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BELL SCHEDULING IN CLOCKWISE CAMPUS

ClockWise Campus can be leveraged to create and manage multiple bell schedules via Notifications that can be sent and played back on an ANetD device at a defined day and time. This document outlines the creation of Group Endpoints and Notifications.

CREATING ENDPOINT GROUPS

- 1. Navigate to the *Endpoints* tab. This tab is where groups of endpoints can be configured for each zone and/or school that will playback bell audio.
- 2. Select the Add New Endpoint button, then select Add Group Endpoint.
- 3. Enter a group name, e.g., "Elementary", "Elementary Outdoor", "Middle School", etc.
- 4. Check all applicable devices in the table below, then click *OK* to save the group.
- 5. Repeat for each group you wish to create.

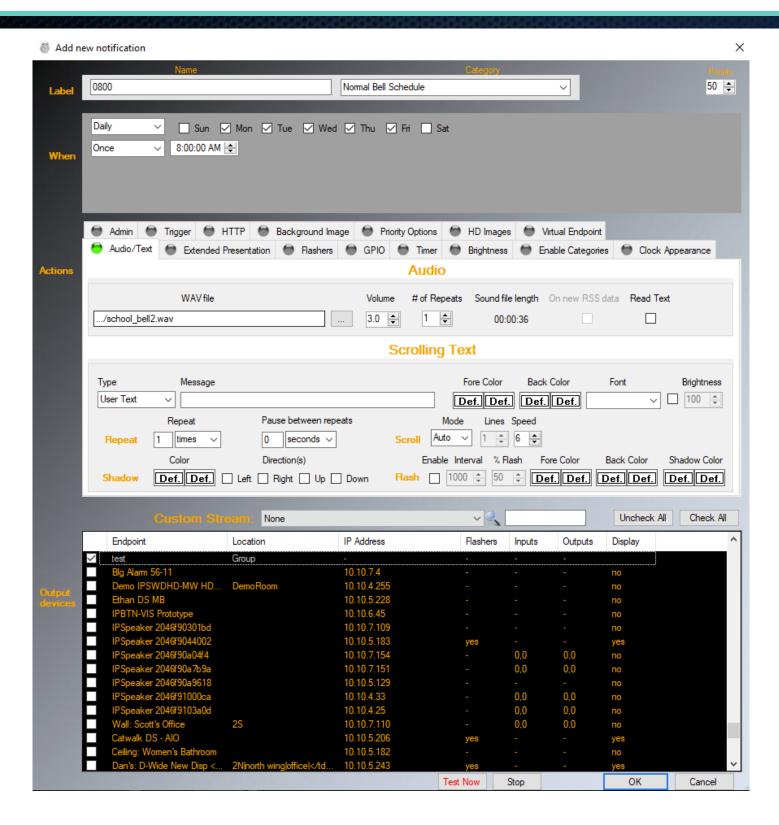
CREATING NOTIFICATIONS

- 1. Navigate to the Notifications tab and select Add a Notification for the first bell.
- 2. In the *Label* section, enter a descriptive *Name*, such as "08:15 Elementary", or "Elementary End of 1st Period Bell", etc.
- 3. Type in a *Category* that describes the bell schedule, such as "Elementary Normal", or "Elementary Early Release", etc.
- 4. In the *When* section, select *WeekDay* to set up a Monday-Friday schedule. Add or remove days of the week as needed. Then select *Once* in the next drop-down box.
- 5. Enter the time of the bell. For example, "8:15:00 AM".
- 6. In the *Actions* section, add a bell tone as the WAV file. If a custom audio file is not available, Sound Libraries are available for download from the ANetD Customer Portal website (https://www.anetd.com/portal). Include text and/or timers in the action section as well if desired. *Note: you can use timers to countdown the passing period.*
- 7. In the *Output Devices* section, select the groups to receive the bell, for example, "Elementary" and "Elementary Outdoor."
- 8. Select the *OK* button to save the new bell. Below is a reference image of the above configurations in ClockWise Campus.















