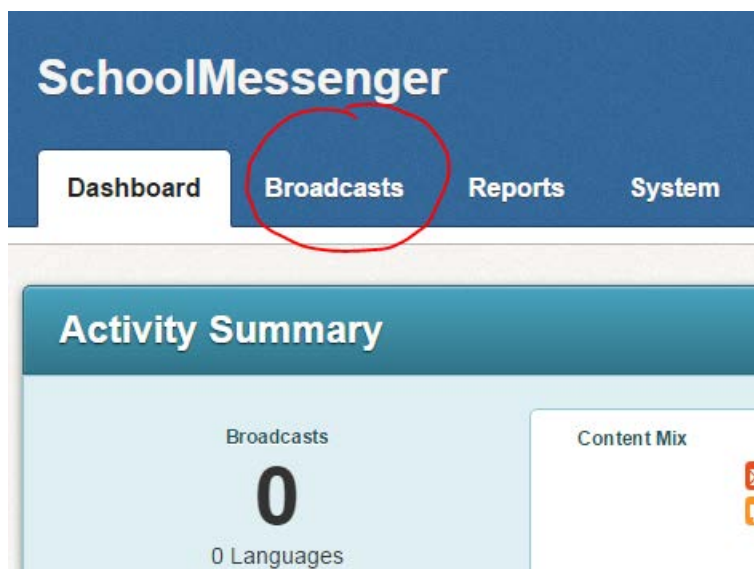
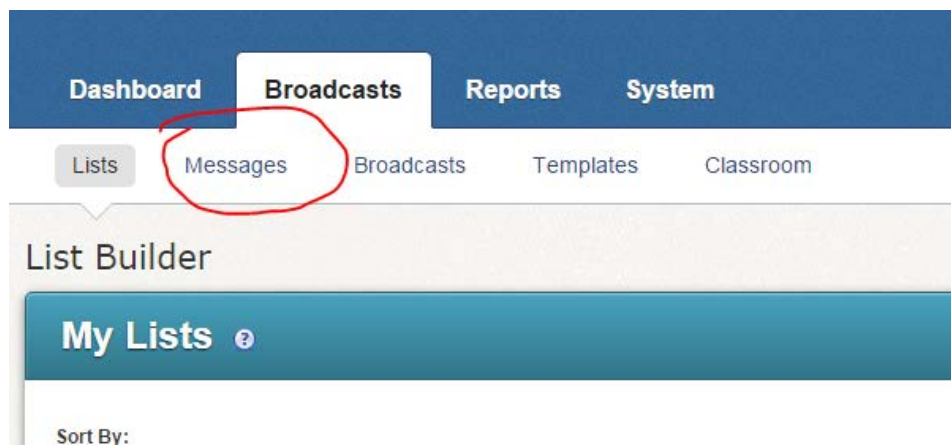


SchoolMessenger – Creating Email & Text Messages (Teachers)

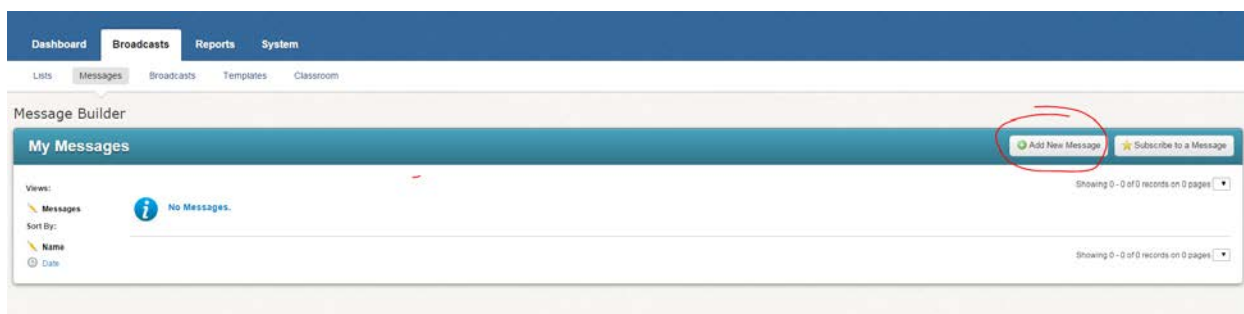
If you've just created your list, you should be on the Broadcasts tab:



