KONSTELLA QUICK GUIDE FOR BNS PARENTS

You can use Konstella by logging into the website or downloading the app. Below are screenshots to help parents navigate the communications platform.
PROFILE – Add your children, join a classroom

YOUR CHILDREN
Place your child in his/her classroom so that you are kept in the Classroom communication loop.

ENTER INFORMATION FOR YOUR CHILD/CHILDREN
A school PTA Admin will review your information and approve your registration. Once approved, don’t forget to finalize your profile (see below).

ACCOUNT SETTINGS
Put in your basic info.
PRIVACY
Decide what you want to share with other BNS parents. Konstella is a great way to stay connected without having to share any of your personal information.

YOUR SETTINGS
NOTIFICATIONS
You choose what communications you would like to receive and the frequency. Changing the default setting for announcements to ‘daily digest email’ will limit the number of emails to your inbox, but you will receive push notifications in the app. Choosing ‘none’ means no emails and no push notifications in the app, but all info is viewable by logging onto the site or app. Weekly Digests of Upcoming Events gives a summary of everything coming up in the week ahead in a single email. Parent Education refers to parenting podcasts created by Konstella with parents on the platform. They can be listened to for a small fee (usually $5 each).
YOUR DASHBOARD

FEED
You can find all your school announcements

CALENDAR – School, DOE and class events listed here. This calendar will look different than the one on the school website since it’s personalized for each parent. It will show school-wide events as well events (ie/fieldtrips) for your childrens’ classrooms. While the BNS calendar on the website will show the fourth grade camping trip, for example, the trip will only show to fourth grade parents on the Konstella calendar. That is so BNS can take advantage of the reminder feature for those the events are relevant to.

CALENDAR
Class events in green
Your committee meetings in blue
School-wide events - brown
DOWNLOAD the app

In the app you can access. Your profile and account settings by tapping the gear icon in the top left of your screen.

Add a child, join a classroom, set your notification choices.

DIRECTORY – Search for parents in your class. Join committees and social groups.

YOUR DASHBOARD
Access your dashboard on the go.

CALENDAR
Sync with ical, Google.

MESSAGES
Connect with parents, class parents and teachers.
iPhone

Go into settings on your phone

Scroll down to notifications and tap

Scroll down to the Konstella app and tap

If you want to get notifications in the app turn on ‘allow notifications’

You can choose what notifications you want to receive:

**A sound alert**

**Badge App Icon** will show a little red circle in the corner of the app thumbnail on your screen.

You also have a choice of alerts on your locked screen and to see banners.

Android phones will have similar options