main screen brings up a help screen with a quick overview of using the app.

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Class Notes (Text, Photo, ToDos) ───────────────────

Tapping on a class name on the main screen will being up the notes/todo screen for that class.

The three tabs allow for text notes, photo notes, and a "ToDo" list for each class. Any changes are automatically saved when you exit this screen.

In the photo notes, tap the + to add a photo, tap a thumbnail image to view a photo, tap and hold on a photo to delete it.

The notes & todo items are for the course as a whole, not a specific day/period. This means that no matter what day is showing on the main screen, tapping "AP English" for example will bring up all the notes for that course.

Setting Reminders ───────────────────

Tapping and holding on a class name on the main screen allows you to set a reminder *for that specific class and period*. The app will pop up a screen allowing you to add a reminder for that class, with an optional alarm. The reminder/alarm is added to your default calendar/reminder list (ie the "Reminders" app on iOS). You can also tap and hold on a class name on the main screen to add a photo note without having to go into the notes screen first.

Event Information ───────────────────

The main screen will show event information for that date in blue below the date and day type. If there is more information on the event, or additional events happening on the same day, the event information will be shown with an ellipsis (…).
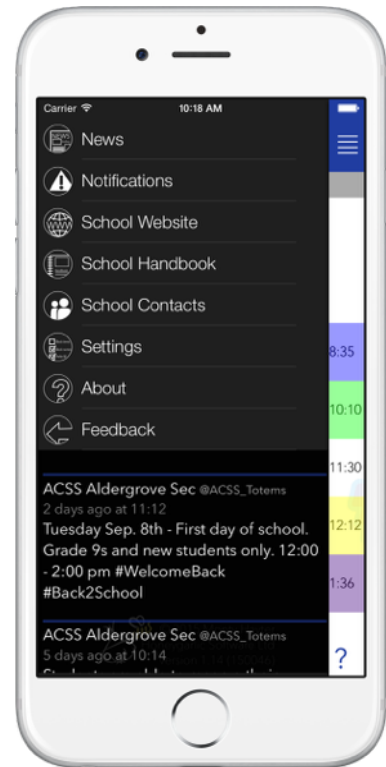
Tapping the event text will bring up a panel with the additional details/events.

Sidebar Menu

Tapping the menu icon at the top left of the main screen brings up the sidebar menu. This menu has information **specific to your school** as well some settings and general info. The options in the menu are:

- **News** - This will show either the latest news bulletin from the school, if any, or link to a website (ie the school's Facebook page) or blog with school news and information.
- **Notifications** - This shows a list of the most recent push notifications received by the app.
- **School Website** - Tapping this will launch the school's website in your phone's default browser.
- **School Handbook** - Displays a copy of the school handbook.
- **School Contacts** - Displays key contact information (address, phone, emails) for the school.
- **Settings** - App settings.
- **About** - Basic information about the app.
- **Feedback** - This will allow you to send a feedback email if you have any questions, problems, or suggestions.

Below the sidebar menu the school Twitter feed is shown. Drag up on the tweets to cover the menu and scroll through more tweets, pull down to reveal the menu again.
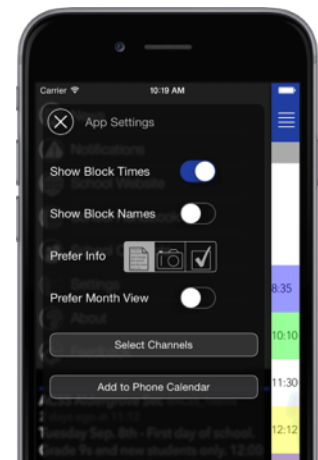
Settings

Show Block Times/Block Names: controls whether or not period start/end times and names (in addition to class name) are shown on the main Day View.

Prefer Info: Sets which class info tab (text notes/photo notes/ ToDo list) is active by default when a class name is tapped.

Prefer Month View: If you prefer to use the month-at-a-time view when turning the phone to landscape, set as default with this option.

Select Channels: Use this to select the push notification channels you are subscribed to. Depending on your school, there may be channels for various classes, clubs, or athletic groups (ie "Junior Basketball", "Grads", etc.)

Add to Phone Calendar: (*iOS only***)** add a subscription to the school events in the app so they show up in the iOS Calendar app.
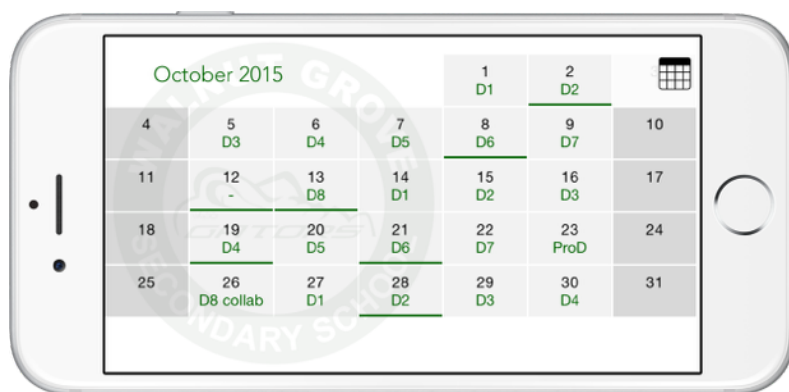
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Landscape Mode (Week/Month View)

Turning the phone sideways will switch the view to an weekly overview. Depending on your phone screen size, you may have access to the sidebar menu and configuration screens.

Days with event information are marked with an icon. Tap on the weekday name to display the event information.

Tap the calendar icon in the top right to switch to a monthly view. Days with even information are underlined.

Tap and hold on any day to display the schedule and event information for that day.

Other Information

The app does not require an internet connection for most day to day use, except that News bulletins, Push Notifications, calendar updates, and of course the Twitter feed will not be able to be received while offline.