

# Announcement User Manual

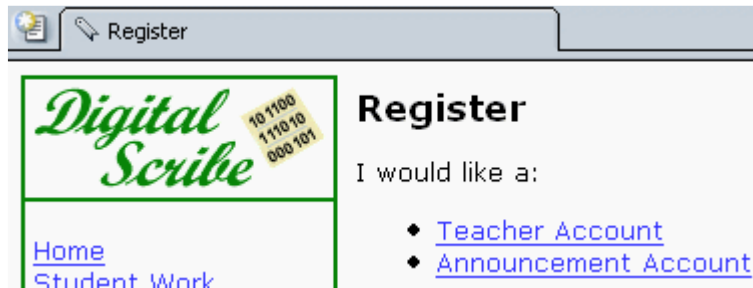
Announcements users can create and edit announcements that will then appear online. The entire process requires no knowledge of html or other programming languages and has been designed to be as easy as possible.

Announcements can be anything from a daily bulletin, to a monthly newsletter on what's happening at the school.

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## Registering

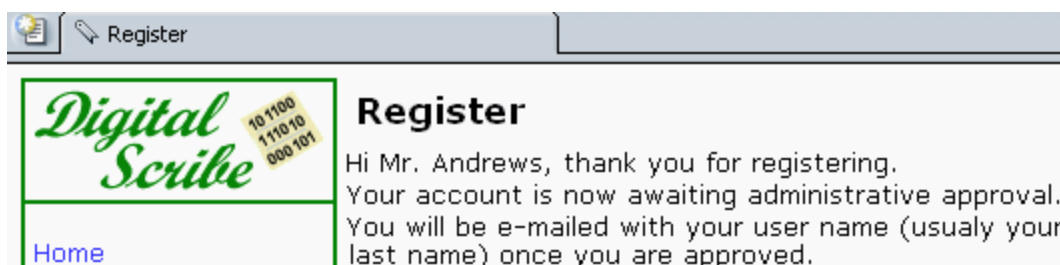
Go to the "Registration" page (/DigitalScribe/register.php) and select the correct link. A Teacher Account allows you to place student work and homework assignments online. An Announcement Account allows you to place announcements online. As this is the Announcement User Manual, you will be selecting the Announcement Account link.



Fill out the form below. Be careful to enter a correct e-mail address. If you ever forget your password you cannot get another without a correct e-mail address.

 A screenshot of the "Register" form on the Digital Scribe website. The form includes a sidebar with links: "Home", "Student Work", "Homework", "Announcements", "Add Student Work", "Login", "Register", and "Get Help". The main form area has the heading "Register" and the following fields: "Title:" with a dropdown menu (placeholder: "(Mr., Mrs., etc)"), "Last Name:" with a text input field, "Password:" with a text input field, "Password Again:" with a text input field, and "E-Mail:" with a text input field. A "Register" button is located below the E-Mail field.

After completing the form, click the "Register" button to continue. You should receive a confirmation page as shown below:

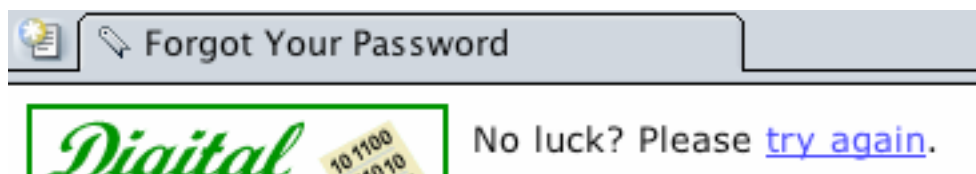


If you do not see the confirmation page above, look at the top of the registration page to read the explanatory error message, displayed in bold. You will have forgotten to fill out a field, have chosen a password that's under four characters, or entered two different passwords in the password fields. Correct your mistake and click the "Register" button to continue.