- 9. Right-click on the bell notification that was created in the Notification list and select *Duplicate and Edit* to quickly create a copy and open up the new notification copy for editing.
- 10. For each additional bell repeat the previous steps. Be sure to change the label, time and any other options unique to the next bell.
- 11. After adding all bells, disable the non-active bell schedules (e.g., early release or holiday schedules): From the *Notifications* tab, right-click on one of the bells from the non-active schedule in the list of *Notifications*, and select *Disable Category*. Repeat for each category to disable.

For future reference, the *Notifications* tab can be used to disable the active bells and enable an alternate bell schedule using the same context menu options. Double-click or right-click and select *Edit* for any existing bell notifications in the list to make changes.

(OPTIONAL) ENABLE CATEGORIES TAB

Bell schedules can be configured to automatically change based on specific dates.

- 1. In the Notifications tab, add a notification and enter a label (e.g., "Disable ES Normal Bells").
- 2. In the *When* section, select *One Time* or *Yearly-Once* and then select the date and time to disable the schedule.
- 3. Select the *Enable Categories* tab within the *Actions* section. Select "Disable" then select the *Target Category* that corresponds to the bell schedule to disable (e.g., "Elementary Normal").
- 4. Select OK to save the notification.

Note: A pop-up notification will be displayed that no endpoints are selected. Since they are not needed for this notification, click OK to save.

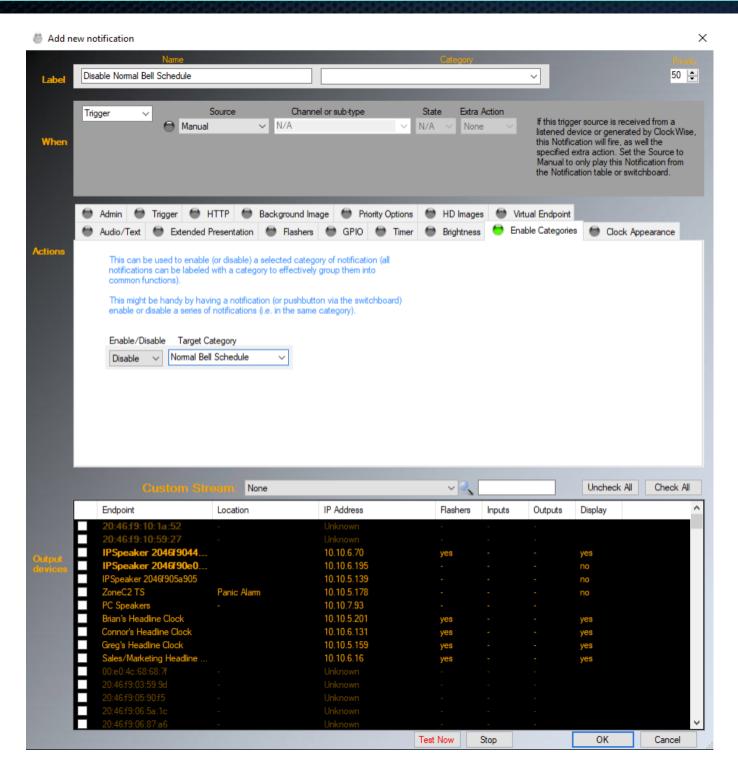
5. Duplicate this notification but for this Notification select *Enable* with the *Target Category* changed to the bell schedule to enable (e.g., "Elementary – Early Release"). Be sure to change the *Label* to match the expected result of the notification (e.g., "Enable ES Early Release"). Select *OK* to save the notification. Below is a reference image of the above configurations in ClockWise Campus.

Note: A pop-up notification will be displayed that no endpoints are selected. Since they are not needed for this notification, click OK to save.









The bell schedule will now change on the day and time selected. Be sure to add a pair of notifications for each schedule transition. One to disable the active bells and another to enable the new bell schedule.



