Call System Guide

Revised: 07/14/2015

714 Ashley Ridge Loop
Shreveport, Louisiana 71106
(318) 868-8000
(800) 509-7070
support@edgear.com
www.edgear.com

Student Message - SMS Text Messaging

From EDgearWiki

Video

Student SMS Text Messaging video

Getting Started

1. To place an **Emergency Call**, click on the red triangle in the top right corner of the screen, then click **Student**. This will skip having to browse the navigation panel of WebPams and go directly to **Setup Box 1** described below.

2. Otherwise, on the left, click on **Communication**.
3. Under the heading **Entry**, click on **Student Event Messages**.

Setup 1

1. Select the desired **Year**.
2. **District**, and **School** should be defaulted based on security. If security permits, click in the **School** field to select the desired school.
3. **Grades** should be left blank if all grade levels are to be included into the call. Otherwise click in the box to the right of "Grades" to select the desired grade level to be included.
4. **Gender** should be left blank if both genders are to be included into the call. Otherwise, click in the box to the right of "Gender" to select the desired genders to be included.
5. **Ethnic** should be left blank if all ethnic codes are to be included into the call. Otherwise, click in the box to the right of "Ethnic" to select the desired ethnic codes to be included.
6. **Homeroom** will only call students who are in the homeroom teacher's class selected. Leave blank to call all students regardless of homeroom teacher.
7. **Counselor** will only call students who are a part of the counselor's group that has been selected. Leave blank to call all students regardless of counselor.
8. **Club** will only call students who are in the club selected. Leave blank to call all students regardless of club.
9. **Sport** will only call students who are in the sport selected. Leave blank to call all students regardless of sport.
10. **A.M. Bus** and **P.M. Bus** will only call students who are on the buses selected in each field. Leave blank to call all students regardless of bus.
11. Check **1 call per household** to have the program only make one call per household.
12. Check **Show Remote Only** to call only those students that are remotely scheduled (Students enrolled at another site in the district, but take classes at your school).
13. **Select Individual Students** will list all students that meet the criteria of the options selected above. Within the list, select the students to call. Leave blank to call all students based on the criteria of the options selected above.
14. If the message is meant for only Students, the user can jump down to click the **Next** button at the bottom of the setup box. If the user wishes to add Staff members to the message, continue with the next steps.
15. **Home Site Only**: If including staff members in this message, selecting this option will limit the message to only those staff members who are "home based" at the school site.
16. Select Staff Groups: Click here to limit the staff members by a selected group.
    - **Note**: Staff Groups are defined by using the Call Group Loader
17. **Select Individual Staff**: Click to select individual staff members.
    - **NOTE:** Clicking the box in the upper left will select all staff members.
18. **Phone Type**: Click to select the type of phone number to communicate to.
    - Commonly used types: **06 Home telephone number** and **12 Personal cellular number**.
19. Click **Next** to move to the next step in the create message process.

Setup 2

1. If the message is to be scheduled for a future date/time, check the **Schedule Call** box, then select the date and time.

2. If the user wishes to send the message out now, leave the **Schedule Call** box unchecked.
   - If no date and time is selected, the message will go out in the next call interval.
3. Click **Next** to move to the next step in the create message process.

Setup 3

1. Select **SMS Text Message** and click **Next**.
2. Cick on the drop down arrow to the right of **Select Message** to select a previously created message from the list or create a new message by selecting **New**.
   - If a previously created message was selected, review the message, make any changes as needed, and then click **Send**.
   - If **New** was selected, a **New Message Setup** window will appear.
     1. Select the **Arena**.
        - **EV** = Event message.
        - **AT** = Attendance message.
        - **DI** = Discipline message.
        - **GR** = Grades message.
     2. **Code** is an automatically generated value.
     3. Type an event description.
     4. Type the message to be sent. There is an indicator of the number of available characters remaining for the message length (limit 160).
3. **Preview**: If a preview of the message is desired, click **Preview** and enter a ten digit phone number to receive a preview text. Click **Send** to initiate delivery of the Preview to your phone.
4. After answering the preview text and reviewing the message, click **Send** if the message is acceptable or click **Previous** if a correction needs to be made.

