



eSchoolware®

Product User Guide for Messages

## Document Revision History

Version	Date	Changed by	Revision description
0.1	02/24/2017	Ryan F. Brogneri	Initial draft
1.0	03/17/2017	Ryan F. Brogneri	Completed document

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# 1. This Document

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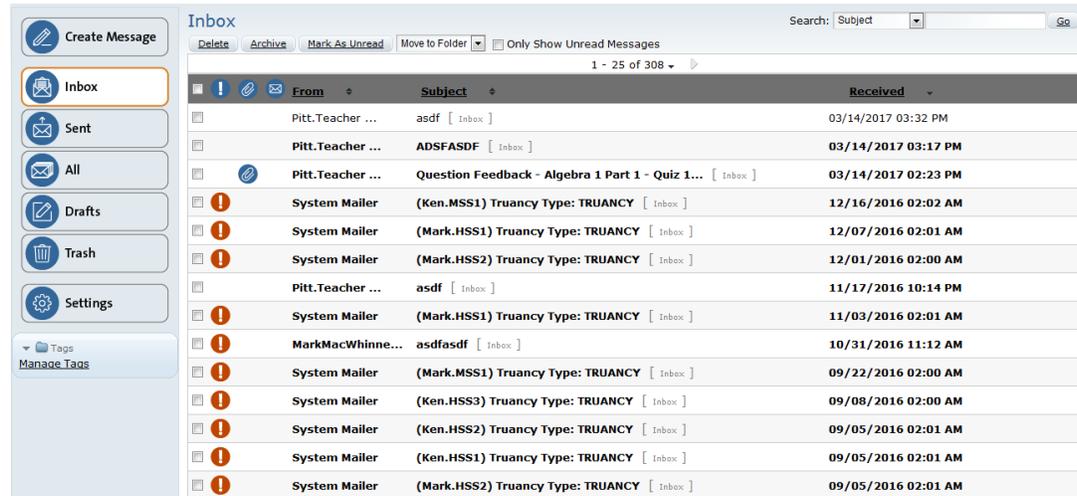
The purpose of this user guide is to instruct users in EdisonLearning eSchoolware. This user guide is designed as both a reference tool and in-depth companion to training. This user guide is designed to address how to complete tasks using EdisonLearning products.

EdisonLearning eSchoolware is the interface by which you can quickly and easily access all of your online tools in one location, including daily lessons, assignments and tests, grades and academic progress reports, upcoming deadlines, recent attendance, achievement intervention alerts and status, school and course announcements, and more. Students, parents, and instructors can also communicate with each other through the internal messaging system, and students and instructors can contribute to blogs and forums.

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# 1.1. Messages

The Messages feature is an internal email application that allows you to send messages to your parents, assigned teachers, and assigned advisors within the system. Please note that you cannot send or receive messages to or from external email addresses, such as Gmail, Yahoo, etc.



The menu on the left side of the page contains the following buttons:

