



eSVShare Dashboard

The desktop controls for eSVShare's App
for Principals & Area Superintendents

What does eSVShare do?



News Posts (to your Website & App)



Push Notifications (to phones with CUSD App)



Instant Connect (Phone, Email, Text)



School Social Media (Facebook & Twitter)



App


- Downloaded to your phone.
- You could be on the beach and still posting to channels via the App!
- Easy interface that takes you step by step to create your posts.
- Access to Instant Connect text, email and phone.

Dashboard

- Accessible via computer.
- Only place you can **edit** your website Updates section or delete social media posts from your app after you've posted them from eSVShare.
- Easier to post PDF attachments.

Log in to Desktop:

<https://www.esv2go.com/login>



The login interface for eSchoolView. It features the eSchoolView logo at the top, which consists of three hexagons (two blue, one orange) and the text 'eSchoolView'. Below the logo is a text input field containing the email address 'LeslieAshford@clovisusd.k12.ca.us'. Underneath the email field is a password input field with a masked password '*****'. At the bottom left is a 'Sign in' button, and at the bottom right is a link that says 'Forgot password?'.

- Use your district long email:
DistrictEmail@clovisusd.k12.ca.us
- Password: the same as your app!
(Bear with me as we are still streamlining this process)
 - Try your single sign on.
 - Didn't work? Try your website password.
 - If I had to manually add you, you have manually created a password and it is not tied to single sign on.
 - If you once used eSVShare but it is not allowing you to sign in, please send me an email and I will check our user database.

Your Dashboard Homescreen

Your School "Building"
Note: Clovis East & Reyburn /
Clovis North and Granite Ridge
have separate "Buildings". Click
here to jump between the 2.

Who's logged in.

Our "Organization"

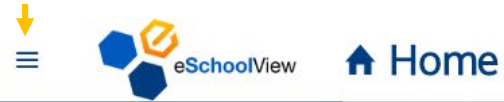


Clovis Unified School District

Clovis Unified School District

LeslieAshford@clovisusd.k12.ca.us

Hides the
side menu



Access your App's News or
previously posted eSVShare
Website Updates posts.

Search

Home

Conversations

News

- Create New
- Site News
- My News
- Templates
- Settings

Features

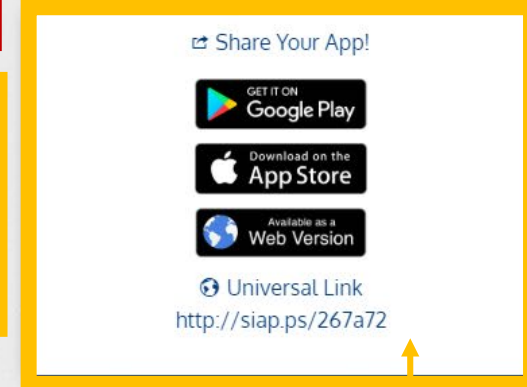
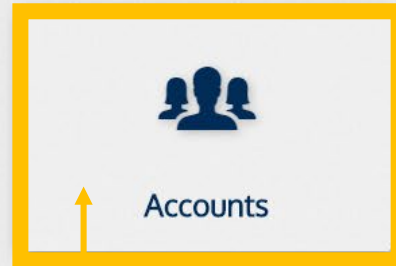
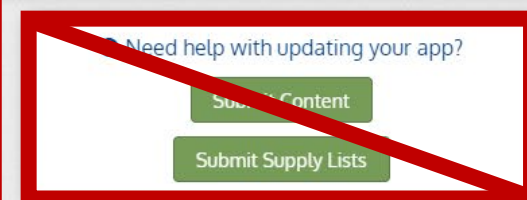
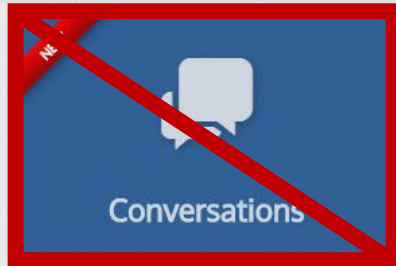
- Info Page
- Events
- Quick Links
- Apps
- Forms
- Documents
- Pictures
- Locations
- Tip Line
- Daily Messages

People

- Contacts
- Students

Accounts

- App (Secured Access)



You should be able to see
whom else has access to
your "Building's" Account
here.

**DO NOT start adding
anyone whom is not a
Principal/GIS/DP/Area Sup
at this time.**

Avoid at this time.
*If you want an item, link or
information added to your
app, please email Leslie
Ashford.*

Download pre-made flyers
that are customized to your
school here!

