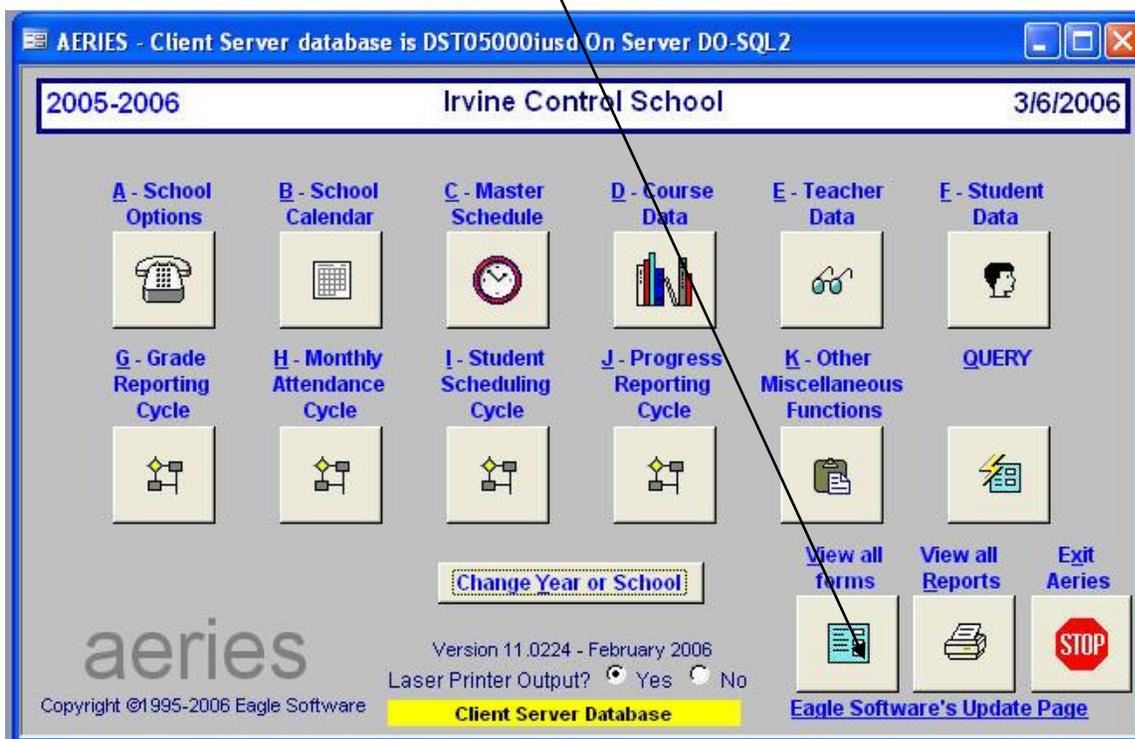


Updating Global Web Messages for ABI & MyIUSD

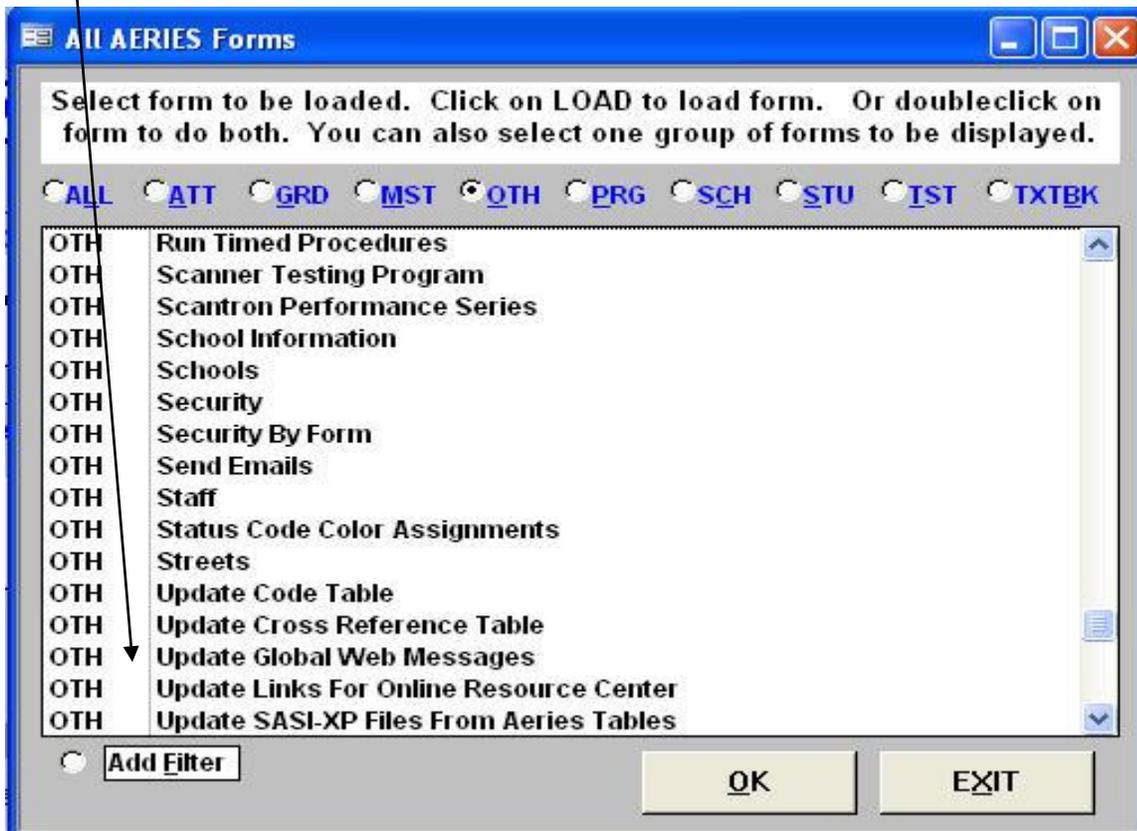
This is a way of delivering short messages to teachers or parents when they log in to their version of ABI.

1. In Aeries, please click on "View All Forms"



2. Click on Other and select "Update Global Web Messages". You can double click on it or select it and click OK.

See the image below.



Once you click on it, a new box will open which will allow you to compose to messages. See the image below.

The first item to fill in is the expiration date. The message will appear until the date you set in this area. The format is mm/dd/yyyy. Next you need to decide who should see this message. You can click more than one box. Usually the message will go to Teachers or Parents.

Expiration Date

Recipients

The screenshot shows a web application window titled "Update Global Web Messages". The window has a blue header bar with the title and standard window controls. Below the header, there is a navigation bar with "2005-2006", "Irvine High School", and "3/30/2006". The main content area is a form with two rows. The first row has a label "Expiration Date" followed by a text input field containing "11/11/06". To the right of this row is a label "Show to...?" followed by four checkboxes: "Teachers" (checked), "Parents", "Counselors", and "Students". The second row is a large, empty text area for entering the message. At the bottom of the form, there is a "Record:" label with navigation buttons and "1 of 1". Below the form is a control bar with three sections: "LOCATE" (Backward, Get, Forward), "UPDATE" (Add, Change, Delete), and "OTHER" (Print, eXit).

Once you have filled in these areas, you can type your message here.

This is a text/html box. It will show plain black text unless you do some html coding but that is optional and can be tricky.

Once you are finished with your message, you can exit out of this screen and you are done.

If your message is one time only, please return and delete it from the system to save space. Also please consider limiting the number of messages at any one time to avoid diluting the impact.