## Create Message

Allows you to create a new message

## Inbox

Displays a list of messages received from others

## Sent

Displays a list of messages you sent

## All

Displays all messages

## Drafts

Displays a list of messages you have saved, but not yet sent

## Trash

Displays messages you have marked for deletion

## Tags

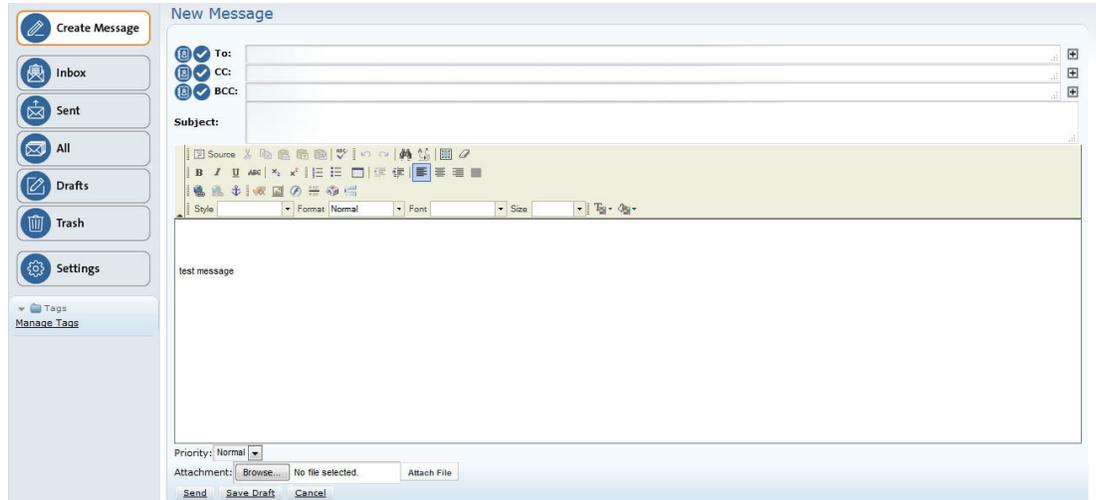
Displays messages you have tagged by category.

## Signature

Users can create personalized signatures that will be displayed in their messages.

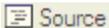
## 1.1.1. Create a Message

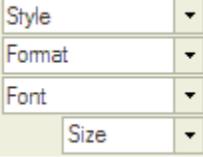
1. Click the **Create Message** button in the upper left of the screen. The New Message screen appears:



Notice the signature in the example above. When you create a signature, it is automatically applied to any new message you create.

## Common Toolbar Functions

Toolbar Element	Function
	View or edit the document source code (for advanced users).
	Cut the highlighted text to the clipboard.
	Copy the highlighted text to the clipboard.
	Paste the data copied to the clipboard (with or without formatting).
	Paste content copied from Microsoft Word or similar applications.
	Spell check the text in the document.
	Undo or redo the most recent action taken.
	Find a word or phrase within the document.
	Find and replace a word or phrase within the document.
	Select the entire text in the document.
	Remove the formatting from the highlighted text.
	Applies <b>bold</b> , <i>italic</i> , <u>underline</u> or <del>strikethrough</del> formatting to the highlighted text.
	Superscript or subscript the highlighted text.

Toolbar Element	Function
	Creates numbered or bulleted lists.
	Creates a table with the defined number of columns and rows.
	Increase or decrease the text indentation.
	Sets the text alignment (left, centered, right or justified).
	Converts or removes the text in hyperlinks. It may also be used to manage file uploads and links to files on the web server.
	Inserts or modifies a link anchor.
	Opens equation editor to create math formulas.
	Inserts images into the document.
	Inserts an Adobe Flash element into the page.
	Inserts a divider line (horizontal rule).
	Inserts symbols & special characters (accented characters, trademark, currency symbol, etc.).
	Inserts a printing page break. Only impacts printed version.
	Styles & formatting determine the appearance and semantic value of your document. You may use the drop down boxes to apply styles, set the font, its size, etc. To remove the applied style, select the style name again.
	Changes the color of the text.
	Changes the background color of the text.

2. Enter the recipient's system user name in the To field. Enter the usernames of any other people to whom you would like send a copy of the message in the CC field. Use the BCC to send copies of the message to people without other recipients' knowledge.

- Click the **Address Book** button  to view and select from a list of users in the system:



Click the **Group** dropdown to narrow your search to teachers, advisors, family members, etc.

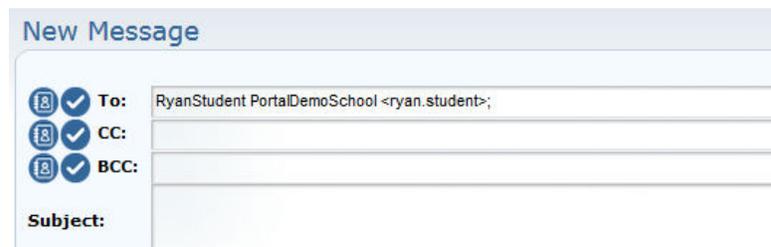
Click the **Search By** dropdown to search by first name, last name, or system username.

