

How do I change which of my information is listed in the Family Directory?

First login to SchoolSpeak, then click the Edit my Profile link in the top red bar. Your family information will appear. The check boxes are what you need to select or deselect to alter what information will appear in the directory. You'll see there is a box under Address – UNCHECK this if you want your address listed in the directory. You can do the same for the home, work and mobile phone numbers, checking the boxes for the ones you don't want listed in the directory. There is a checkbox to show your email address as well. The "want email updates?" box can be checked or unchecked depending on if you'd like to receive emails from teachers.

[Admin] Home | Communities | Contact **Edit My Profile** Change Password Logout

**St. Brigid of Kildare School**

Nick Name:

Member type:  Student  Parent  Teacher  Admin  Vendor  Other

Gender:

Date of Birth:

Address:

Street City State ZIP

<= Do not show my address to other parents.

Phone:

Home Work Mobile Mobile Carrier

<= Hide my phone number from other parents.

I want to receive only emergency text messages on mobile phone

Email:

Additional  <= Do not show my emails to other parents in online directory.  
(Email addresses may be exposed in email page and email communication.)

Want email updates?  <= Check to receive email notifications.

Then, repeat this information for your spouse's profile. For example, if one of you has checked to not show your address, but the other has checked to show it, SchoolSpeak will respect the privacy of the one that doesn't want their information shown, so your address will not be shown.



You can also use SchoolSpeak to get a class list.

4S List Of Students: 4S

Members of Group

#	Student	Group	Parents
1	Anderson, Kelsey	4S	Anderson, James Anderson, Sue
2	Assen, Donald	4S	Assen, Johannes Assen, Dawn
3	Borland, Reese	4S	Borland, Richard Borland, Rachel
4	Chorich, William	4S	Chorich, Louis Chorich, Jan
5	Colombo, Dominick	4S	

**ALL PARENTS CAN SEE ALL CLASS LISTS**

To do this, click Student List, then under the drop down select the group you'd like to see. This example shows 4S, so that's Mrs. Schnegg's 4<sup>th</sup> grade class. All parents are able to view all class lists, regardless of which class their children are in.

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**MEMBER LIST INCLUDES THE PARENTS AND STAFF**

If you click the member list button, the list will include the parents and staff members as well.



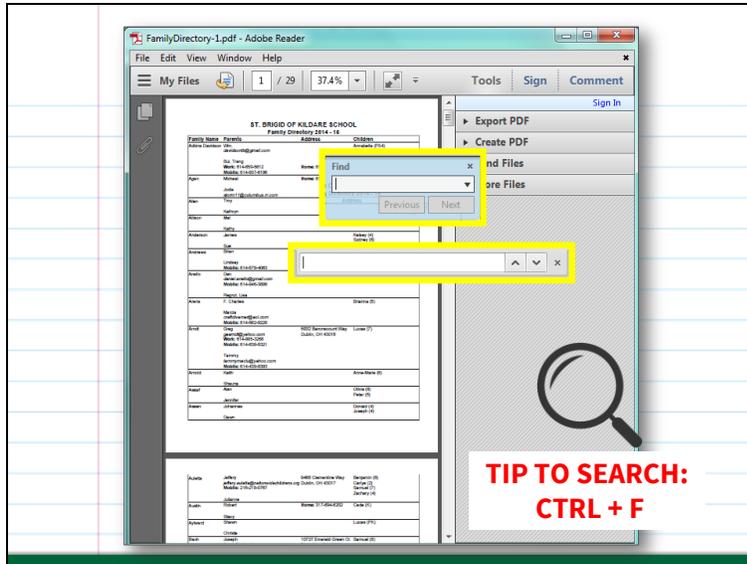
## Tips for using the Family Directory

**ST. BRIGID OF KILDARE SCHOOL**  
**Family Directory 2014 - 15**

Family Name	Parents	Address	Children
Debra	Debra Work: 614-459-5612 Mobile: 614-437-4196	Home: 614-799-8637	Annabelle (P54) Connor (1)
Agan	Michael	Home: 614-339-3187	John (5) Robert (6)
Allen	Jodie jodie21@columbus.rr.com		Kelsey (PK) Kyle (2)
Alison	Mel Kathryn		Andrew (3) Lauren (6)
Anderson	Kathy James		Kately (4) Sofia (6)
Andrews	Sue Brian		Olivia (4)
Arns	Lindsay Mobile: 614-578-4063		Daniel (2)
Arns	Dan dani.arns@gmail.com Mobile: 614-946-3899		
Arns	Ragnel, Lisa F. Charles		Sienna (5)
Arns	Marcia marcia@arns@aol.com Mobile: 614-562-9228		
Arndt	Greg garnu@yahoo.com Work: 614-489-2098 Mobile: 614-438-5321	5932 Baronscourt Way Dublin, OH 43016	Lucas (7)
Arns	Tammy tammyarns@yahoo.com Mobile: 614-438-4030		Anna-Maria (6)
Arns	Sam		



Once you have the PDF of the directory open, you could save it to your computer for faster access, or you could print it. It is also searchable, so you can quickly find something you're looking for.



To search, hit the control and f key at the same time, and a search box will come up that will look something like this or this. Then just start typing the name you're looking for, and it will highlight those words and jump to that part of the directory.



Thank you for logging into SchoolSpeak and updating your profile! If you have questions, please contact Allie Wing at [awing@cducation.org](mailto:awing@cducation.org) or 718-5825.