Talking Points Step-by-step Support

Why use it? Talking Points is for <u>written communication</u>, and helps us quickly and easily communicate with families in their home language. Families can use the app or simply receive our messages as texts. They respond in their home language, and messages arrive to educators in our preferred language.

I'm not techy - is it hard? No!   **Do families see my personal phone number?** No.

Does it take a long time? Initial set-up only takes a few minutes. Adding multiple students/classes can take a little longer, but is relatively easy to do. Once you're set up, communication is as quick and easy as texting/emailing. You might want to start with just a small group to practice.

Recommendations for use:
- Set up your Talking Points account using the steps below - easiest on an iPad or phone, but can also be done through www.talkingpts.org.
- Let families know to expect text updates.
- Use Talking Points for ANY family (not just multilingual families). You can also send announcements to an entire group when you organize them in a class.
- Ask your Family Cultural Advocate or Equity & Personalized Learning Coach for support!

Family Cultural Advocates (contact for support with specific families):

Olivia Bruce	Denise Romero	Maria Gonzalez Bustos
ARE, NTE, RVE, DMS	MVE, FES, RVE, BMS	BMS, DMS, FHS
obruce@farmington.k12.mn.us	**dromero@farmington.k12.mn.us**	**mgonzalezbustos@farmington.k12.mn.us**

**Equity & Personalized Learning (contact for tech set-up and support):**
Mauri Deer
District-wide
mdeer@farmington.k12.mn.us

Initial Set-up:
- On iPad or iPhone: Navigate to the app store (on Android device, navigate to Google Play Store).
- Search "Talking Points" and download the Teacher version.

- Open the app, and select the teacher option.
- Click "Create new account."
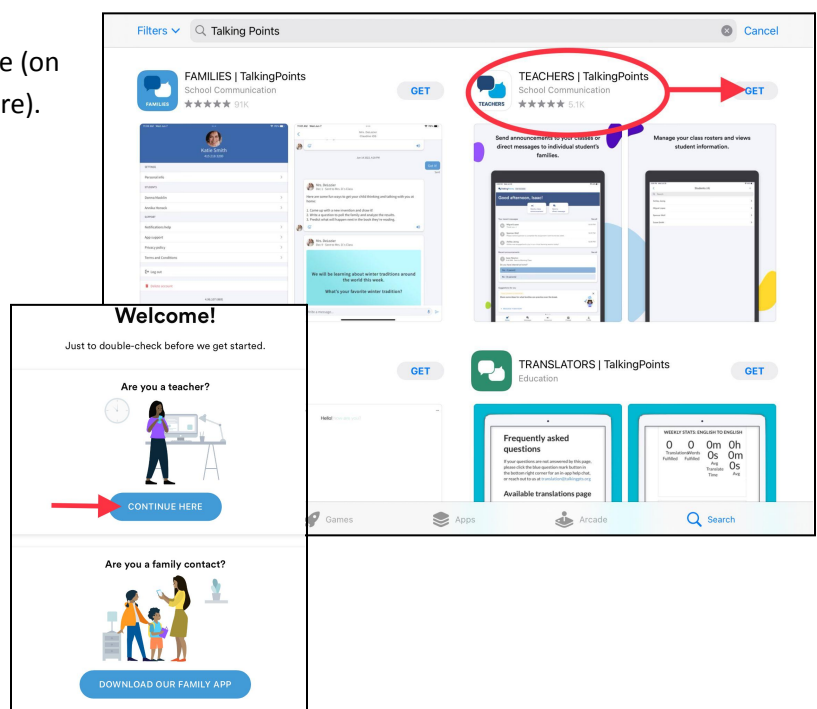
- Create your account using your farmington.k12.mn.us email address, or use your school Gmail.
- Follow the prompts to add your name, position, grade level(s) and school.
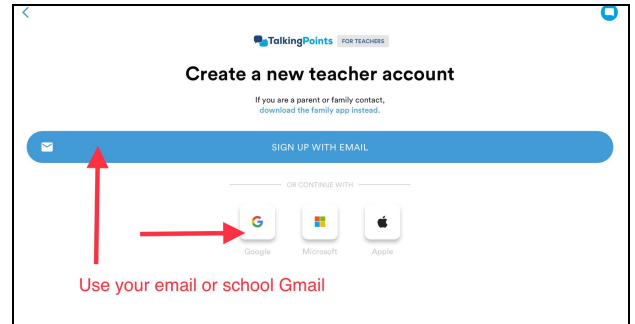
Add students & their family contacts:
- Click "Add students & contacts"
- Fill in the fields for your student and their contacts (people who will receive your messages).
- Click "+Add a new contact" at the bottom to connect more than 1 person (multiple parents/caregivers) to a student's profile.
- Save! (upper right corner)
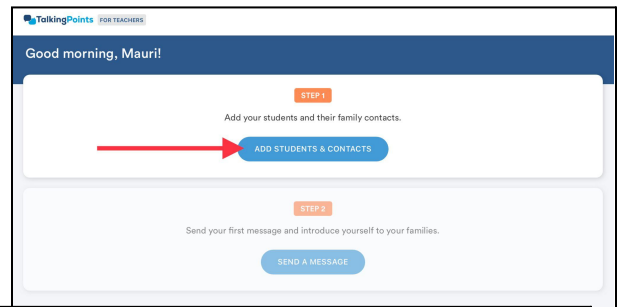
Sending messages:
- In the Messages tab, click the blue pencil to start a new conversation (top right).
- Select your recipient and type your message.
- Click "Send" when done (upper right corner).
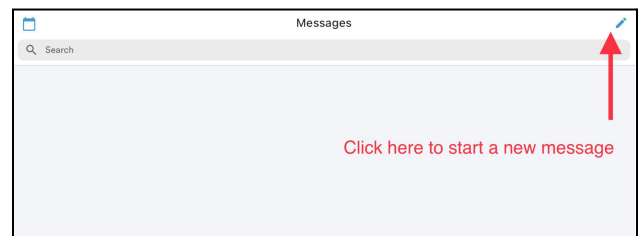
What it looks like for families and educators:

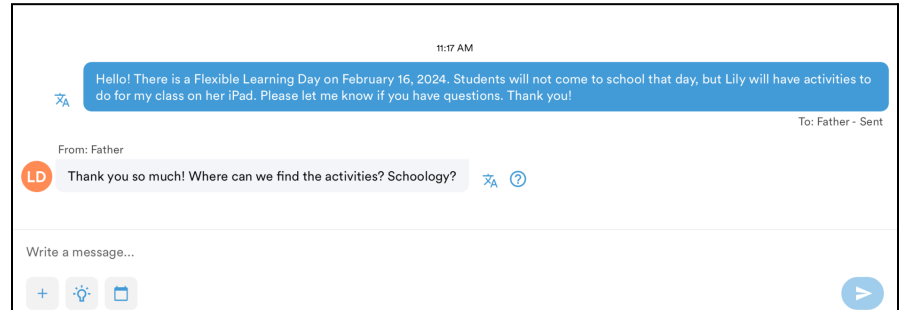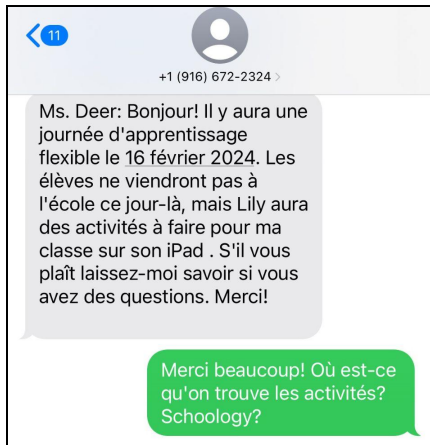Ms. Deer: Bonjour! Il y aura une journée d'apprentissage flexible le 16 février 2024. Les élèves ne viendront pas à l'école ce jour-là, mais Lily aura des activités à faire pour ma classe sur son iPad . S'il vous plaît laissez-moi savoir si vous avez des questions. Merci!

Merci beaucoup! Où est-ce qu'on trouve les activités? Schoology?

11:17 AM

Hello! There is a Flexible Learning Day on February 16, 2024. Students will not come to school that day, but Lily will have activities to do for my class on her iPad. Please let me know if you have questions. Thank you!

To: Father - Sent

From: Father

Thank you so much! Where can we find the activities? Schoology?

Write a message...

Sending announcements:

- Use the app's announcement feature (home screen, bottom center) to send messages to everyone in a group/class.
- This functions like email, but goes to parents/caregivers as a text.
- You can add polls and attach files/images/Google docs if needed.
- The app also has templates that will personalize your message to each recipient in the group.

Send announcement — Send

To: Mauri's class's ✕ — Select classes

Write something...

0/600

Enhance your announcement by turning it into a poll, adding a background or attaching a file, image or Google doc.

GOT IT

We missed [studentFirstName] in class today. I hope everything is okay. Pleas...

Good morning. [studentFirstName] seems to be having some trouble staying on task today. Is ...

[studentFirstName] was on task all day today! They are working hard, and I can see some big improv...

[studentFirstName] is doing a great job on the new unit that we just started. Please ask them...

[studentFirstN worked hard t period and ha major improve