OR

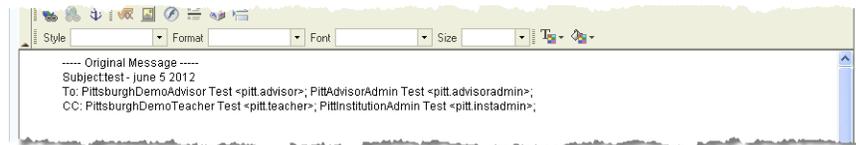
- Click the **Validation** button  to verify a name you entered manually is valid in the system.

The messaging system displays recipient's real names in the "To", "CC", and "BCC" fields and the message area when sending or replying to a message.

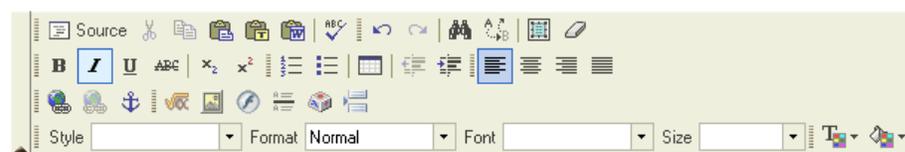
When composing a new message or replying to a message, click the verify icon  after entering a recipient's name in the "To", "CC", and/or "BCC" fields. The system not only verifies that the recipient is a valid system user, but displays the user's first and last name along with their username:

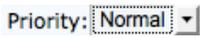


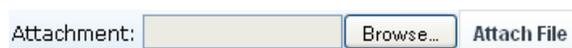
Users' first and last names also appear in the message area when replying to a message:



3. Use the formatting buttons to adjust font styles, paste text from other sources, and insert items such as tables, equations, links, and pictures:



4. You can change the priority level of the message by clicking the Priority dropdown and selecting a level. 
5. If you wish to add an attachment, you may do so by using the Attachment field at the bottom of the screen:



- Click **Browse** to search for the file to attach.
- After selecting your file, click **Attach File** to attach it to the message. The file appears below the Browse button.
- If you change your mind and want to remove the attachment, click the **garbage can** icon beside the file name.

- When finished, click **Send**. You can also click **Save Draft** instead to save and finish the email later or click **Cancel** to close the screen without sending or saving.

## 1.1.2. **Inbox**

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The inbox is where all messages sent to you are delivered. Before reviewing how to read a message, notice the other options available to you:

### **Delete**

Deletes any message(s) that you have marked with a check.

### **Archive**

Moves any messages that you have marked with a check to a tag folder you select in the Move to Folder dropdown. If you click Archive without having selected a folder, the message disappears from your inbox, but is kept by the system. To see it, click the **All** button.

### **Mark As Unread**

Changes the status of any message you have marked with a check from read (not bold) back to unread (bold).

### **Move to Folder**

Moves any message you have marked with a check to the folder you select in the dropdown. Folders are created making tags. See the Tags section below for instructions on creating message tags.

### **Only Show Unread Messages**

Mark the **Only Show Unread Messages** box at the top of the Inbox to only display unread messages.

### **Search**

Search messages by subject, sender, or contents of message body. Click the dropdown to select a way to search.

### **Message Sorting**

Messaging users can sort messages in either ascending or descending order by clicking the column titles.

### **Checkbox column**

Place a check in a message's box to mark it for another action.

### **Flag column**

Displays priority set by sender: high (red), normal (green), or low (yellow).

