

Selecting Contacts In MCPS Connect-ED

After creating your message, you will need to select your contacts.

Contacts are labeled with an icon. School contacts will consist of:

- **Group**
- **Grade**
- **Language**
- **Student**
- **Faculty** (which will contain all staff members)
- **Other** (added to the contact list)



Notice at the top of the page that there are two tabs, **Contacts List** and **Selected Contacts**. You will be in the **Contacts List** tab to select contacts that you want to call. The **Selected Contacts** tab will become important as you continue and finish selecting your contacts to be called.



Using Filters to Find Specific Contacts:

Connect-ED contains filters that allow you to find certain contacts or groups of contacts. Applying filters allows you to narrow your search for specific contacts. Let's review the different types of filters and their functions.



TYPE FILTER:

When you use the drop down arrow beside the **Type** filter, it allows you to filter by the types of contacts that are present in the legend. These include the following.

- All:** Selects all contacts available to the user
- Students:** Filters only for student contacts
- Admin:** Filters for central office staff
- Faculty:** Filters for all school staff members
- Staff:** Usually not applicable
- Other:** Filters for added contacts labeled as Other. Labeling a new contact as **Other** prevents their data from being overwritten by the MCPS download.
- Groups:** Filters for pre-created MCPS groups (such as Asst Principals or Secretaries) as well as groups created by the user (Crisis Team)
- Grades:** Filters for students in particular grades
- Languages:** Filters for students who have been coded for Language Spoken at Home



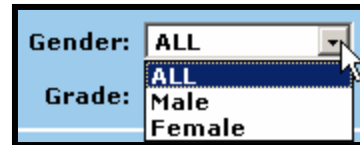
LANGUAGE FILTER:

When you use the drop down arrow beside the **Language** filter, it allows you to filter for students who have been coded for Language Spoken at Home. (This information is not available for MCPS employees.)



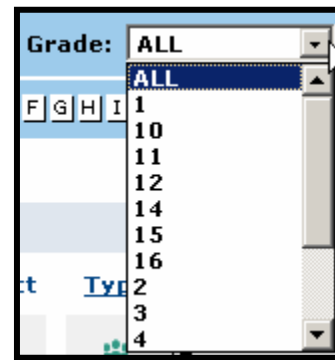
GENDER FILTER:

When you use the drop down arrow beside the **Gender** filter, it allows you to filter for students by gender. (This information is not available for MCPS employees.)



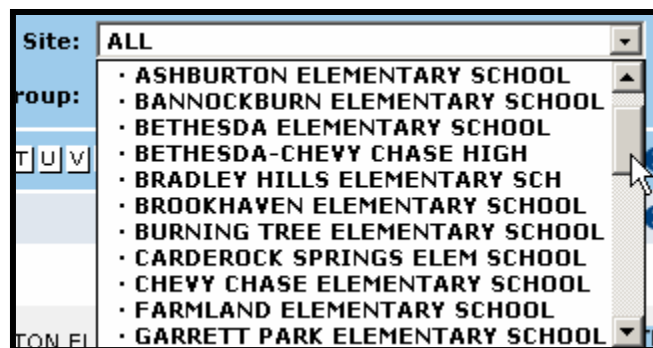
GRADE FILTER:

When you use the drop down arrow beside the **Grade** filter, it allows you to filter for students by grade. (This information is not available for MCPS employees.)



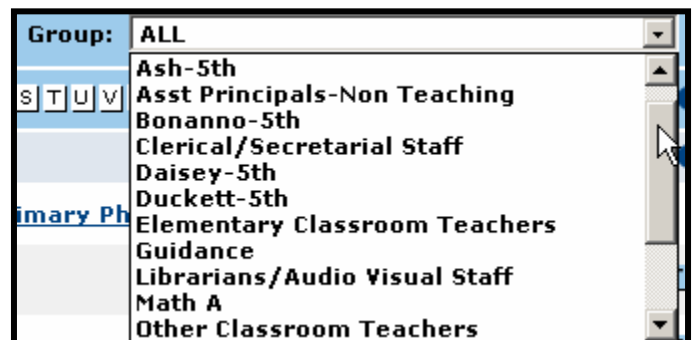
SITE FILTER:

ONLY CENTRAL SERVICE ADMINISTRATORS WILL SEE THE SITE FILTER. When you use the drop down arrow beside the **Site** filter, it allows you to filter by school site.



