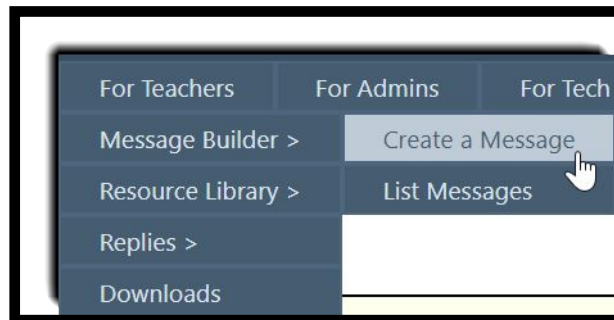
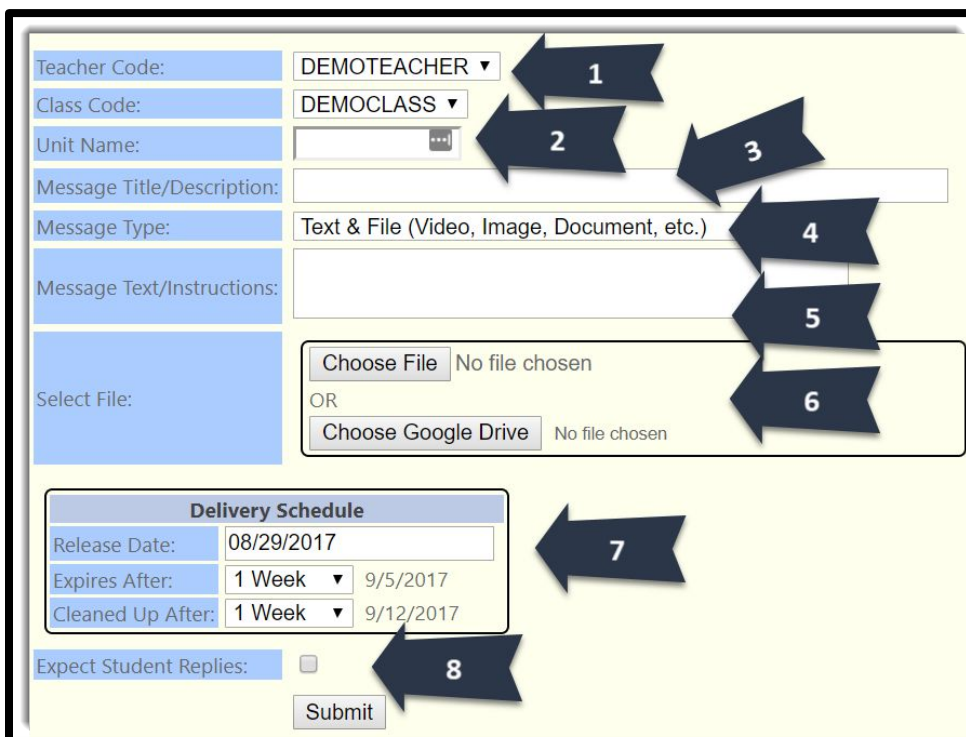


## Teacher Quick Start Guide

### Creating Student Messages

From the **For Teachers** menu, select **Message Builder > Create a Message**

The form contains the following fields and sections:

- Teacher Code:** DEMOTEACHER (arrow 1)
- Class Code:** DEMOCLASS (arrow 2)
- Unit Name:** (empty text box, arrow 3)
- Message Title/Description:** (empty text box, arrow 4)
- Message Type:** Text & File (Video, Image, Document, etc.) (arrow 5)
- Message Text/Instructions:** (empty text box, arrow 6)
- Select File:** Choose File (No file chosen) OR Choose Google Drive (No file chosen) (arrow 7)
- Delivery Schedule:**
  - Release Date: 08/29/2017
  - Expires After: 1 Week (9/5/2017)
  - Cleaned Up After: 1 Week (9/12/2017)
(arrow 8)
- Expect Student Replies:**  (arrow 8)
- Submit** button

**1 Teacher Code/Class Code** - select the appropriate pre-populated choices for teacher and class.

**2 Unit Name** - enter in the class' current Unit Name (i.e. Westward Expansion, Two digit division, etc.)

**3 Message Title/Description** - Give your message a title and/or description (i.e. Civil War Battle Maps, Parts of a Flower activity)

**4 Message Type** - Choose which type of message you would like to send:

- Text & File (Video, Image, Document, etc.)**- add a file and a description of the file
- Simple Text**- best for announcements and reminders
- List of Files**- send multiple and/or mixture of files
- A Single File**- only send a file, no description

**5 Message Text/Instructions** - Add any additional notes for the students, including directions, reminder of due date, reminder to upload their file (if applicable), etc.

**6 Select File** - Here you will choose between **Choose File** (files on your local machine/local storage) or **Choose Google Drive** (if your school utilizes the G Suite for Education). *See further description on page 2.*

**7 Delivery Schedule** - Set when to release message, when it expires, and when it is deleted.

**8 Expect Student Replies**- Check this box if you would like students to send the file back to you.

## Teacher Quick Start Guide

### Did you know??

URcast allows for four distinct Message Types to deliver to students. They include:

Simple Text- when you only want to send students a short amount of text, like an announcement. No files will be sent.