### **Attachment column**

If a message has a file attached to it, a paperclip appears in this column

### **From**

Message sender

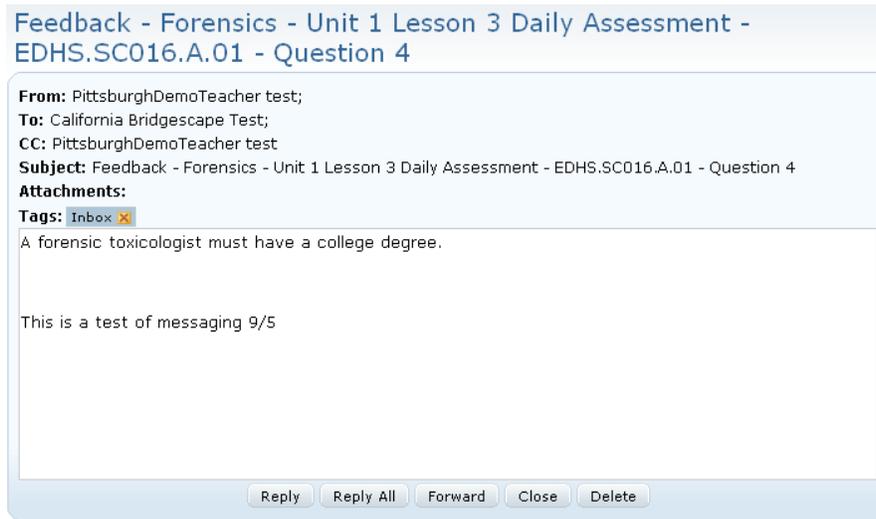
### **Subject**

Title of message

### **Received**

When the message was received by your Inbox

To read a message, click its underlined links in the **From** or **Subject** columns. The message displays:



The title of the message appears at the top. Other message information appears below it:

**From**

Message sender

**To**

Message recipient(s)

**CC**

Any other people who were sent a copy of this message

**Subject**

Title of message

**Attachments**

If the sender attached any files, they are listed here

**Tags**

If the message has been tagged with a category label, the tag is listed here. Notice the small yellow X beside the tag above. Click the X to remove the tag from the message.

You have several options when reading a message. They are displayed as buttons at the bottom of the message:

**Reply**

Reply to sender

**Reply All**

Reply to sender and any other recipients

**Forward**

Send current message to another person

**Close**

Close the current message

**Delete**

Delete the current message

### 1.1.3. Sent

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Click the **Sent** button to display a list of all messages you have sent. You can mark messages with check in the left-most column and use the **Delete** or **Archive** buttons to manage them.

### 1.1.4. All

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Click the **All** button to display a list of all messages in all categories. You can mark messages with check in the left-most column and use the **Delete** or **Move to Inbox** buttons to manage them.

### 1.1.5. Drafts

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Click the **Drafts** button to display a list of saved but unsent draft messages. Click on a draft to open it, then finish the message and send. You can mark messages with check in the left-most column and use the **Delete** button to manage them.

### 1.1.6. Trash

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Click the **Trash** button to view a list of deleted messages. Notice the **Restore** button at the top of the screen. Use this button to move marked messages back to their original locations.

### 1.1.7. Tags

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You can use tags to organize messages by categories you create. Available tags are listed in the lower left corner of the screen.

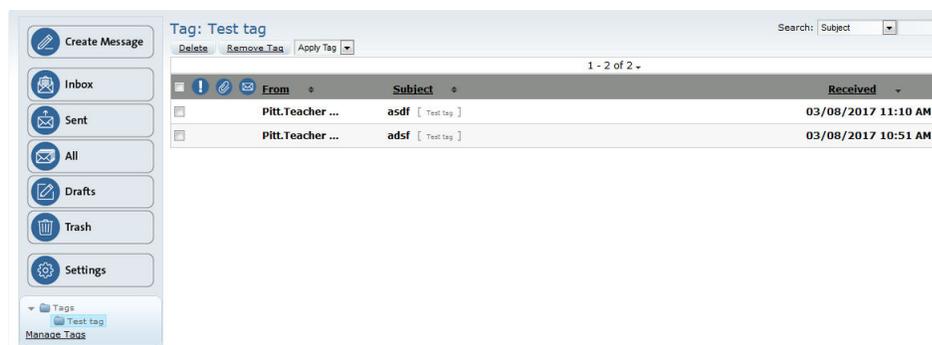
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NOTE: Click the small triangle to the left of the Tags folder to expand and collapse the list.