Results

1. After clicking **Send**, a summary of the number of messages with the message text will appear. If satisfied with the information, click **Yes** to proceed with the message creation; otherwise, click **No** and return to the message selection/creation window.
2. A list of students that are scheduled to receive the message will be displayed on the screen. Print or save this report at this time if desired.

Communication Main Page

Student Event Messages Page

Retrieved from EDgear Wiki

- This page was last modified on 21 May 2015, at 16:19.
- This page has been accessed 388 times.
- Privacy policy
- About EDgearWiki
- Disclaimers

Student Message - WAV Voice Message

From EDgearWiki

Getting Started

1. It is a good idea to compose a script of what is to be recorded before starting this task.
2. To place an **Emergency Call**, click on the red triangle in the top right corner of the screen, then click **Student**. This will skip having to browse the navigation panel of WebPams and go directly to **Setup Box 1** described below.

3. Otherwise, on the left, click on **Communication**.
4. Under the heading **Entry**, click on **Student Event Messages**.

Setup 1

1. Select the desired **Year**.
2. **District**, and **School** should be defaulted based on security. If security permits, click in the **School** field to select the desired school.
3. **Grades** should be left blank if all grade levels are to be included into the call. Otherwise click in the box to the right of **Grades** to select the desired grade level to be included.
4. **Gender** should be left blank if both genders are to be included into the call. Otherwise, click in the box to the right of **Gender** to select the desired ethnicities to be included.
5. **Ethnic** should be left blank if all ethnicities are to be included into the call. Otherwise, click in the box to the right of **Ethnic** to select the desired ethnicities to be included.
6. **Homeroom** will only call students who are in the homeroom teacher's class selected. Leave blank to call all students regardless of homeroom teacher.
7. **Counselor** will only call students who are a part of the counselor's group that has been selected. Leave blank to call all students regardless of counselor.
8. **Club** will only call students who are in the club selected. Leave blank to call all students regardless of club.
9. **Sport** will only call students who are in the sport selected. Leave blank to call all students regardless of sport.
10. **A.M. Bus** and **P.M. Bus** will only call students who are on the buses selected in each field. Leave blank to call all students regardless of bus.
11. Check **1 call per household** to have the program only make one call per household.
12. Check **Show Remote Only** to call only those students that are remotely scheduled.
13. **Select Individual Students** will list all students that meet the criteria of the options selected above. Within the list, select the students to call. Leave blank to call all students based on the criteria of the options selected above.
14. If the message is meant for only Students, the user can jump down to click the **Next** button at the bottom of the setup box. If the user wishes to add Staff members to the message, continue with the next steps.
15. **Home Site Only**: If including staff members in this message, selecting this option will limit the message to only those staff members who are "home based" at the school site.
16. Select Staff Groups: Click here to limit the **staff** only by a selected group.
    ■ **Note**: Staff Groups are defined by using the Call Group Loader
17. **Select Individual Staff**: Click to select individual staff members.
    ■ **NOTE:** Clicking the box in the upper left will select all staff members.
18. **Phone Type**: Click to select the type of phone number to communicate to.
    ■ Commonly used types: **06 Home telephone number** and **12 Personal cellular number**.
19. Click **Next** to move to the next step in the create message process.

Setup 2

1. If the message is to be scheduled for a future date/time, check the **Schedule Call** box, then select the date and time.
2. If the user wishes to send the message out now, leave the **Schedule Call** box unchecked.
    ■ If no date and time is selected, the message will go out in the next call interval.
3. Click **Next** to move to the next step in the create message process.

