



DirectorySpot 2017-18



Maplebrook is excited to announce that we are implementing a new app, DirectorySpot, for our school directory. You will now be able to access the school directory right from your smartphone or desktop and it will always be updated with the latest information!

- The app will contain parent names, home phone, home address, parent email addresses and student names, grade levels and teachers.
- The app is very secure. Only parents and staff of Maplebrook will be granted access. Each user will log on with their authorized email address and will set their own password. If you would like more information on security features, please visit:
<https://www.directoryspot.net/security.php>.
- If you would like to “opt out” of DirectorySpot and NOT have your family information included in the online directory, please send an email to Jen Springer at maplebrookdirectory@gmail.com by **September 22nd, 2017** During the registration process, you completed a Permissions Form. This form required you to opt-in or opt-out of the School Directory. Our school directory will include only those families that have opted ‘in’ on that form. If you're not sure, please contact the DirectorySpot chair (listed above). The data and users in DirectorySpot can be updated throughout the year.
- The app uses iPhone and Android technology so you can call, text, or email other parents or teachers with one click, right from the app.

We hope you will love this new directory that you can use on-the-go. Please read the attached FAQ's to learn more about DirectorySpot. If you have any questions, please contact **Jen Springer at maplebrookdirectory@gmail.com**

DirectorySpot - FAQs



1. Why are we moving to DirectorySpot?

In our technology-driven world, it's time to move to an online directory which offers quick access and convenience for our parent community and teachers. We are also able to edit information as it changes throughout the year.

2. Is this a District 203 initiative? Are there other District 203 schools using it?

This is not a District initiative, however, three schools in District 203 used DirectorySpot last year and found it very successful. This year, 14 schools are using DirectorySpot. Due to its popularity, the administration of District 203 approved the use of DirectorySpot and found it to be safe, secure and user friendly. There are 130 schools in Illinois using DirectorySpot including: Benet Academy, Hinsdale Central, York High School, Glenbard West, Glen Ellyn District 41, and districts in Arlington Heights and Winnetka. Several schools within District 204 including Metea Valley High School also use DirectorySpot.

3. How can I access the Maplebrook directory on DirectorySpot?

Our directory can be accessed through the website and can be downloaded as an app on your phone. Once you've opted in to using DirectorySpot, an email will be sent to parents with the subject "Maplebrook Home and School - DirectorySpot Account". You will find instructions to create a password for your account and steps to download it to your phone.

4. What information will I find in the directory?

You will find the same information which was previously in our printed directory -- student name, grade, parent(s) name(s), address, phone number, and email addresses. You can also access class lists and teacher contact information.

You can search by student first or last name OR by parent first or last name. You can also look up students on a particular team or grade level. The Calendar tab will provide you with the school calendar. Under 'Other Info,' you will find links to various information useful to the **Maplebrook** community such as the school's website, staff directory, calendars, activities and clubs.

The same information is available on the DirectorySpot mobile app so you can always have your information handy!

5. Will the printed directory still be available?

You can download or print a copy of the directory easily from DirectorySpot if you choose. The print option is not available from the mobile app.

6. I'm uncomfortable having my information online. What can I do?

Like the printed directory, parents can share as much information as they feel comfortable, or completely opt-out of the directory. To opt out, please contact our DirectorySpot Chair, **Jen Springer at Maplebrookdirectory@gmail.com** in writing.

If any changes need to be made to your information, please email the DirectorySpot Chair.

If you have more questions about website or app security, please visit:

<https://www.directoryspot.net/security.php>

7. Can I change my mind in the middle of the year?

YES! Unlike the printed directory, the online directory is dynamic.

Parents can request for changes to their contact information ANYTIME during the year. Whether you have moved, your phone number has changed, or you have a new email address, change is easy. Simply contact the Directory Spot Chair with your new information and the directory will be updated to reflect the change. Changes will be made to the online directory once every trimester.

If you have opted out of the online directory and wish to be added, or If you wish to opt out of the directory in the middle of the year, please contact the DirectorySpot Chair.

8. Will we be paying more?

No. Our costs for DirectorySpot are still within our budget.

9. Who do I call for questions or support?

The website and app are very user-friendly and easy to navigate. Additionally, a link for the user manual will be sent to you. For general support and user support questions, visit:

<https://directoryspot.zendesk.com/hc/en-us>