NOTE: Tags associated with a message are displayed beside the subject in all of the button views above, as well as in the messages themselves in the message headers.

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Click a tag category to display all messages associated with that tag:



#### 1.1.7.1. Apply a Tag to a Message

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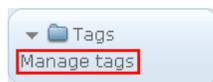
1. Mark the message with a check box.

2. From the Move to Folder dropdown, select a tag category.
3. Click **Archive**.
4. The message now displays the new tag.

## 1.1.7.2. Create a New Tag and Subtag

Messaging users can create tags and subtags within existing tags to help organize messages. Users can create up to four levels of subtags. Each tag level can contain up to 30 subtags.

1. From the tags box, click **Manage tags**:



2. The Manage Tags screen appears:

**Manage Tags** Search: Subject

Address: /Tags/

0 - 0 of 0

Name	Edit	Delete
Your search returned no results.		

3. Click the **Create** button to create a new tag. A blank text entry field appears:

**Manage Tags** Search: Subject

Address: /Tags/

0 - 0 of 0

Name	Edit	Delete
Your search returned no results.		
<input type="text"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

4. Enter your new tag name and click **Save**.

5. Your new tag appears in the list of tags, as well as in the tag box on the left:



**Manage Tags** Search: Subject

Address: /Tags/

1 - 1 of 1

Name	Edit	Delete
Students		

6. To create a subtag under an existing tag, click the tag's link. You are now taken inside that tag:

**Manage Tags** Search: Subject

Address: /Tags/ Students/

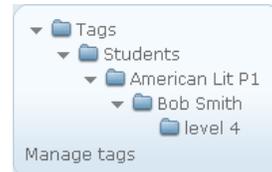
0 - 0 of 0

Name	Edit	Delete
Your search returned no results.		

- Click **Create Subtag** to create a subtag inside the higher level tag following the steps above. The subtag appears in the list of the higher level's subtags:



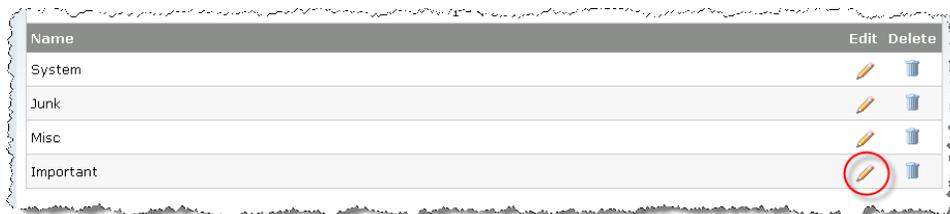
You can continue to create subtag levels up to four deep:



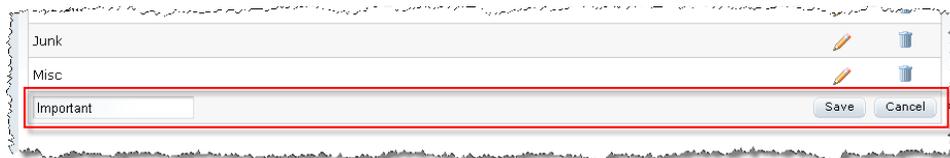
**NOTE:** Notice the Address field at the upper left of the screen. This field shows you the path you have taken to reach the current tag level. Click on any link in the field to go to that level.

### 1.1.7.3. Edit a Tag or Subtag

- From the Manage Tags screen, click the **Edit** icon for the appropriate tag:



- The tag becomes editable:



- Change the tag name.
- Click **Save** or **Cancel**.
- Your tag is now modified.

To delete a tag, click the **garbage can** icon for it, located at the right of its row.

