

Creating Lists Using BrightArrow's Notification System

BrightArrow's notification solution provides users with a number of list creation tools that uses a simple process of sending messages to specific groups of parents, students and staff.

Subset Lists

A subset list allows you to send a message to a very specific group of parents, students and staff. It uses demographic data about students to identify them as being part of a specific group, for example: grade or bus route. This type of demographic data is synchronized by BrightArrow each night and stored within each student's contact record.

BrightArrow provides you with the ability to store as many pieces of demographics as you please, the only limitation is what is available to us via your SIS integration. The student record above uses the most common demographics to create Subset Lists based on Building, Grade, Language and Bus Route.

To create a Subset List of all students, by grade, in the example above, all 6th graders: Select "Create a subset list" from the drop down "Select and Action" menu on your My Lists page.

Using the Subset List tool, create a name for the list, "Grade 6." Since Grade is one of the demographics that is being synchronized by BrightArrow, select "Grade" from the drop-down menu. Note all of the synchronized demographics will appear as options in that drop down. Select "is equal to" and enter "6" since you are creating a subset list of 6th graders.

When "OK" is selected, BrightArrow will create a list of all of the students in the Adams Elementary – All Students list that are in the 6th grade and add it to your My List Page with the word "Linked" in the list name. This lets you know that this specific list is linked to another, in this case the Adams Elementary – All Students list. Each night when BrightArrow syncs all of the data with your SIS, if any contact information changes in the Adams Elementary List, all of the lists that are linked to are also updated.

Superset Lists

A superset list is a list that is comprised of multiple lists. Superset lists are useful for situations where you want to send a single message to multiple groups of people. As an example, if you wanted to send a school closure message, in this situation, you would want to send this message to Students and Staff.

You access the Superset creation tool via the "Select Action" menu.

You select the individual lists from the drop-down menu and "Add" the lists that you want in the Superset list.

When "OK" is selected the system will create a single list using the name you created in this case, "Snow Day Closure." The words superset and sync are added to the name to identify this list as a superset list and that it's synchronized to both of the All Staff and All Student lists. As with the Subset lists, "Sync" means that when those lists are updated during the nightly sync, your Superset lists are kept up to date as well.

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