Setup 3

1. Select **WAV Voice Message** and click **Next**.
2. A list of voice recorded messages that have been created for the selected school will be displayed.
   - If the desired voice recorded message is not available, click **Manage Voice Recording**. (**NOTE:** A microphone must be connected to your computer to continue).
     1. On the setup box, year, district, and school should be set based on security. Click **OK**
     2. A list of existing voice recorded messages will appear on the screen. To begin recording a new message, click **New**.
     3. Enter a **Title** and a brief **Description** of the new message. Then, click **Record** to begin recording the message.
     4. Click **Stop Recording** when the message is complete.
     5. Click **Play** to review the message. Repeat step 3 and 4 until the message is correct.
     6. Click **Save** when the message is correct.
     7. Click **Close** when finished recording messages.
     8. Upon returning to the **WAV Voice Message** setup screen, click the **Refresh** button to view any newly created messages.
3. select the voice recorded message to send.
   - Click the green **Play** cell to review the message prior to sending.
4. Click **Preview** and enter a phone number to preview how the call will sound. Click **Send** when ready to send the message to the selected students and staff.
5. A dialog box showing number of messages to deliver as well as "Yes" or "No" choices will be displayed. Cliick **Yes** to continue with the message delivery, or click **No** to return to the recording options.
6. If **Yes** is clicked, a listing of the person's slated for message delivery is shown on the screen.

Results

1. A list of students that are scheduled to receive the message will be displayed on the screen. Print or save this report at this time if desired.

Retrieved from EDgear Wiki

- This page was last modified on 21 May 2015, at 16:19.
- This page has been accessed 27 times.
- Privacy policy
- About EDgearWiki
- Disclaimers

Student Message - Record Voice

From EDgearWiki

Video

Student Event Messages - Record Voice video

Getting Started

1. It is a good idea to compose a script of what is to be recorded before starting this task.
2. To place an **Emergency Call**, click on the red triangle in the top right corner of the screen, then click **Student**. This will skip having to browse the navigation panel of WebPams and go directly to **Setup Box 1** described below.

3. Otherwise, on the left, click on **Communication**.
4. Under the heading **Entry**, click on **Student Event Messages**.

Setup 1

1. Select the desired **Year**.
2. **District**, and **School** should be defaulted based on security. If security permits, click in the **School** field to select the desired school.
3. **Grades** should be left blank if all grade levels are to be included into the call. Otherwise click in the box to the right of **Grades** to select the desired grade level to be included.
4. **Gender** should be left blank if both genders are to be included into the call. Otherwise, click in the box to the right of **Gender** to select the desired ethnicities to be included.
5. **Ethnic** should be left blank if all ethnicities are to be included into the call. Otherwise, click in the box to the right of **Ethnic** to select the desired ethnicities to be included.
6. **Homeroom** will only call students who are in the homeroom teacher's class selected. Leave blank to call all students regardless of homeroom teacher.
7. **Counselor** will only call students who are a part of the counselor's group that has been selected. Leave blank to call all students regardless of counselor.
8. **Club** will only call students who are in the club selected. Leave blank to call all students regardless of club.
9. **Sport** will only call students who are in the sport selected. Leave blank to call all students regardless of sport.
10. **A.M. Bus** and **P.M. Bus** will only call students who are on the buses selected in each field. Leave blank to call all students regardless of bus.
11. Check **1 call per household** to have the program only make one call per household.
12. Check **Show Remote Only** to call only those students that are remotely scheduled.
13. **Select Individual Students** will list all students that meet the criteria of the options selected above. Within the list, select the students to call. Leave blank to call all students based on the criteria of the options selected above.
14. If the message is meant for only Students, the user can jump down to click the **Next** button at the bottom of the setup box. If the user wishes to add Staff members to the message, continue with the next steps.
15. **Home Site Only**: If including staff members in this message, selecting this option will limit the message to only those staff members who are "home based" at the school site.
16. Select Staff Groups: Click here to limit the **staff** only by a selected group.
    - **Note**: Staff Groups are defined by using the Call Group Loader
17. **Select Individual Staff**: Click to select individual staff members.
    - **NOTE:** Clicking the box in the upper left will select all staff members.
18. **Phone Type**: Click to select the type of phone number to communicate to.
    - Commonly used types: **06 Home telephone number** and **12 Personal cellular number**.
19. Click **Next** to move to the next step in the create message process.
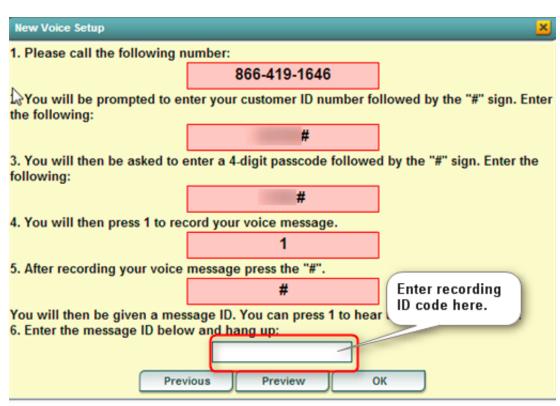
Setup 2