## 1.1.8. Create a Mailing List

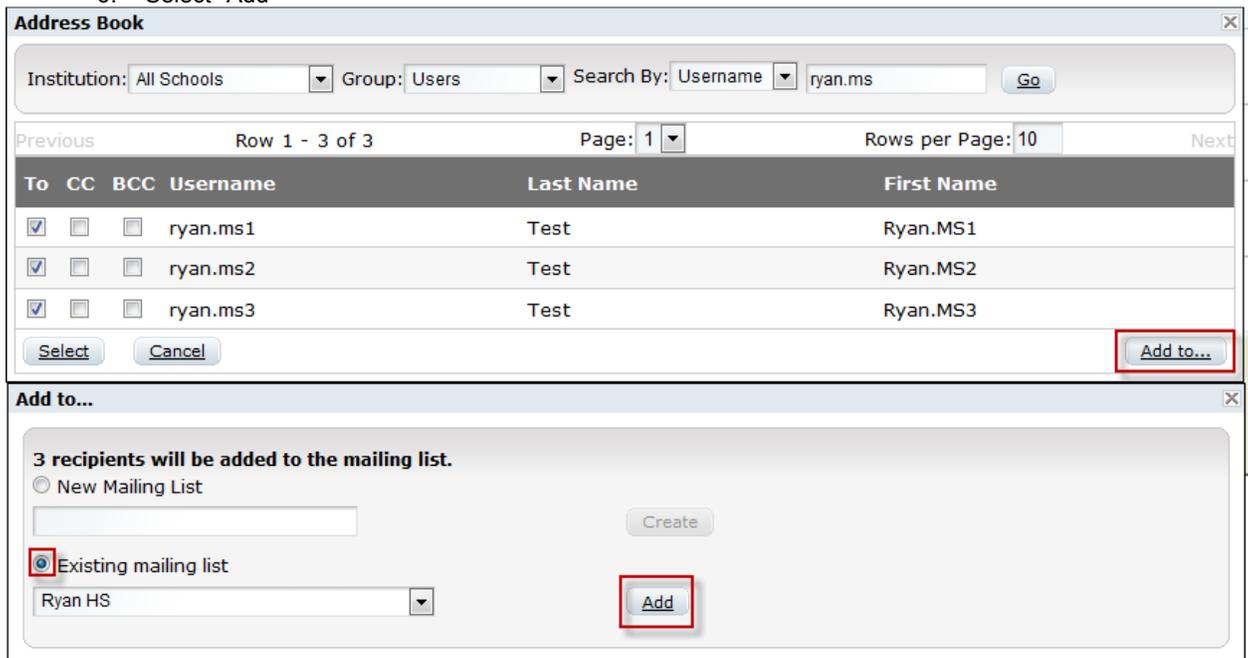
1. Create a new message
2. Enter all desired recipients in the To, CC or BCC line of the message
3. Select the plus sign at the end of the row 
4. Select "New Mailing List"
5. Name the mailing list
6. Save

## 1.1.9. Add Mailing List to a Message

1. Create a new message
2. Select To/CC/BCC as desired
3. Select the address book
4. Select the mailing list

## 1.1.10. Add Recipients to an Existing Mailing List

1. Create a new message
2. Select the address book
3. Search for and select the recipients you would like to add
4. Select "Add to..."
5. Select the mailing list you would like to add the new recipients to
6. Select "Add"



The screenshot shows the 'Address Book' window with search filters set to 'All Schools' and 'Users', and a search for 'ryan.ms'. Three recipients are listed in a table, each with a checked 'To' checkbox. The 'Add to...' dialog box is open, showing '3 recipients will be added to the mailing list.' The 'Existing mailing list' option is selected, and 'Ryan HS' is chosen from the dropdown menu. The 'Add' button is highlighted with a red box.

To	CC	BCC	Username	Last Name	First Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ryan.ms1	Test	Ryan.MS1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ryan.ms2	Test	Ryan.MS2
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ryan.ms3	Test	Ryan.MS3

## 1.1.11. Delete Recipients to an Existing Mailing List

1. Create a new message
2. Select the address book
3. Select "Manage"
4. Select the plus sign next to the mailing list for which you would like to edit.