Your school's administrator for the Digital Scribe will now need to login and approve your account. You cannot login until you are approved. You will be notified via your e-mail address once you have been approved.

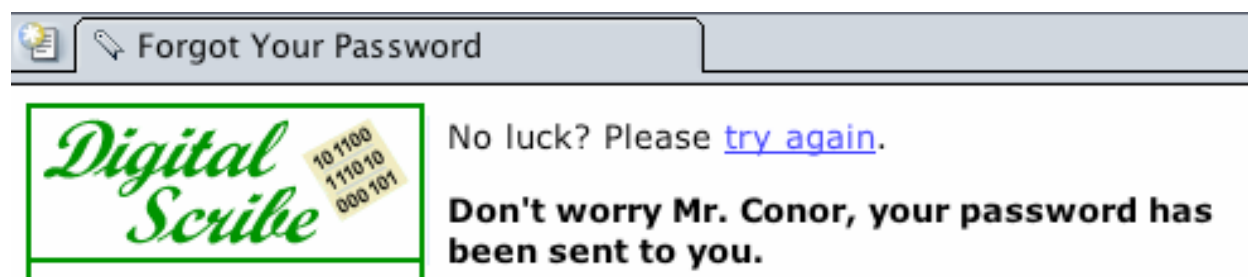
## Retrieving Your Password

If you have forgotten your password you can retrieve it by going to the "Forgot Your Password" page (/DigitalScribe/forgot.php). If you enter your e-mail address and it's not in the system, you will get the following page:



Click the "try again" link to try another e-mail address.

If you get the screen below you can ignore the first line that asks you to try again, as your e-mail has been found and a new password has been sent to your account.



If you are unsuccessful in entering an e-mail address that the Digital Scribe has, notify your system administrator and they can change your e-mail address as well as send you a new password.

### New Password Confusion

If you forget your password, you will be issued a new one, as it's impractical to get your old password out of the system. Your password is sent through a one-way encoding process before it's stored in the system and, while this helps make the system very secure, it prevents you from using your old password if you forget it.

You can always log into your account with your new password and change your password to something that you will be more likely to remember by clicking on the link labeled "Change your password, e-mail address, or name" in the Administrative section.

## Creating an Announcement

To create an announcement, login via the "Login" page (/DigitalScribe/login.php). You will see the main page of the announcement section. If you have never used this section before there will only be one table as seen in the screen shot below. If you have used this section before this is the first table:

<b>Add an Announcement</b>	
Title:	<input type="text"/>
Announcement:	<input type="text"/>
<input type="button" value="Add Announcement"/>	

Type in the announcement title and the announcement itself in the corresponding text boxes, then click the "Add Announcement" button. As the announcement textbox is rather small, you may find it easier to type your announcement in a word processor, then copy and paste it into the announcement textbox.

Once an announcement has been added it will be listed below the Add an Announcement table and on the public "Announcements" page (/DigitalScribe/announcements.php).

## Editing an Announcement

To edit an announcement, login via the "Login" page (/DigitalScribe/login.php). You will see the main page of the Announcement section. The first table is the Add an Announcement table. All subsequent tables are the announcements that have previously been created, with the newest on top.

Scroll to the announcement you wish to edit. It should look something like the following:

An Announcement	
Title	Date
<input type="text" value="Label Your Clothing"/>	<input type="text" value="August 8, 2003"/>
Announcement: <input type="text" value="We have a huge pile of shirts and jackets that need to be claimed. Stop by the office anytime and take a look."/>	
<input type="button" value="Save Changes"/>	<a href="#">Delete this Announcement</a>

The title, date, and announcement can all be edited by changing the text in the corresponding textboxes and clicking the "Save Changes" button to save your changes.

### Deleting

If you do not want the announcement to appear on the public "Announcements" page (/DigitalScribe/announcements.php), you can delete it by clicking the "Delete this Announcement" link in the lower right corner. This will permanently delete the announcement. This action cannot be undone and there is no confirmation page, so click with care.