1. If the message is to be scheduled for a future date/time, check the **Schedule Call** box, then select the date and

time.
2. If the user wishes to send the message out now, leave the **Schedule Call** box unchecked.
   - If no date and time is selected, the message will go out in the next call interval.
3. Click **Next** to move to the next step in the create message process.

Setup 3

1. Select **Record Voice Message** and click **Next**.
2. The **New Voice Message** window will display. Follow the six steps on the screen. At the end of recording process, a recording ID code will be given.
3. Write down the code, then enter the recording ID code in the field labeled "**6. Enter the message ID below and hang up:**" as shown below.
   - ▪

4. After entering the recording ID code, hang up the phone used to make the recording.
5. Click **OK**. A dialog box showing number of messages to deliver as well as "Yes" or "No" choices will be displayed.
6. Click **Yes** to continue with the message delivery, or click **No** to return to the recording options.
7. If **Yes** is clicked, a listing of the person's slated for message delivery is shown on the screen.

Results

1. A list of students that are scheduled to receive the message will be displayed on the screen. Print or save this report at this time if desired.

Communication Main Page

   Student Event Messages Page

Retrieved from EDgear Wiki

   - ▪ This page was last modified on 1 May 2015, at 19:56.
   - ▪   This page has been accessed 824 times.

- Privacy policy
- About EDgearWiki
- Disclaimers

Student Message - Text To Voice

From EDgearWiki

Video

Student Event Messages - Text to Voice video

Getting Started

1. To place an **Emergency Call**, click on the red triangle in the top right corner of the screen, then click **Student**. This will skip having to browse the navigation panel of WebPams and go directly to **Setup Box 1** described below.

2. Otherwise, on the left, click on **Communication**.
3. Under the heading **Entry**, click on **Student Event Messages**.

Setup 1

1. Select the desired **Year**.
2. **District**, and **School** should be defaulted based on security. If security permits, click in the **School** field to select the desired school.
3. **Grades** should be left blank if all grade levels are to be included into the call. Otherwise click in the box to the right of "Grades" to select the desired grade level to be included.
4. **Gender** should be left blank if both genders are to be included into the call. Otherwise, click in the box to the right of "Gender" to select the desired genders to be included.
5. **Ethnic** should be left blank if all ethnic codes are to be included into the call. Otherwise, click in the box to the right of "Ethnic" to select the desired ethnic codes to be included.
6. **Homeroom** will only call students who are in the homeroom teacher's class selected. Leave blank to call all students regardless of homeroom teacher.
7. **Counselor** will only call students who are a part of the counselor's group that has been selected. Leave blank to call all students regardless of counselor.
8. **Club** will only call students who are in the club selected. Leave blank to call all students regardless of club.
9. **Sport** will only call students who are in the sport selected. Leave blank to call all students regardless of sport.
10. **A.M. Bus** and **P.M. Bus** will only call students who are on the buses selected in each field. Leave blank to call all students regardless of bus.
11. Check **1 call per household** to have the program only make one call per household.
12. Check **Show Remote Only** to call only those students that are remotely scheduled (Students enrolled at another site in the district, but take classes at your school).
13. **Select Individual Students** will list all students that meet the criteria of the options selected above. Within the list, select the students to call. Leave blank to call all students based on the criteria of the options selected above.
14. If the message is meant for only Students, the user can jump down to click the **Next** button at the bottom of the setup box. If the user wishes to add Staff members to the message, continue with the next steps.
15. **Home Site Only**: If including staff members in this message, selecting this option will limit the message to only those staff members who are "home based" at the school site.
16. Select Staff Groups: Click here to limit the staff members by a selected group.
    - **Note**: Staff Groups are defined by using the Call Group Loader
17. **Select Individual Staff**: Click to select individual staff members.
    - **NOTE:** Clicking the box in the upper left will select all staff members.
18. **Phone Type**: Click to select the type of phone number to communicate to.
    - Commonly used types: **06 Home telephone number** and **12 Personal cellular number**.
19. Click **Next** to move to the next step in the create message process.

