SEASWeb
User Manual

Chapter 9: Messages

SEASWeb has functionality that allows the user to send and receive messages within the program. After logging in you will be directed to the Message portion of the program. Three (3) types of messages exist: District, System and User. These will be discussed later in this document.

Two types of settings screens exist that allow users to define specific message attributes: District Settings and User Settings. Let's discuss these in further detail.

District Settings

District settings allow the administrator to set rules for when timeline compliance messages should be received, who should be copied on them, and what colors district and timeline compliance messages should appear in.

Only administrators have the ability to make changes to District Settings, however, all users have the ability to view the settings.

To access the "District Settings" screen:

Step 1 > If you are not already in the "Messages" portion of our program, click on "Messages" on the main menu.
Step 2 > Click on the "District Settings" link located under the "Settings" heading on the left side of the screen.

Timeline Compliance Message Settings

Timeline Compliance Message settings allow the administrator to determine the number of days before an Upcoming Timeline Compliance message should be sent. SEASWeb uses the dates entered in the conference tab in conjunction with the number of days/weeks set in the Timeline Compliance Message settings screen when determining when to send reminder messages to the "Teacher of Record". To set the number of days, follow these steps:

Step 1 > Find the phrase, "Initial Upcoming Timeline Compliance messages should be sent….." located in the upper left portion of the screen.
Step 2 > Click in the field after the word "sent".
Step 3 > Type the desired number.
Step 4 > Select "days" or "weeks" from the drop down.
Step 5 > Be sure to save your changes.

Administrators also have the ability to determine if administrators and/or building administrators should be copied on Past due timeline compliance messages.

Step 1 > Find the phrase, "Receive copy of past due timeline compliance messages:".
Step 2 > Click in the checkbox next to "Administrators" or "Building Administrators" depending on who you want to receive copied messages.
Step 3 > Be sure to save your changes.

Message Colors

The color in which messages will display in the recipients' inbox can be set by administrators as well.

Colors may be set for "Urgency" which applies to District messages. The three (3) settings for Urgency include High, Medium and Low. When composing a district message, one of these options must be selected.

Colors may also be set for Timeline Compliance messages. The three (3) settings include Upcoming, Due and Past Due. To change colors for these messages, follow these steps:

Step 1 > Click on the color next to the setting you wish to change.
Step 2 > Select a color from the options that appear.
Step 3 > Once all changes have been made, be sure to save.

User Settings

You have the ability to determine specifics about when you would like to receive messages for Upcoming and Past Due Timeline Compliance messages in addition to the settings predetermined by the administrator.

You will automatically receive a message on the due date.

To access the "User Settings" screen:

Step 1 > If you are not already in the "Messages" portion of our program, click on "Messages" on the main menu.
Step 2 > Click on the "User Settings" link located under the "Settings" heading located on the left side of the screen.

Upcoming Timeline Compliance Message Settings

You may only enter an amount of days greater than that set by your administrator. This ensures that you will at least be reminded of an upcoming date in the amount of time your administrator deems necessary. If you feel you need to be reminded before that date, follow these steps:

Step 1 > Find the phrase, "Initial Upcoming Timeline Compliance messages should be sent….." located in the upper left portion of the screen.
Step 2 > Click in the field after the word "sent".
Step 3 > Type the desired number.
Step 4 > Select "days" or "weeks" from the drop down.
Step 5 > Be sure to save your changes.

Daily reminders may be sent starting with the date set by you or your administrator (whichever comes first). To do this simply click the checkbox next to the phrase "Send daily reminders of upcoming due dates starting with the reminder set by me or my administrator."

You may set the program to send a message in addition to the message that you will receive based on the date your administrator chose. For example if your administrator chose to have messages sent to you fourteen (14) days before the due date, you may opt to have a second message sent seven (7) days before the due date as well. To do this:

Step 1 > Find the phrase, "Send a reminder of upcoming due dates…"
Step 2 > Click in the field after the word "dates".
Step 3 > Type the desired number.

Step 4 > Select “days” or “weeks” from the drop down.
Step 5 > Be sure to save your changes.

Past Due Timeline Compliance Message Settings

You may decide you want to receive reminders for past due dates. To do this find the “Past Due Timeline Compliance Messages” heading and follow the same steps that were described in the Upcoming Timeline Compliance Message section.

District Message Folder

Messages can be sent from an administrator to every user in the district. These messages can be retrieved using the following steps:

Step 1 > If you are not already in the “Messages” portion of our program, click on “Messages” on the main menu.
Step 2 > Make sure the “District” folder located under the “Inbox” heading on the left side of the screen is highlighted. The number in parentheses at the end of the word “District” informs you of how many unread messages are in that folder.
Step 3 > You’ll notice three (3) headings to the right of the folder: From, Subject and Received. To open the message, click on the link located under the “Subject” heading.

Timeline Compliance Message Folder

SEASWeb uses the dates entered in the conference tab in conjunction with the number of days/weeks set in the Timeline Compliance Message settings screen when determining when to send reminder messages to the case manager, administrator and/or building administrator. You will automatically receive a message on the day the message is due regardless of what is entered in the settings screens. These messages can be retrieved using the following steps:

Step 1 > If you are not already in the “Messages” portion of our program, click on “Messages” on the main menu.
Step 2 > Click on the “Timeline” folder located under the “Inbox” heading on the left side of the screen. The number in parentheses at the end of the word “Timeline” informs you of how many unread messages are in that folder.
Step 3 > You’ll notice three (3) headings to the right of the folder: From, Subject and Received. To open the message, click on the link located under the “Subject” heading.