Select the second option, which is Messages:



If this is your first time creating a message in SchoolMessenger, you will see that you have No Messages. Select "Add New Message" from your options on the right side:



Remember how SchoolMessenger likes names? We have to give our message a name before it will let us do anything else. This is a name that only you will see, so use a naming convention that makes sense for you. I like to put the date in the message name for easy filtering later. You can also add a description if you'd like. Again, only you will be able to see the description.

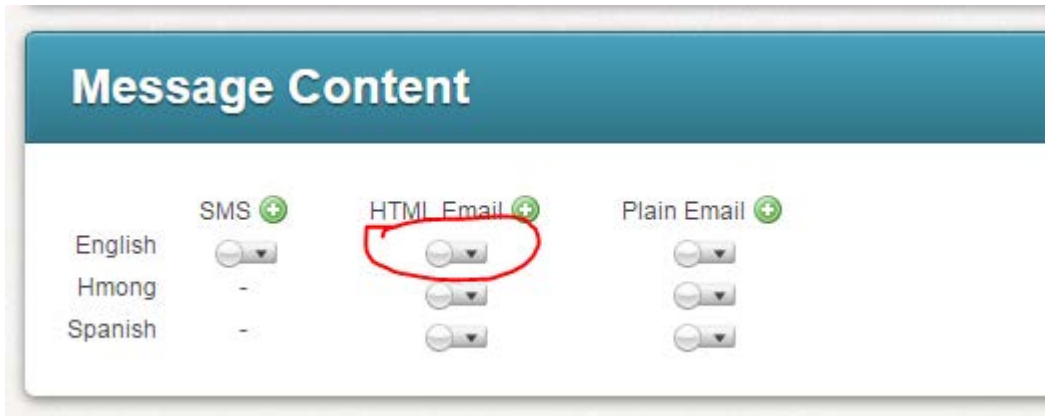
The screenshot shows the 'Message Editor' interface. At the top, there are navigation tabs: 'Lists', 'Messages' (selected), 'Broadcasts', 'Templates', and 'Classroom'. Below the tabs is a header 'Message Editor'. Underneath is a blue bar with the text 'Message Settings'. The form contains two input fields: 'Message Name' with a yellow warning triangle icon and 'Description'. A 'Next' button with a green arrow is located at the bottom left.

After you name your message and click Next, you'll see all your messaging options. As a teacher, you have the ability to send text messages (SMS) and emails:

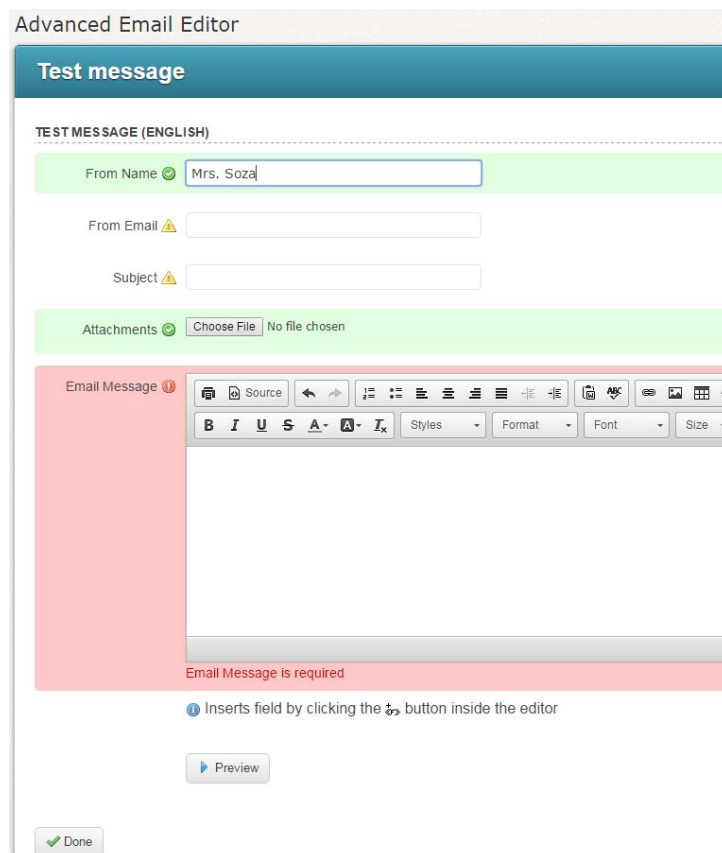
The screenshot shows the 'Message Editor' interface after the 'Message Settings' section. At the top, there are navigation tabs: 'Dashboard', 'Broadcasts', 'Reports', and 'System'. Below these are sub-tabs: 'Lists', 'Messages' (selected), 'Broadcasts', 'Templates', and 'Classroom'. The 'Message Editor' header is present. A 'Done' button with a green checkmark is at the top left. The 'Message Settings' section is now completed, showing 'Message Name' with a green checkmark and the text 'Test message', and an empty 'Description' field. A 'Save' button with a green checkmark is at the bottom left. Below this is the 'Message Content' section, which contains a table of messaging options:

| | SMS | HTML Email | Plain Email |
|---------|-----|------------|-------------|
| English | | | |
| Hmong | - | | |
| Spanish | - | | |

Let's create an email first. (Skip to page 7 to create a text message) You have the ability to send a plain email (just text) or an HTML email (allows links, pictures, will have a pretty MMSD header). We typically use HTML email. Click on the button under HTML Email, in the English row, and select "New":



Now you'll see many fields to fill out, starting with "From Name". This is the name that people will see when they receive your email message, so make sure that reflects what you'd like them to see. The "From Email" field will only take @madison.k12.wi.us email addresses. If it did not auto-populate, put your email address there. Use a subject line that tells the recipient what your message will be about. That seems like a no-brainer, but some people field their messages and will only open ones that have meaningful subject lines. You can add up to 3 attachments to an email.

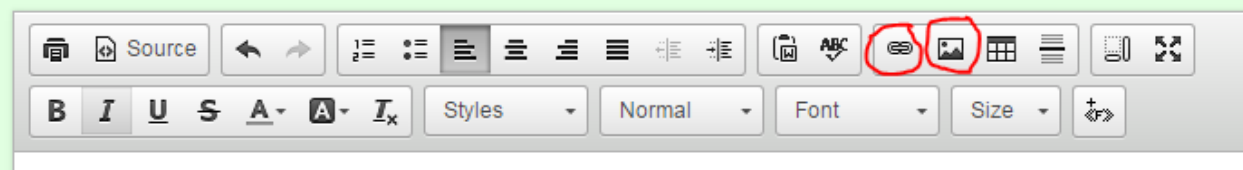


Once you've filled in the From Name, From Email, Subject and Attachments (optional), you are ready to move on to the body of your email. You'll see you have many of the same options that you have in Word or Google docs: Bold, Italics, Underline, numbered/bulleted lists, text alignment, etc.