Setup 2

1. If the message is to be scheduled for a future date/time, check the **Schedule Call** box, then select the date and time.

2. If the user wishes to send the message out now, leave the **Schedule Call** box unchecked.
    - If no date and time is selected, the message will go out in the next call interval.
3. Click **Next** to move to the next step in the create message process.

Setup 3

1. Select **Text-To-Speech Message** and click **Next**.
2. Click on the drop down arrow to the right of **Select Message** to select a previously created message from the list or create a new message by selecting **New**.
    - If a previously created message was selected, review the message, make any changes as needed, and then click **Send**.
    - If **New** was selected, a **New Message Setup** window will appear.
        1. Select the **Arena**.
            - **EV** = Event message.
            - **AT** = Attendance message.
            - **DI** = Discipline message.
            - **GR** = Grades message.
        2. **Code** is an automatically generated value.
        3. Type an event description.
        4. Click **OK**.
        5. Type the message. Be sure to limit your message to 800 characters, then click **Send**.
3. To listen to the message, click **Preview** and enter a ten digit phone number that is a direct line without going through the switchboard.
4. Click **Send**. A **Message Being Processed** window will appear. After answering the preview call and reviewing the message, click **Send** if the message is acceptable or click **Previous** if a correction needs to be made.

Results

1. After clicking **Send**, a summary of the number of messages with the message text will appear. If satisfied with the information, click **Yes** to proceed with the message creation; otherwise, click **No** and return to the message selection/creation window.
2. A list of students that are scheduled to receive the message will be displayed on the screen. Print or save this report at this time if desired.

Communication Main Page

Student Event Messages Page

Retrieved from EDgear Wiki

- This page was last modified on 21 May 2015, at 16:19.
- This page has been accessed 782 times.
- Privacy policy
- About EDgearWiki
- Disclaimers

Manage Voice Recordings

From EDgearWiki

This program is used for recording and storing WAV Files for future JCALL Delivery.

On the left navigation panel, select **Communication**, **Entry**, and **Manage Voice Recordings**.

Setup Box Options

To find definitions for standard setup values, follow this link: **Standard Setup Options**.

Click **OK**

Before recording, make sure your microphone is setup properly on the computer.

To record a new message, click **New** at the bottom of the screen and a **New Voice Recording** box will appear.

- Give the Recording a **Title** and a **Description**.
- Click **Record** and start recording your message.
- Once you have finished recording, click **stop recording**. Click **Play** to check the recorded message.
- If your message has been recorded to your satisfaction, click **Save**.
- Click **Close** when you are finished recording.
- Any message recorded can be played and deleted from the report.

Column Headers

To find definitions of commonly used column headers, follow this link: **Common Column Headers**.

Other columns not listed in the common column list:

- **Delete** - Delete a recorded message
- **School** - School that can access/use this recording
- **Title** - Title of this Recording
- **Description** - Description of the Recording
- **Create Date** - Date message was created
- **Created By** - Username of person who created this message
- **Create IP** - IP address where this message was recorded
- **Play** - Plays this recording

To maintain event messages, follow this link under Communication: **Student Event Messages** or **Staff Event Messages**.

