UPDATE TO THE APP:

If you kept the app from last year’s Summit, you would simply update your app through the Apple Store. Click on the Apple Store app and choose updates from your status line. The Teacher Leader app should appear as an app to update.

NEW TO THE APP:

If you are new to the app, it can be downloaded to your device in several ways:

Through this link: www.core-apps.com/dl/tls2018

- For IPhone/IPad users, visit your apple store and search “Teacher Leader Summit 2018”.
- For Android users, visit Android Market and search “Teacher Leader Summit 2018”.

Upon downloading the app and clicking on the welcome icon, you will see the home page as shown below: (NOTE: Help prompts will pop up to guide you through the app. Also, changes to the home page of the app may occur after the release of this document. The basic navigation will remain the same.)
The home screen reveals the “The Dashboard”, where you can start discovering everything there is to know about the 2018 Teacher Leaders Summit.

Here are a few helpful tips for navigating through the app.

**Quick Bar:** It is visible from anywhere within the app and lets you navigate to common areas, go back to your Dashboard, or perform global searches whenever you like. The “Quick Bar” consists of the following icons:

- **Home icon:** Clicking the home icons brings you back to the home screen as shown above.
- **All Sessions icon:** Clicking this icon lets you easily browse All Sessions by date, tracks, types, and more. You can also search for All Sessions, or you can add them to My Schedule by tapping the star icon ★ next to each listed session.
- **Maps icon:** When browsing the maps, you can tap on the screen to enlarge your view.
- **Presenters icon:** The Speakers List lets you easily browse through speakers. You can view bios and descriptions of Speakers (if applicable), and view all the sessions they are presenting.

**Social Media:** Clicking on this icon connects you to LDOE social media.

**Search icon,** easily search for what you’re looking for. Customize your searches using helpful search operators:

- **AND** – search for items that contain both terms (“oceans AND wildlife”)
- **NOT** – exclude results containing terms (“wildlife NOT birds”)
- **OR** - search for items that contain at least one of your terms (“birds OR bears”)

**NOTE:** In the search box of every section, clicking on the question mark (?) in that space brings up help tips. This is also useful when needing to search for a specific session--simply type in the session number.

**Dashboard Bar:** This is your navigation area that gives you information and options for different areas of the app. **NOTE:** Whenever there are admin changes in the app, you will receive a red alert right below the Dashboard to refresh.

**Message Center:** The Message Center lets you keep in touch with friends, manage profile,
and stay on top of show alerts. Swipe from the left from anywhere in the app to see it! You can add friends by requesting a friend code or sending a friend code.

**Engine icon (settings)** allows you to setup or make adjustments to your settings. Such as:
- Your profile
- Syncing multi device
- Setting schedule alerts
- Push notifications
- View privacy policy
- Send support request
- View notes
- Reset your help prompts

**The Refresh Button:** When you have new data available the bar will change colors on your Dashboard. Tap it to update your app.

**OTHER ICONS**

**My Schedule** is where your personalized schedule is viewed. When you bookmark any sessions, they will automatically appear here. You can also add custom items with the plus button +, on the right of the navigation bar. You can view your Friends’ schedules in the Friends section.

**All Sessions, Early Childhood, Supervisor, Teachers icons:** Clicking these icons lets you easily browse Sessions by date, tracks, types, and more. You can also search for All Sessions individually, or you can add them to My Schedule by tapping the star icon ★.

**What’s on Now:** This screen will show what events are currently happening and what events are coming up soon. Be sure to check back throughout the show so you can quickly decide which events to attend!

**Attendees Icon:** The People List is populated by people who have chosen to make their profile public. To make your profile public, open the Message Center by swiping from the left, tap your profile on the top, and turn ON the Publish My Profile option.

**Downloads:** Handouts and videos will appear once your download them.

**Exit to Event:** Clicking on this icon gives you the ability to reference last year’s (2017 TL Summit) site.
About the Summit: Clicking on this icon gives a brief overview of the Summit.

About this App: Clicking on this icon gives a brief overview of the app. Tapping items on this menu allows you to take action within the session window, such as adding to your schedule or calendar, taking notes, and completing survey.

This menu is found to the left of each session you click on.

- Clicking on this icon allows you to share session with friends.
- Clicking on pencil allows you to take notes and edit notes.
- Clicking on the pad allows you to rate the session. (Participants are encouraged to submit their rating after each session).
- Clicking on the star allows you to bookmark the session to add to your schedule.
- Clicking on the question mark identifies preceding icons below.

Share
Edit your notes
Rate Sessions for All
Add to schedule
Close help