Text & File (Video, Image, Document, etc.)- when you want to include the file and a short amount of text/instructions

A List of Files- when you want to send multiple files and a short amount of text/instructions.

A Single File (Document, PDF, Image, Video)- when you want to send one file and no text

### Add Files to Messages

When you want to find files to add to your Message, you can either choose a file on your local storage (Desktop, flash drive, etc), download off the Internet, or connect to your Google Drive (if applicable).

Select File:

Choose File
No file chosen

OR

Choose Google Drive
No file chosen

### Choose File (Local Storage-Windows)

- Click the **Choose File**.
- Your Windows/Mac file explorer window will appear.
- Navigate to the folder(s) containing the file(s) you wish to add to the Message.
- Double click the file to add it to the Message.
- You will see the file name beside **Choose File**.
- Decide on **Delivery Schedule, Expect Student Replies**, and click **Submit**.

### Choose Google Drive

**\*On your initial visit you may need to allow a pop up in your browser. Check with your technical staff for more information**

- Click **Choose Google Drive**.
- If you did not sign-in, you will need to login to your Google account.
- Allow permission to View the files in your Google Drive (if applicable).
- Navigate your Google Drive to find the file(s) you wish to add.
- Click the file and click **Select**.
- You will see the file name beside **Choose Google Drive**.
- Decide on **Delivery Schedule, Expect Student Replies**, and click **Submit**.

Choose File

GSuite-BootCamp.pdf

Choose Google Drive

CharlotteMeckImpactPortrait.pdf

#### Note:

***When choosing a Google Drive file, you must have external internet access on the device.***

## Teacher Quick Start Guide

### Scheduling Messages

Unless you change the dates, the Message will begin to send to student devices immediately.

To change dates:

- **Release Date** is the date when messages start sending to student devices
- **Expires After** is when the broadcast message stops. Devices not on the network will not receive this message.
- **Cleaned Up After** is when the message will erase from the student's device

Delivery Schedule	
Release Date:	08/29/2017
Expires After:	1 Week ▼ 9/5/2017
Cleaned Up After:	1 Week ▼ 9/12/2017

### Expect Student Replies

If you want to receive responses/assignments back from students, check this box.

Expect Student Replies:

Reply Template:	<input type="button" value="Choose File"/> No file chosen OR <input type="button" value="Choose Google Drive"/> No file chosen
Due Date:	9/5/2017

### Expect Student Replies

Choose your **Reply Template file**, or the file you wish students to complete and resubmit. You can store it on either your local storage (**Choose File**) or your Google Drive (**Choose Google Drive**).

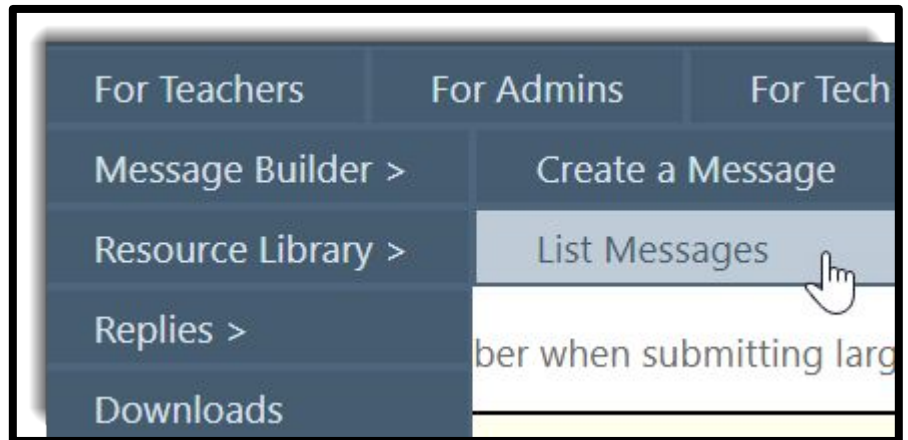
Change the **Due Date** based on your class preferences.

## Teacher Quick Start Guide

### Listing Messages

To see messages sent, click For Teachers, Message Builder >, List Messages

This view shows all your messages sent, along with the release date and expiration date. This is a great view to use for accountability purposes, to ensure messages have been sent out.



Status	Teacher	Class	Unit	Description	Reply	Release Date	Expires Date	Submitter
	GREENE	CLASS1	KAI TEST	TEST-SLIDES.PPTX		08/29/2017	09/05/2017	greene
	DEMOTEACHER	DEMOCLASS	CHRIS-TEST	TESTING THE LATEST GOOGLE DRIVE INTEGRATION		08/28/2017	09/04/2017	admin
	GREENE	CLASS1	LOLPDF	LOLPDF		08/25/2017	09/01/2017	greene
	DEMOTEACHER	DEMOCLASS	SNOW DAY 8-24-17	<a href="#">MATH GRADE 4 SNOW DAY ACTIVITIES 8-24-17</a>		08/23/2017	08/30/2017	demo
	DEMOTEACHER	DEMOCLASS	TEST	TEST DRIVE REPLY		08/23/2017	08/30/2017	greene
	DEMOTEACHER	DEMOCLASS	PDF3	PDF3		08/23/2017	08/30/2017	greene