*We are currently
undergoing updates so you
will see further changes in
the future.*

Access Reports of how
many people have
downloaded the app
and follow your school
and what features they
are accessing!

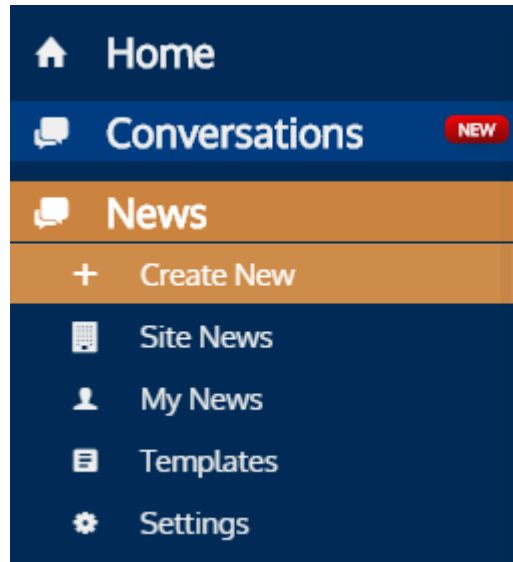
**Share your app and
encourage others to
download it!**

Post to your website or other
platforms for your parent
communities to use.

To Create App or Website News in the Dashboard:

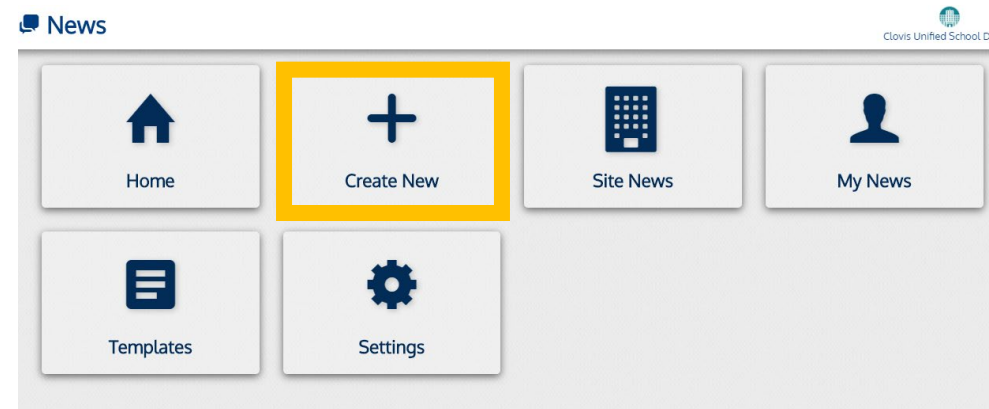
Option 1:

- Click Create New under News in the side navigation.



Option 2:

- Click News in the homepage and then select Create New



Compose Message

What?

Save as draft or continue to choose channels

Save as DraftContinue

COMPOSE MESSAGE

TitleTitle of your post

Hyperlink web URLs or email addresses. (emails will auto format to mailto:emailaddress@cusd.com)

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Type something

Type your message here.

If copying and pasting from anywhere, paste here and then highlight and clear formatting in order to not font mix. You will have to re-hyperlink, bold, underline and italics. Avoid Font Family alterations.

☐ Open links in browser

Do you want any hyperlinks to open inside the school's app or in their phones default internet browser?

ADD ATTACHMENTS

Attachments

Click to select a file to attach or drag and drop it here!

UPLOAD VIDEO

Upload Video

Message Tips:

- Keep titles **short** and to the point (attention grabbers)
- Your message does not currently have a character count unless you are sending a text.
 - Feel free to copy in messages from e-mail or create ones from scratch in the message box.
 - If copying from anywhere else, remember to erase the formatting so we don't have posts with comic sans appearing in your website, email or app.
- Photos/Videos/PDFs can be attached at the bottom.



Select your Channel



How?

Go back or continue to select from your lists

Back

Continue

< SELECT CHANNELS

☐ App - Push Notification

Push Notification to those whom have downloaded the CUSD App and follow your school.



☐ App - Newsfeed

Send to your app's newsfeed



☐ Facebook

Send to Facebook – must be connected to your profile in the Accounts section.



☐ Twitter

Send to Twitter – must be connected to your profile in the Accounts section.



