

IRIS Guide

A guide to using IRIS (the Immediate Response Information System)
by the Waterbury Public Schools Computer Technology Center

Preface

To access the IRIS Alert Broadcast system, you will need valid login credentials. These are not linked to the credentials you use for Waterbury Public Schools email or computer access. If you do not have valid credentials, please request them by submitting a work order using the Track-It! Help Desk. If time is of the essence, call the Computer Technology Center or email Nick Chapman or Bill Foley:
203.574.8347 | nchapman@waterbury.k12.ct.us / bfoley@waterbury.k12.ct.us

Guide

Accessing IRIS

1. Visit the Waterbury Public Schools district website.
2. Click the IRIS Alert System navigation link.
3. Click the **Access IRIS** link
4. Enter your IRIS login credentials.

Managing Users and Groups

The base user group for any school should automatically be populated. Additionally, new students or student information changes in the student information system (AS400) should be mirrored in IRIS within 24 hours of the change. Other (sub)groups can be created, but will need to be maintained manually. This, in theory, could be used to allow an alert to be broadcasted only Math Club (a hypothetical subgroup) members.

Manage Users

1. From the IRIS Navigation Bar, hover over **USERS** then click **Manage Users**.
2. Search for a user using their Last Name, Phone Number, or ID.
3. Click on the user name and make any necessary changes*.
**Changes made in IRIS will not be represented in the Student Information System and may, in some instances, be overwritten on next import (within 24 hours). Therefore, changes to student contact information should be made to the Student Information System, not IRIS, in most circumstances.*

Manage Groups

1. From the IRIS Navigation Bar, hover over **USERS** then click **Manage Groups**.
2. Note that primary groups such as schools can have multiple subgroups as described above.
3. New groups can be added using the **Create a New Group** section.
4. Click on a group name to manage (add or remove students) that group.

Broadcasting an Alert

1. From the IRIS Navigation Bar, hover over **ALERT** then click **Broadcast Alert**.
2. Take note of the 5-step process which will be displayed until the alert is successfully broadcasted, saved, or canceled, and shows which step you are currently on.
[Step 1]
3. Select one of the three available **Alert Types**.
[Step 2]
4. Select an Alert Degree, Category, and type a Subject.
5. At this point, depending on whether you selected a Text to Speech or Voice Recorded alert, you will need to follow either **a.** or **b.** below, respectively.
 - a. Type the message you wish the recipients to hear. You will be able to preview the message in a moment.

OR

- b. Enter a phone number where you can be reached and click **Call Me**. Shortly, you will receive a call and can record the message intended for your recipients. You may want to write down what you want to say ahead of time.
6. After typing or recording your message, you will be able to preview the audio message. You can make changes to the text or re-record it, if necessary.

[Step 3]

7. Utilize the **Groups***, **User Types***, and **Grades** sections to distinguish who should receive the message. Leave **Grades** blank to avoid filtering by grade. The **Languages** tab is not currently used.

*An error prompt will display if you forget to enter **Groups** or **User Types** criteria.

[Step 4]

8. Verify the Alert Summary information and select a **Start Date**, **Start Time**, and **End Time** in the *Call Scheduling* section. Be sure to begin early, allow substantial time for calls, and set a reasonable End Time to prevent late calls.
9. Use the **Recipients** section to fine-tune recipients if you wish. Names with check-marks will be called.
10. At this point, you can make further changes, start the alert broadcast, or save the alert for later use.

[Step 5]

11. Review Alert Information

Reviewing an Alert

1. From the IRIS Navigation Bar, hover over **REPORTS** then click **Alerts**.
2. If the Alert is active or upcoming, it will be listed in the **Alert Reports – Summary** section. Otherwise, you will need to search for Alerts by category, potentially using a date/date range.
3. Click on the Pie Chart to see a detailed review of which students were called and the status of that phone call (went to voicemail, answering machine, answered by a human, etc.)
4. The information can be exported to Excel if desired.