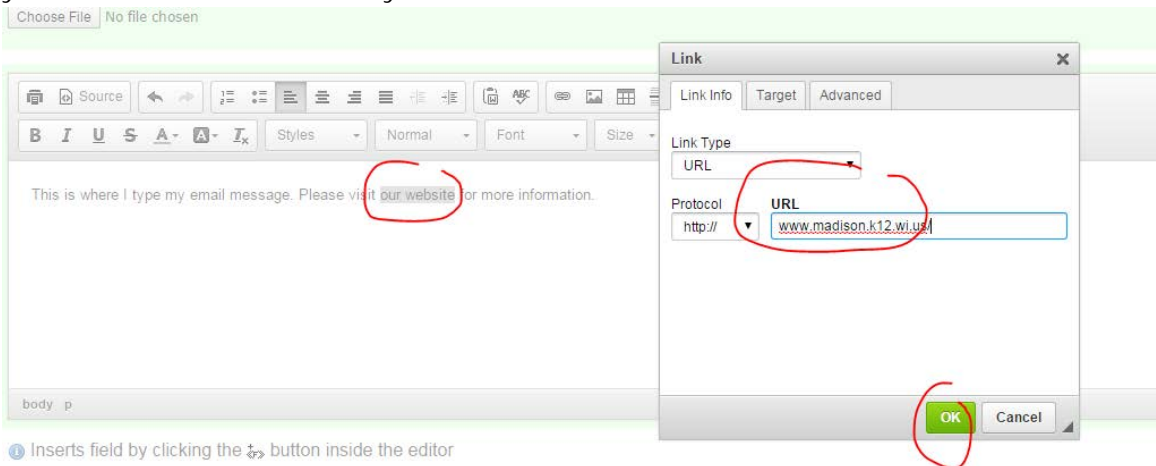
TEST MESSAGE (ENGLISH)

The screenshot shows an email composition interface. At the top, there are four green horizontal bars, each containing a field with a green checkmark icon to its left. The fields are: "From Name" with the value "Mrs. Soza", "From Email" with "tssosa@madison.k12.wi.us", "Subject" with "A catchy subject line", and "Attachments" with a "Choose File" button and the text "No file chosen". Below these fields is a large green area labeled "Email Message" with a checkmark. Inside this area is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), lists, alignment, and insertion (link, image, table, etc.). Below the toolbar is a text box containing the placeholder text "This is where I type my email message".

I want to point out two very useful tools: Insert Link, and Insert Image:



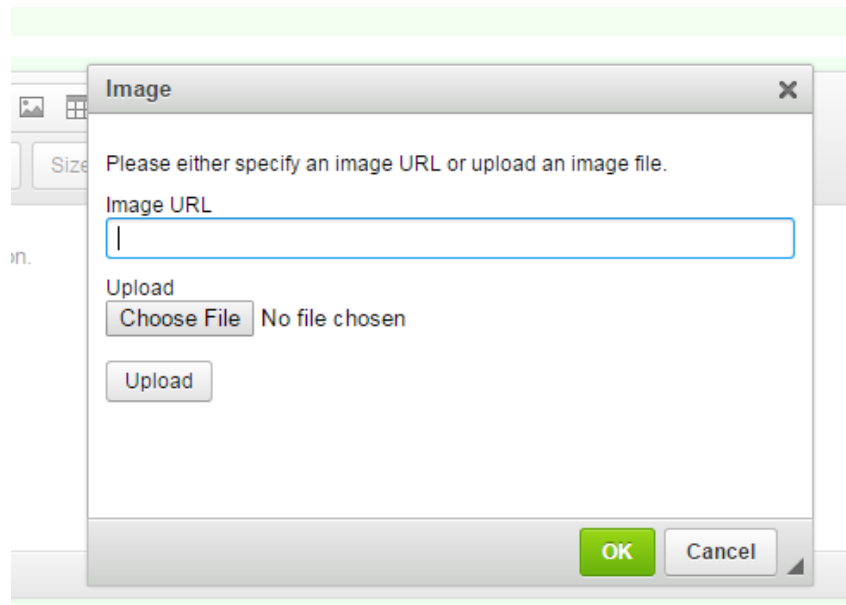
The chain will allow you to insert a link in your message. Simply highlight the text that you would like to turn into a link, click on the chain icon and paste in your link. Here I am turning the words "our website" into a link and linking it to the district website. When you're done, click OK and your text will turn blue.



