

Adding Messages my.uen.org

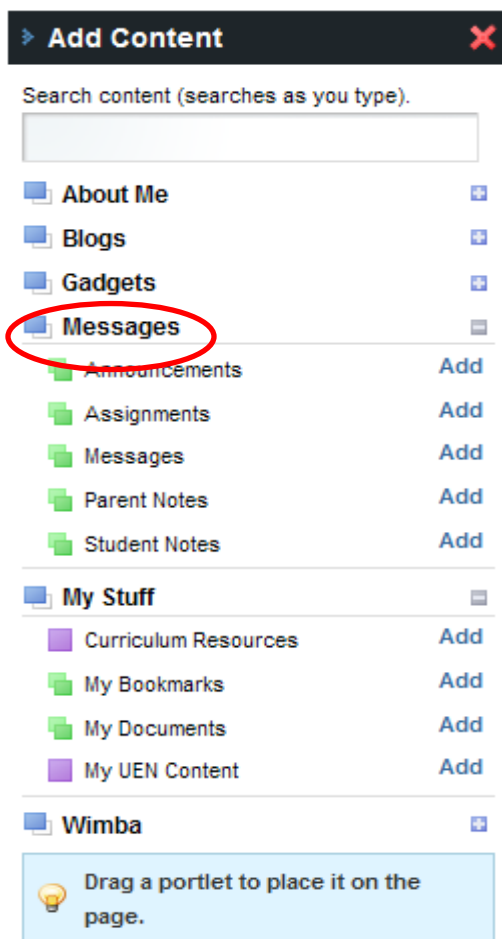
1. Message boxes are used to add announcements, pictures, schedules, etc. One thing that the superintendent would like to see on your webpage is a daily schedule.
2. Go to your PUBLIC page.



3. Click on ADD PAGE CONTENT.



4. Click on MESSAGES.



5. Choose any of the messages and click on ADD.

Search content (searches as you type).

Announcements Add

Assignments Add

Messages Add

Parent Notes Add

Student Notes Add

Curriculum Resources Add

My Bookmarks Add

My Documents Add

My UEN Content Add

6. Click on the title of the message box and change it to what you would like it to say.

Announcements

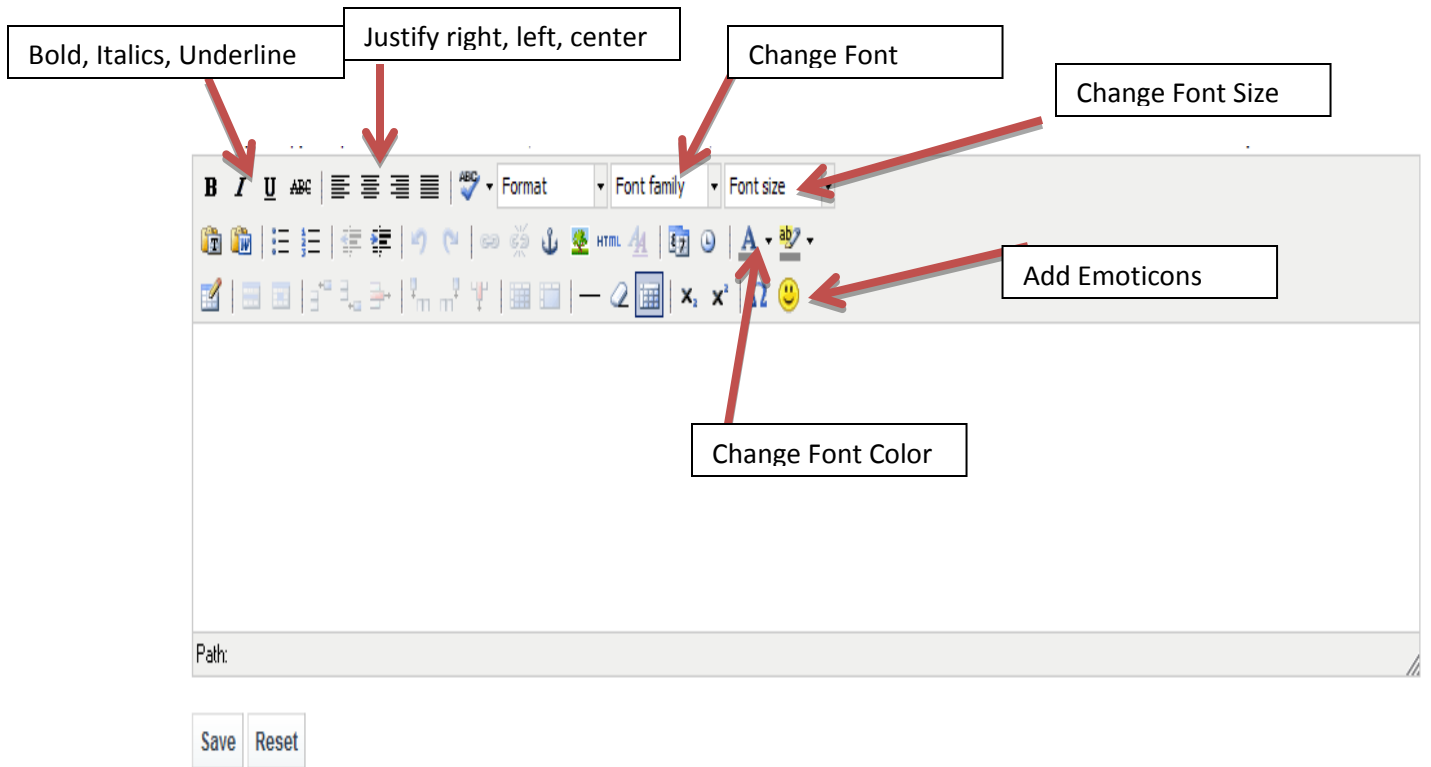
Select the edit icon to add a message.