☐ Website

Must select App – Newsfeed to also select Website. Appears on your homepage.



☐ Text

Text Message via Instant Connect



☐ Email

Email via Instant Connect



☐ Voice Dial

Phone Call via Instant Connect



Channel Tips

- **App - Push Notification:** Sends to users following your school's app and have opted into notifications. Used for reminders or to point to another post.
- **App – Newsfeed:** Sends to your app's Newsfeed.
- **Website:** When you select App Newsfeed, Website becomes selectable.
 - Sends to the Updates section of your web homepage (Secondary = below Popular Links; Elementary = Above Parent Links). This section disappears when there is no message present.
 - Select **UPDATES on the next screen to post to the Website.**
- **Facebook & Twitter:** Posts to the social media channels you've connected to your account.
- **Text/Email/Voice Dial:** All Instant Connect Features (lists will appear on next tab when one of these are selected)



Who is receiving your message?

Who?

Go back or continue to schedule/send

BackContinue

NEWSFEED TARGETS

Select All Schools

All Users

Search

☒ Clovis Unified School District

☐ District News

☐ Facebook

☐ Updates

Alta Sierra Intermediate

Boris Elementary

Buchanan High School

Bud Rank Elementary

« Previous

1

2

3

4

5

...

10

Next »

SECURED ACCESS

Secured Access is a premium feature that allows you to restrict notifications, content and features to specific groups of users.

If you'd like to learn more about enabling Secured Access, please contact us for assistance and pricing.

Select your lists or accounts here.

***Your Instant Connect lists should appear here if an IC channel is selected.*

Updates = sends to your homepage.

Target Tips

- You will only be able to select your school(s).
 - This is especially helpful for those with separate apps for their complex.
 - ***If you have access to a school you shouldn't, please contact Leslie Ashford.***
- After selecting the school, you will also have the option to select any connected accounts like Facebook/Twitter or Updates for you school.
- **UPDATES is what will send to your website homepage.**



Sending your message

The screenshot shows a web interface for posting a message. At the top, there is a header bar with an information icon and the text "When?", and buttons for "Back" and "Send". Below the header, the interface is divided into three main sections: "PREVIEW", "OPTIONAL SETTINGS", and "SELECTED CATEGORIES".

PREVIEW: This section shows a preview of the message. It contains the word "Example" twice. A yellow arrow points from the "PREVIEW" label to the first "Example" text.

OPTIONAL SETTINGS: This section contains a list of checkboxes with labels: "Pin this item", "Schedule for later", "Limit Visibility", "Hide timestamp", and "Repeating". A yellow arrow points from the "Pin this item" checkbox to the annotation box above it.

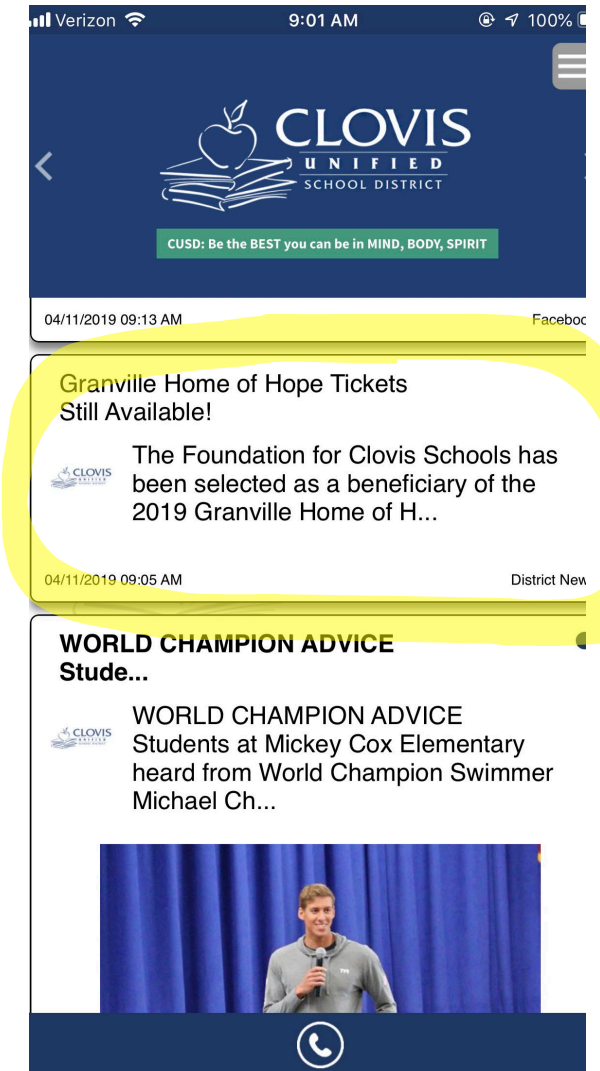
SELECTED CATEGORIES: This section shows a list of categories. The first category is "Newsfeed", which is highlighted. Below it, the text "Clovis Unified School District" and "Updates" are visible.