Retrieved from EDgear Wiki

- This page was last modified on 21 May 2015, at 18:25.
- This page has been accessed 151 times.
- Privacy policy
- About EDgearWiki
- Disclaimers

Manage Scheduled Calls

From EDgearWiki

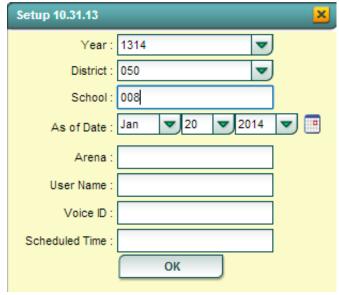This program will allow the user to see scheduled calls and delete them if needed.

Getting Started

In the left, click **Communication**, then **Lists**, then **Manage Scheduled Calls**.

Setup Options

1. **Year**: Select desired year.
2. **District**: Verify correct district is displayed.
3. **School**: Verify, or select, desired school.
4. **As of Date**: Usually set to current date. Date students are enrolled.
5. **Arena**: Leave blank to show all scheduled call types. Select to limit display of scheduled calls to a specific type: "EV" = Event, "AT" = Attendance, "DI" = Discipline, "GR" = Grade.
6. **User Name**: Leave blank to show scheduled calls from any user. Select to limit display of scheduled calls created by a specific user.
7. **Voice ID**: Leave blank to show scheduled calls for any ID code. Select to limit display of scheduled calls by ID number.
8. **Scheduled Time**: Leave blank to show scheduled calls for any time. Select to limit display of scheduled calls to a desired time.

9. Click **OK** to display a list of Scheduled Calls.

Manage Scheduled Calls Screen Features

1. On screen will be a listing of scheduled calls based on the Setup box settings.
2. To delete a scheduled call, locate the column on the far left labeled **Delete**.
3. Browse down to the row of the scheduled call to be deleted.
4. Click on the red **Delete** cell at the start of the row. A dialog box will appear asking if the user really wants to delete the scheduled call.
5. Click **Yes** to delete the scheduled call. Click **NO** to stop the deletion and return to the Manage Scheduled Calls screen.

Communication Main Page

Retrieved from EDgear Wiki

- This page was last modified on 3 April 2014, at 11:33.
- This page has been accessed 413 times.
- Privacy policy
- About EDgearWiki
- Disclaimers

JCall Reporting

From EDgearWiki

This program will allow a school to view all calls generated by the JCall system.

1. On the left, go to the **Communication** panel. Click on the arrow to the left of **Counts**. Then click on **JCall Reporting**.
2. If you need instructions for setup values to be used, follow the link for **Standard Setup Options**.
   - **The following setup options are not found on the Standard Setup Options document.**
     1. **Arena** -- Select the arena to view in the report.
3. Click **OK** to move to the next screen.

Definitions of Column Headers

To find definitions of commonly used columns follow this link: Common Column Headers.

The following column headers are not found on the Common Column Headers document.

> **Schedule Date** -- The date the call was scheduled to be delivered.
> **Create Date** -- The date the call was created.
> **Created By** -- The person or program that created the call
> **Call Description** -- A short description of the call being made (Usually only applies to event calls).
> **Arena** -- The category that a call is associated with. AT = Attendance, DI = Discipline, GR = Grades, EV = Events, and ST = Staff.
> **Code** -- Arenas are then broken into numerical subcategories. i.e. AT014 is a tardy attendance call.
> **Call Type** -- This field denotes whether the message is Text To Voice, Voice Recorded, or SMS Text Message.
> **Calls Processed** -- The number of calls processed and sent out. Click on the number to view the students who were called and other details. Calls may be listed with zero calls processed. This may be because the calls have not been completed or because the district has blocked that type of call from being delivered.

Buttons at the bottom of the display

> **Setup** -- This allows you to change the values on the setup box without exiting the program.
> **Print** -- Use this button to print the report displayed on the screen. Refer to the instructions below for printing the report.
> **Help** -- This button links to the JCampus video and written instructions.
> **Refresh** -- Click this button to update the list on the screen with the latest data.