7. Click on the paper/pencil edit button.

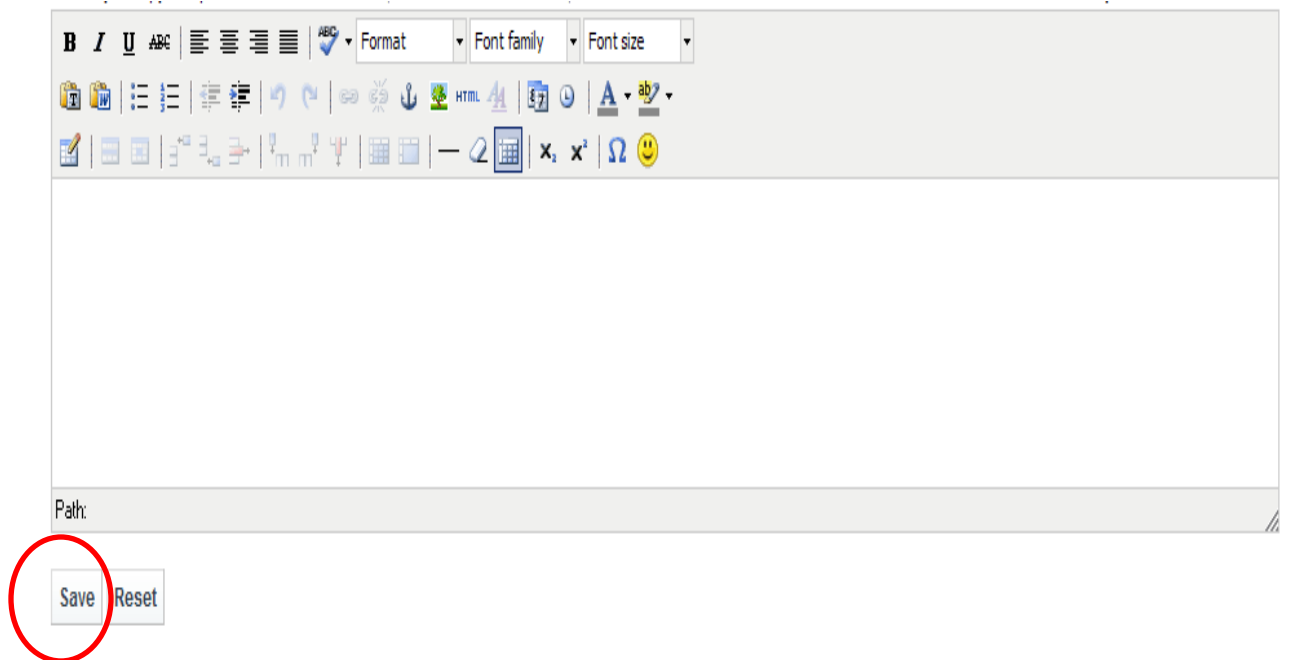
Announcements

Select the edit icon to add a message.

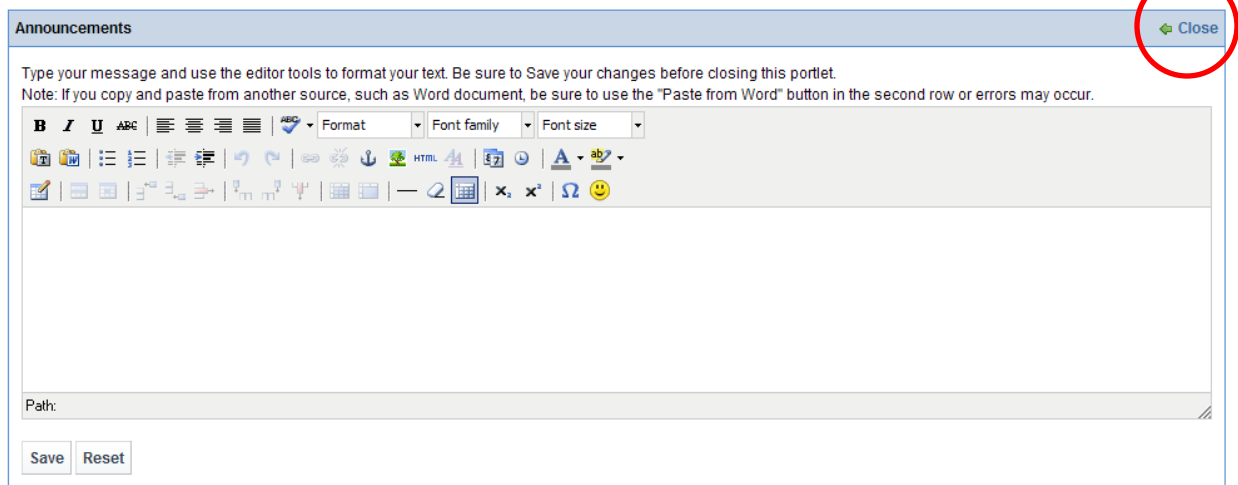
8. The message box is like a Word document. You just type in it. The tools at the top allow you to change the font, the size of the font, the color of the font, add emoticons, justify the font, and use bold, italics, or underline.



9. Type the message how you would like it. Push SAVE.



10. Press CLOSE at the top of the message box.



The image shows a web-based message editor titled "Announcements". At the top right of the editor's header, there is a "Close" button with a left-pointing arrow, which is circled in red. Below the header, there is a text area for writing the message, followed by a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, HTML, source code, undo, redo, and font color. Below the toolbar is a large empty text area for the message content. At the bottom of the editor, there is a "Path:" label, a "Save" button, and a "Reset" button.

11. It will appear on your webpage exactly as you have typed it.