Annotations: There are three yellow-bordered boxes with black text and arrows pointing to specific elements in the interface:

- The first box, located above the "OPTIONAL SETTINGS" section, contains the text: "Do you want this news post to stay at the top of all your news?". An arrow points from this box to the "Pin this item" checkbox.
- The second box, located below the first, contains the text: "RECOMMENDED when posting to your website Updates! Choose a date to remove the post or else it will live there forever!". An arrow points from this box to the "Limit Visibility" checkbox.
- The third box, located to the right of the "SELECTED CATEGORIES" section, contains the text: "Summary of what was selected.".

How do the messages appear in the app?

- As a news item in your school's app



SECONDARY

Latest News



Registration for 2019-20 School Year

There will be NO walk-through registration. To be eligible to receive your schedule by email on August 9th you must complete the following:

[Read More...](#)

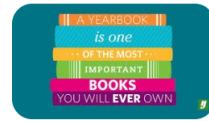


Alta Sierra 7th Grade Orientation - WEB

(Where Everyone Belongs)
Thursday, August 15th -- in the ASI gym. Students only.

[Read More...](#)

[VIEW ALL NEWS](#)



Yearbook

Click to order your Alta Sierra Intermediate Yearbook.
The school code is 14499

Popular Links

- Bell Schedule
- Calendar
- PeachJar Flyers
- Parent Connect
- Student Connect
- Meal Menus
- Our Staff

No Cost Preschool

07/31/2019 10:06 AM

New Income Guidelines for CA State Preschool have been announced. Click HERE to see if you qualify f...

[Read More...](#)

ELEMENTARY

SCHOOL NEWS

Century welcomes a new 1st grade teacher!

Suzie Acheatal

[Read More...](#)

A big Tiger welcome to another new 1st gr...

Lisa Crouch

[Read More...](#)

Recommended Supplies for each grade



CALENDAR OF EVENTS

SEP
2

No School - Labor Day

7:00 AM - 6:00 PM

SEP
3

Back to School Night

5:30 PM - 7:00 PM

SEP
4

PTC General Meeting

5:30 PM - 6:00 PM

Preschool!

08/08/2019 09:30 AM

New Income Guidelines for CA State Preschool. Click HERE to see if you qualify for no-cost preschool...

[Read More...](#)

QUICKLINKS

[Century PTC Page](#)
[Clever! Sign in to CUSD programs](#)
[Century Official Facebook Page](#)
[Century Tiger YouTube Channel](#)
[Social Media Awareness](#)

How do the messages appear on the CMS?

As Updates items in the CMS (Website)

Best Practices

- Don't always send the same message via Facebook, Twitter, App Push, Instant Connect, and News
 - If Facebooks, Twitter, or Instagram are connected to your app, they will populate to your app's news feed, along with other news posts from your website or eSVShare.
 - **Instead, designate roles for each of these platforms.**





Facebook (or Instagram): quality photos or videos captured of events happening on campus; sneak peak into your school's environment, faculty or overall brand of the school.



Twitter: updates on sporting events, competitions, things happening now or retweeting events, schools, news stories that could have to do with your school or education.



App Push Notification: Reminders of something happening that day OR pointing to an earlier post to re-generate buzz around it.

**** Can also be paired with School News Posts: it will populate in the app newsfeed or CMS as well as send a notification to those whom have the app.**



Instant Connect: Email, Text, Phone Calls should be reserved for...



News Posts: these generate in your eSVShare app platform and push to the website and/or school's app.

Use for any posts that normally go in your school news: new weekly calendar, introducing a new staff member, advertising something about to happen or did happen etc.

Examples:

Best Practices

- When should you post?
 - **Don't post late at night:** the feed is posting within 10-30 minutes of creation.
- Therefore, if you are posting on social media or anywhere from the eSVShare app platform, your users may be getting push notifications and social media alerts late at night.
 - Luckily, eSVShare allows you to **schedule posts**. Use this feature as a way to ensure you aren't disrupting users late at night.