To Print this Report

1. Click the **Print** button at the bottom of the screen.
2. A popup will appear with a set of document print options--PDF, XLS, CSV, HTML.
3. The default print option will be **PDF**.
4. Click the print button on this popup and a print preview window will appear.
5. **To get the print icon** on this window, hover the mouse in the bottom right area of the preview. A grey rectangle will appear with several icons.
6. Click the print icon at the right end of this rectangle. Another print preview will appear.
7. Click the print button at the top left to print the report. Close the print preview.

Retrieved from EDgear Wiki

- This page was last modified on 21 March 2015, at 15:53.
- This page has been accessed 64 times.
- Privacy policy
- About EDgearWiki

- Disclaimers

Staff Message - SMS Text Messaging

From EDgearWiki

Video

Staff SMS Text Message video

Getting Started

1. Log into the WebPams page.
2. To place an **Emergency Call**, click on the red triangle in the top right corner of the screen, then click **Staff**. This will skip having to browse the navigation panel of WebPams and go directly to **Setup Box 1** described below.
   -
3. Otherwise, on the left, click on **Communication**.
4. Under the heading **Entry**, click on **Staff Event Messages**.

Setup 1

1. Select the desired **Year**.
2. **District** and **School** should be defaulted based on security. If security permits, click in the **School** field to select the desired school.
3. **Select Staff Type** will list all object function codes. Select the object function codes of the staff members to call. Leave blank to call all staff members regardless of object function code.
4. **Select Staff Groups:** Click here to limit the staff members by a selected group.
   - **Note**: Staff Groups are defined by using the Call Group Loader
5. **Phone Type**: Click to select the type of phone number to communicate to. Leave blank to call all phone types.
6. **Home Site Only**: Selecting this option will limit the message to only those staff members who are "home based" at the school site. Deselecting will include Itinerant staff as recipients.
7. **Select Individual Staff** will list all staff members that meet the criteria of the options selected above. Within the list, select the staff to call. Leave blank to call all staff members based on the criteria of the options selected above.
8. Click **Next** to move to the next step in the create message process.

Setup 2

1. If the message is to be scheduled for a future date/time, check the **Schedule Call** box, then select the date and time.
2. If the user wishes to send the message out now, leave the **Schedule Call** box unchecked.
   - If no date and time is selected, the message will go out in the next call interval.
3. Click **Next** to move to the next step in the create message process.

Setup 3

1. Select **SMS Text Message** and click **Next**.
2. Cick on the drop down arrow to the right of **Select Message** to select a previously created message from the list or create a new message by selecting **New**.
   - If a previously created message was selected, review the message, make any changes as needed, and then click **Send**.
   - If **New** was selected, a **New Message Setup** window will appear.
     1. Select the **Arena**.
        - **EV** = Event message.
        - **AT** = Attendance message.
        - **DI** = Discipline message.
        - **GR** = Grades message.
     2. **Code** is an automatically generated value.
     3. Type an event description.

3. Type the message to be sent. There is an indicator of the number of available characters remaining for the message length (limit 160).
4. **Preview**: If a preview of the message is desired, click **Preview** and enter a ten digit phone number to receive a preview text. Click **Send** to initiate delivery of the Preview to your phone.
5. After answering the preview text and reviewing the message, click **Send** if the message is acceptable or click **Previous** if a correction needs to be made.

Results

1. After clicking **Send**, a summary of the number of messages with the message text will appear. If satisfied with the information, click **Yes** to proceed with the message creation; otherwise, click **No** and return to the message selection/creation window.
2. A list of staff members that are scheduled to receive the message will be displayed on the screen. Print or save the report at this time if desired.

Communication Main Page

Staff Event Messages Page

Retrieved from EDgear Wiki

- This page was last modified on 21 May 2015, at 16:20.
- This page has been accessed 413 times.
- Privacy policy
- About EDgearWiki
- Disclaimers