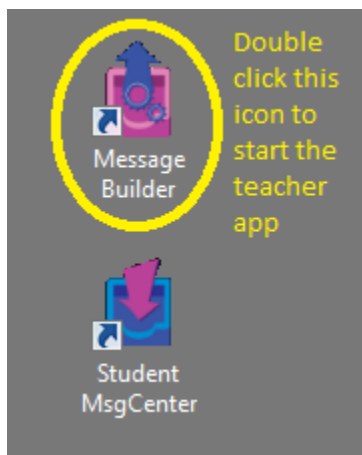


Using Message Builder for Windows

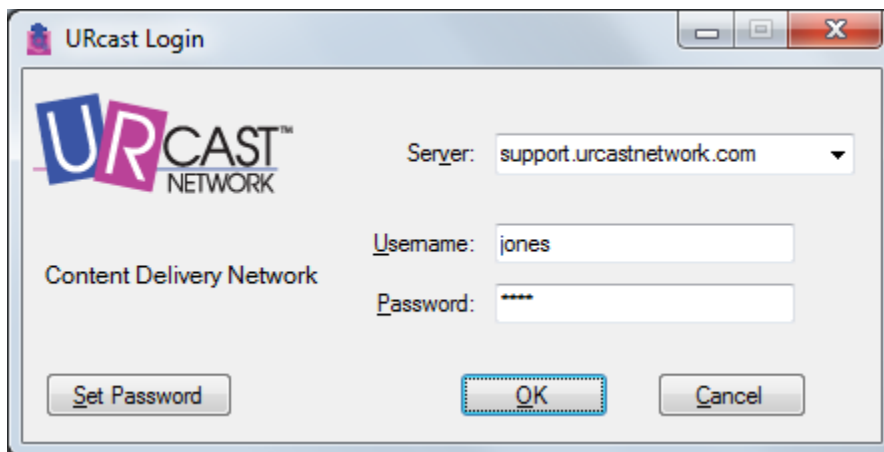
This document is a short description of how to use the URcast Message Builder application for Windows. Message Builder is used by teachers to build and manipulate multimedia lessons and submit them to a URcast Server. You can also use Message Builder to manage previously built messages stored on your computer.

Launching Message Builder

To launch Message Builder, find its icon on your Desktop and double click it.



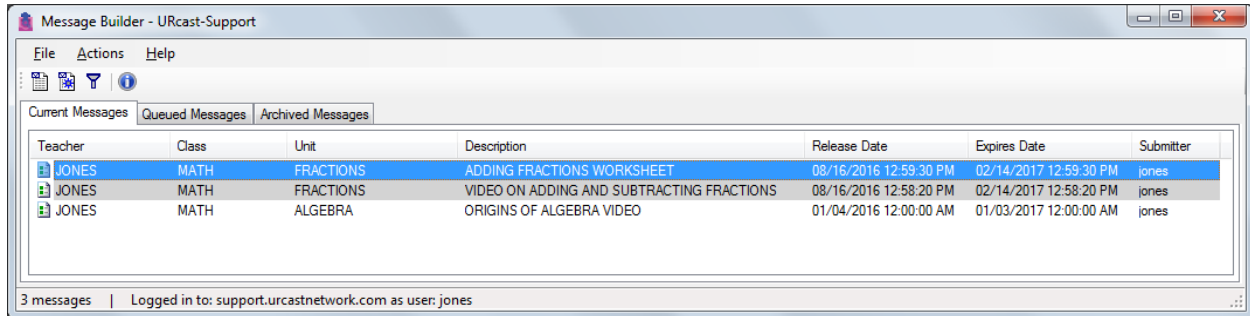
You will be prompted with the URcast Login window:



Enter the IP address or DNS name of the URcast Server you want to use. If your school has enabled URcast server access from home, you should be given a name or address to use outside the school.

Then enter the user name and password you were assigned by your URcast administrator. You have the option of changing your password as you login by using the 'Set Password' button.

You will next see the main screen for the Message Builder app; it will look similar to the image below:



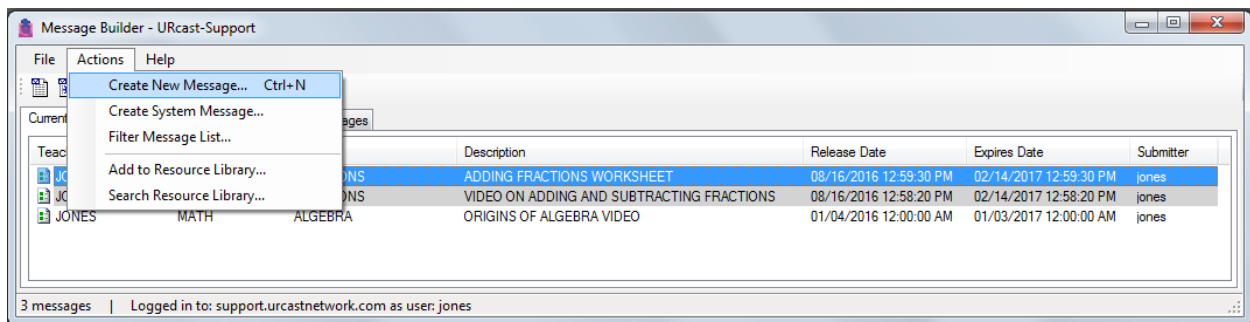
Here Ms. Jones is logged in and can see the messages that she has previously sent out.

Clicking on the Queued Messages tab will show any messages that have been built (or partially built) but were not sent out on the URcast network. Queued Messages are stored on the local machine.

Clicking on the Archived Messages tab will show a list of messages that have been sent out over the URcast network from this computer. Archived messages are stored in a database on the local machine.

Creating a New Message

To Create a new message, select "Create New Message..." from the Actions menu as seen below:



This will bring up the Create Message window:

Starting at the top enter the information for the message you would like to send out.

- 1) *Enter a Title/Description.* Enter a brief title/description about the content you are sending out.
- 2) *Enter a Unit name.* For example Ms. Jones previously sent out 2 messages; one was a video on fractions and the other was a worksheet on fractions, so she used the Unit name "FRACTIONS" for both of those messages.
- 3) *Select Teacher.* The Teacher code assigned to you should be preselected.

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- 4) *Select Class*. If you have more than one class then you would select the appropriate one here. For example Ms. Jones might teach math and Spanish so if she wanted to send out a message to her Spanish class she would select 'SPANISH' instead of 'MATH'.
 - 5) *Release Message*. This is the date that the message is made available to the students. The default is to the current date but can be changed to a date in the future.
 - 6) *Expire Message in*. Select how long after the Release Date you want the message will be available for the students to download.
 - 7) *Cleanup Message in*. This indicates when the message will be removed from the student's device.
 - 8) *Select a Template*. Choose from:
 - a. "Text and a File (Video, Image, Document, etc.)"
 - b. "Simple Text"
 - c. "A List of files"
 - d. "A single file (Document, PDF, Image, Video, etc.)"
 - e. "An Offlined Website"
 - 9) Enter a short description or instructions about the content. (This is optional and may be left blank.)
 - 10) Drag and Drop OR Browse the Resource Library OR enter the path to a content file you want to send.
 - 11) *Send*. The message will be sent to the URcast network.
 - 12) *Add to Queue*. Click this if you are not ready to send out over the network. You can edit it and send it out later. You will find it in the list on the Queued Messages tab.
 - 13) *Add to Library*. Click this if you want to add the content file to the Resource Library.