User Message Folder

Users have the ability to send messages to one another from within the SEAS program. These messages can be retrieved using the following steps:

Step 1 > If you are not already in the “Messages” portion of our program, click on “Messages” on the main menu.
Step 2 > Click on the “User” folder located under the “Inbox” heading on the left side of the screen. The number in parentheses at the end of the word “User” informs you of how many unread messages are in that folder.
Step 3 > You’ll notice three (3) headings to the right of the folder: From, Subject and Received. To open the message, click on the link located under the “Subject” heading.

Composing Messages

Two types of messages can be composed from within the SEAS program: District and User. Administrators are the only users that are able to compose District messages. All users may compose a User message.

District Messages

Administrators have the ability to send messages to every user in the district. If you are an administrator, to send a district message, follow the steps below.

Step 1 > If you are not already in the "Messages" portion of our program, click on "Messages" on the main menu.
Step 2 > Make sure the "District" folder located under the "Inbox" heading on the left side of the screen is highlighted.
Step 3 > Click on the "Compose" button located on the Navigation bar at the top of the screen.
Step 4> In the "Subject" field, type the desired subject. This subject will be displayed in the recipients' inbox. The "From" field will automatically pull your name.
Step 5 > Select High, Medium or Low from the "Urgency" drop down. This will determine what color the message will appear in the recipients' inbox. Colors are defined in District Settings which is explained in the District Settings section of this document.
Step 6 > Click in the body of the message.
Step 7 > Type the desired message.

Message content can be spell checked, bolded, underlined, italicized, etc. by utilizing the editor located directly above the message content. Total number of words and characters are displayed below the message content at the bottom of the screen on the left side.

Step 8 > Once you are satisfied with your message, click on "Send" located on the Navigation bar at the top of the screen.

User Messages

Users have the ability to send messages to one another. To send a User message from the "Messages" portion of SEASWeb, follow these steps:

Step 1 > Click on the "User" folder located under the "Inbox" heading on the left side of the screen.
Step 2 > Click on the "Compose" button.
Step 3 > Click on the address book icon to select the staff members that will receive the message. Please be aware the addresses do NOT pull from your outside email account. Every user in the SEASWeb program will be listed for you to select from.
Step 4 > When the pop up appears with staff members listed, place check marks next to those that should receive the message.
Step 5 > Click Ok. If you wish to add or remove recipients, click on the address book icon again.
Step 6 > In the "Subject" field, type the desired subject. This subject will be displayed in the recipients' inbox.
Step 7 > Click in the body of the message.
Step 8 > Type the desired message.

Message content can be spell checked, bolded, underlined, italicized, etc. by utilizing the editor located directly above the message content. Total number of words and characters are displayed below the message content at the bottom of the screen on the left side.

Step 9 > Once you are satisfied with your message, click on “Send” located on the Navigation bar at the top of the screen.

Forwarding Messages

Sometimes it is necessary to forward received messages to other users. This can be done in two (2) areas:

- District, Timeline or User folders
- Opened messages

To forward a message while in a folder, follow these steps:

Step 1 > Find the message you wish to forward.
Step 2 > Select the checkbox next to the message. You may only forward one message at a time; therefore, you must only have one check box checked.
Step 3 > Click on the “Forward” button located on the Navigation bar at the top of the page.

To forward while viewing an opened message, simply click on the forward button.

Once you’ve clicked on the forward button, you must choose the message’s recipients. Do this by clicking on the address book icon, then making your selections.

Replying to Messages

You may want to reply to a message that you received from another user. Please note you are NOT able to reply to District or Timeline messages. Sometimes you may need to reply to a message. This can be done in two (2) areas:

- District, Timeline or User folders
- Opened messages

To reply to a message while in a folder:

Step 1 > Find the message you wish to reply to.
Step 2 > Select the checkbox next to the message. You may only forward one message at a time; therefore, you must only have one check box checked.
Step 3 > Click on the “Reply” button located on the Navigation bar at the top of the page.
Step 4 > The sender’s name will automatically populate the “To” field. To make changes, click on the address icon.
Step 5 > Click in the body of the message. Previous message content will be displayed within the body of the message.
Step 6 > Type the desired message.

To reply while viewing an opened message:

Step 1 > Click on the “Reply” button.

Deleting Messages

Messages may be deleted in two (2) areas:

- District, Timeline or User folders
- Opened messages

Timeline compliance messages are not actually deleted from the system, however, they are removed from your inbox.

To delete a message while in a folder:

Step 1 > Find the message(s) you wish to delete. You may delete more than one message at a time.
Step 2 > Select the checkbox next to the message(s).
Step 3 > Click on the "Delete" button located on the Navigation bar at the top of the screen.

To delete while viewing an opened message:

Step 1 > Click on the "Delete" button.

Refresh

The "Refresh" button is used to check for new messages that have been sent. The SEAS program automatically checks for new messages when moving from screen to screen; however, if you have remained idle in one of the inbox folders and would like to see if you have new messages, click the "Refresh" button.