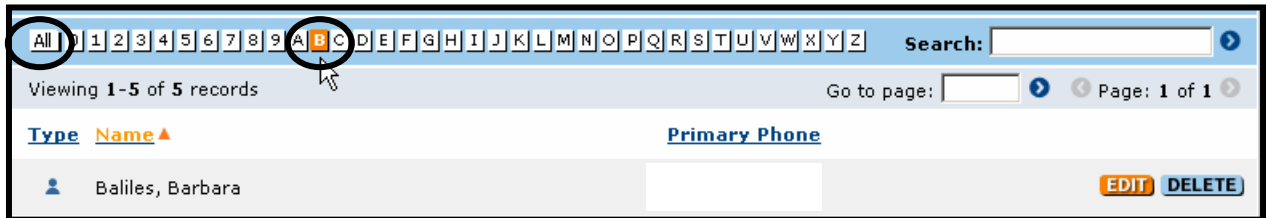
GROUP FILTER:

When you use the drop down arrow beside the **Group** filter, it allows you to filter by MCPS pre-created groups or by groups created by the user. **School Connect-ED administrators should continually update these groups and delete old groups.**



ALPHABETICAL AND GRADE FILTER:

To quickly find contacts by first letter of their last name, use the **Alphabetical/Grade** filter. For example, to find all students and staff whose names begin with B, click the B filter. To find all students in the 6th grade, click on the 6. Click **All** to reset this filter, or click the **Reset Filters** button.



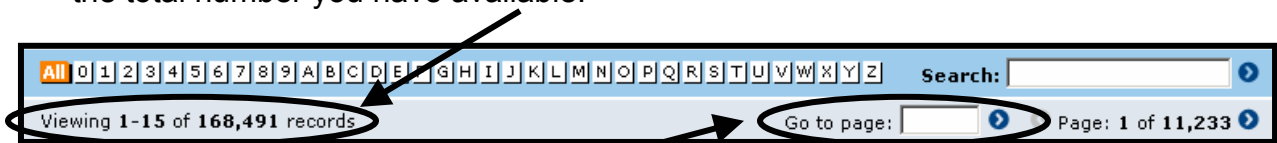
SEARCH FILTER:

To quickly find a specific person, use the **Search** filter. In the **Search** filter, simply type in the last name of the person you want to include in your contacts-to-be-called list. Click the Go button.



MOVING THROUGH CONTACTS:

When you have a large number of contacts to view, you can move through them in several ways. On the left, under the alphabetical/grade filter is a **Viewing** guide that tells you how many records you are seeing on the screen as well as the total number you have available.



On the right is a **Go to page** tool that allows you to a) type in a page number to move to a different page, or b) use the **Go** button to move sequentially through the pages. The page counter on the right will tell you what page you are on as well as the total number of pages available.

TIP:

If your filters do not seem to be working correctly, click the **Reset Filters** tab.



Selecting Contacts:

After you have filtered and found the contacts you want to call, you need to select them. To select them all, simply click the **Select All** button.



Click the **Deselect All** button if you do not want them all selected.



To select only certain contacts, click the check box next to the names. The names will then be highlighted in blue. To deselect a contact, click the checkbox again and the checkmark will disappear.

Type	Name ▲	Select
	Adee, Anthony	<input checked="" type="checkbox"/>
	Almonte, Juan	<input type="checkbox"/>
	Anderson, Deshawn	<input type="checkbox"/>
	Anderson, Monzelle	<input checked="" type="checkbox"/>
	Andrews, James	<input type="checkbox"/>

To monitor that you are selecting the correct number of contacts, at the top of the page Connect-ED shows you how many contacts, groups, etc. are being selected. As you continue to select contacts, the numbers under **Selected** increase.

The screenshot shows the 'Contacts List' and 'Selected Contacts' tabs. Below the tabs is a 'Selected' summary box with the following data:

Selected	
Contacts:	34
Groups:	0
Grades:	0
Languages:	0

If you have a large number of contacts selected on different pages, you can use the **Selected Contacts** tab at the top of the page to view all of your selected contacts in one place. To add more contacts to your selected group, click on the **Contacts List** and continue to add contacts. Again, to see the entire list of all selected contacts, click back on the **Selected Contacts** list.



To continue the call process after selecting your contacts, click the **Next** button at the top of the page.