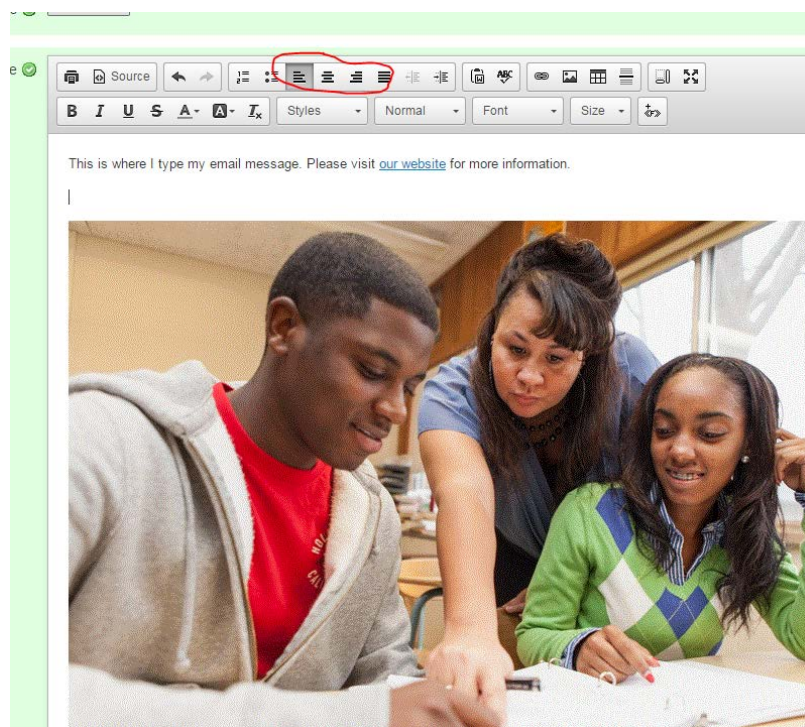
Inserts field by clicking the  button inside the editor

Good job! You've created a link! Now let's add a picture.

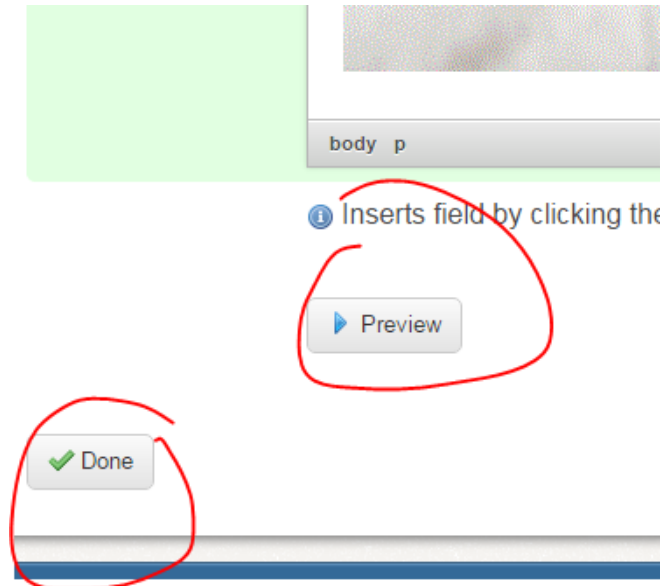
Click on the icon next to the chain. It is a square with what could be mountains in it. It will bring up a box that looks like this:



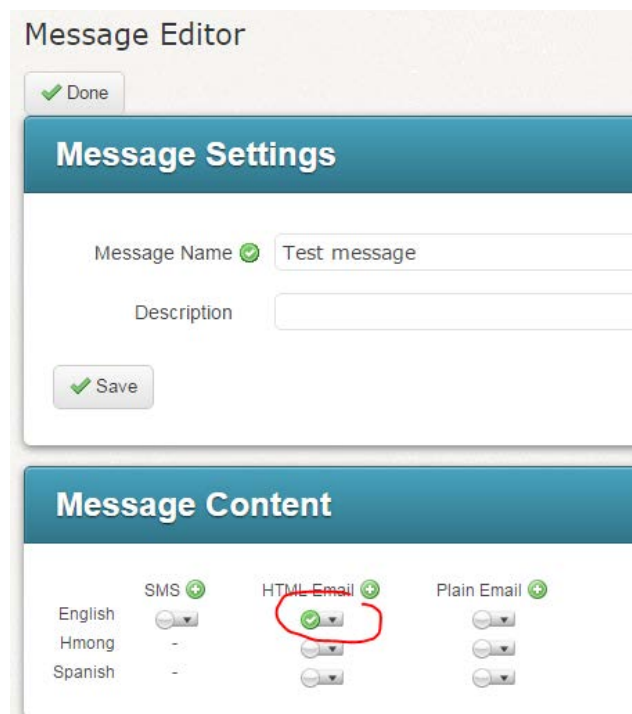
You can either select "Choose File" and browse your computer to upload an image or paste in an Image URL, if your picture lives online. When you're done, click OK and you'll see your image appear in the body of your email. From there, you are able to click on the image to resize or tell it to align left, right or center, using the icons here:



When you're done creating your email message, you can select Preview to view it, and then click Done at the bottom of the screen to save your work:



Great job! Now you'll see that your message has been saved:



By clicking on the little green checkmark, you'll be able to go back in to edit your message, preview what it looks like or delete.

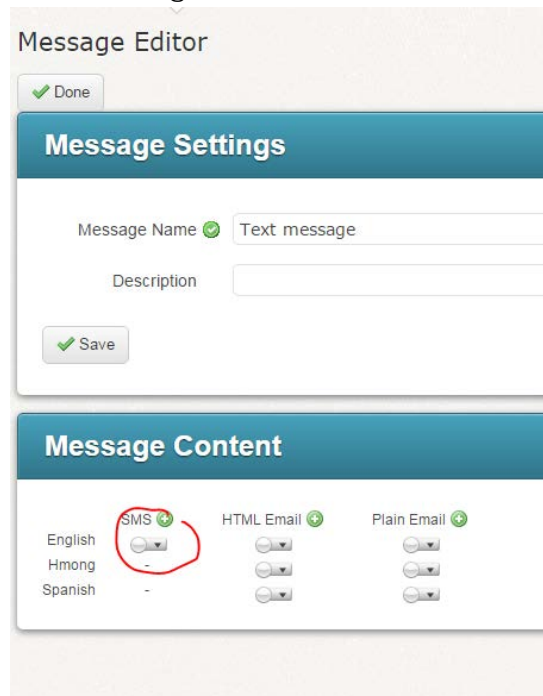
If your message has been translated into Spanish or Hmong, you can add those messages the same way, but selecting the message in the row labeled with that language. SchoolMessenger does not translate for you.

Congratulations! You've created your first message! Now when you are on the Messages tab of SchoolMessenger, you will see your message there and have the ability to edit or delete your message:

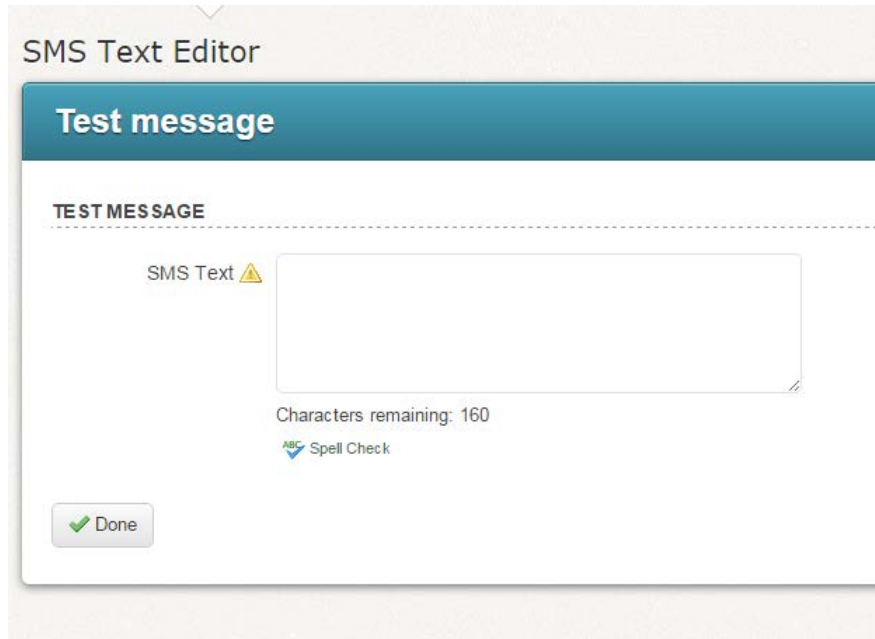


Now that we've created an email, let's create a **text message**.

Just as you did to create your email, select Add New Message from your Messages tab, give your message a name and click Next (see pages 1-2 if you can't remember how to do this). Now on your Message Editor screen, we're going to click on the button under SMS to add a new text message, and select "New":

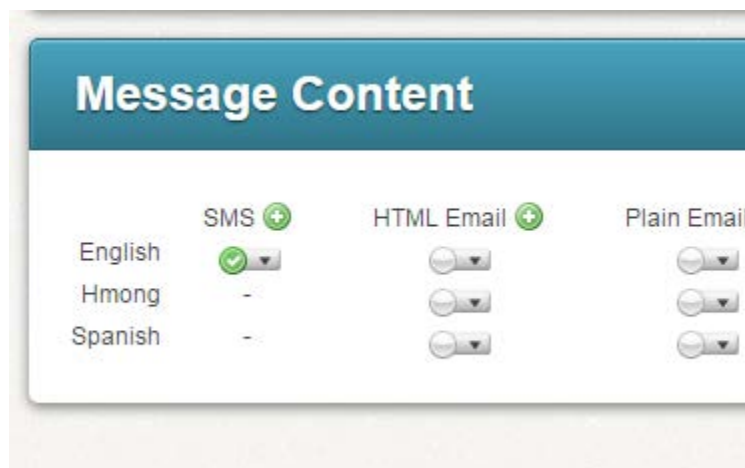


In the Text Editor, you'll see that the program will count your characters for you. Only 160 characters are allowed in a single text message, so every character counts!



Once you've typed in your text message, click Done to save.

Back at your Message Editor, you'll see you now have a text message saved:



You can select the green checkmark under SMS if you'd like to Edit, Preview or Delete your text message.

Once you're satisfied with your text, click Save and then Done at the top of the Message Editor:

The screenshot shows the 'Message Editor' interface. At the top, there is a 'Done' button with a green checkmark, circled in red. Below it is a 'Message Settings' section with a blue header. It contains a 'Message Name' field with a green checkmark and the text 'Text message', and a 'Description' field. Below the settings is a 'Save' button with a green checkmark, also circled in red. At the bottom is a 'Message Content' section with a blue header. It features three columns: 'SMS', 'HTML Email', and 'Plain Email'. Each column has a green checkmark and a dropdown arrow. Below these are three rows for language selection: 'English', 'Hmong', and 'Spanish'. Each row has a dropdown arrow under each of the three columns.

| | SMS | HTML Email | Plain Email |
|---------|-----|------------|-------------|
| English | ✓ | ✓ | ✓ |
| Hmong | - | - | - |
| Spanish | - | - | - |

[Now let's move on to Broadcasts to send your message!](#)