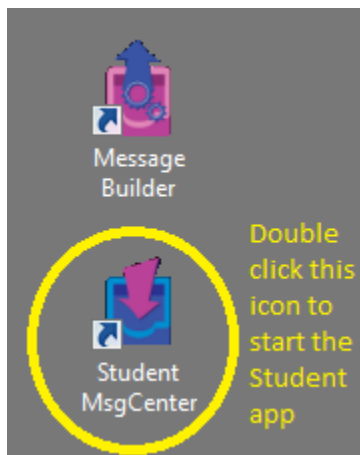


Using Message Center for Windows

This document is a short description of how to use the URcast Message Center application for Windows. Message Center is used by students to receive and view educational content created by their teachers via the URcast Message Builder and distributed by the URcast System.

Launching Message Center

To launch Message Center, find its icon on your Desktop and double click it.

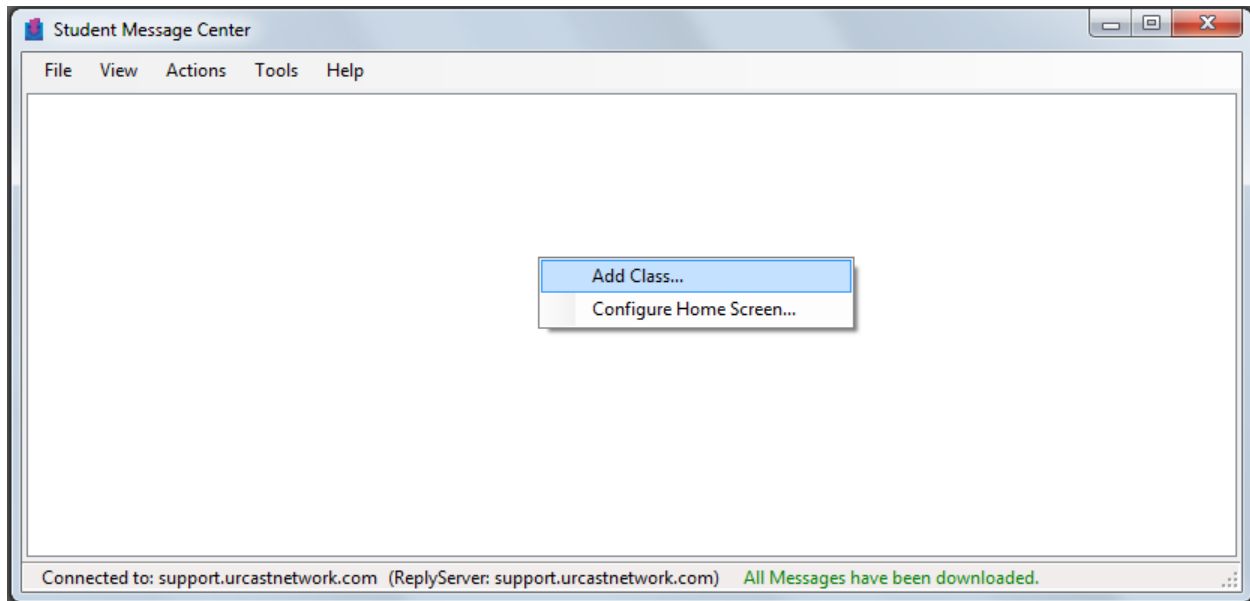


Setting up Message Center to Receive Content

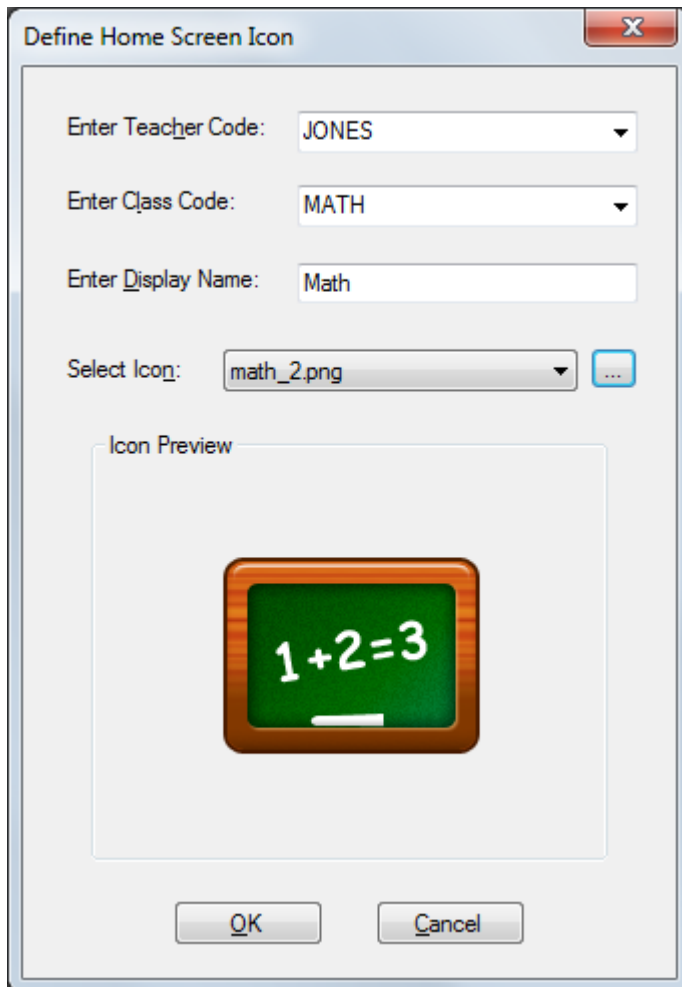
When the device is in the range of the URcast system, the device will be able to find a gateway on its own from which to receive content. You can be sure that your device has found a gateway by checking the status bar in the bottom left corner of the screen. Once your device has found a gateway, all that must be done to receive content is subscribing to the appropriate classes for the student.

Adding a Class

1) Right click anywhere on the home screen and select “Add Class...”



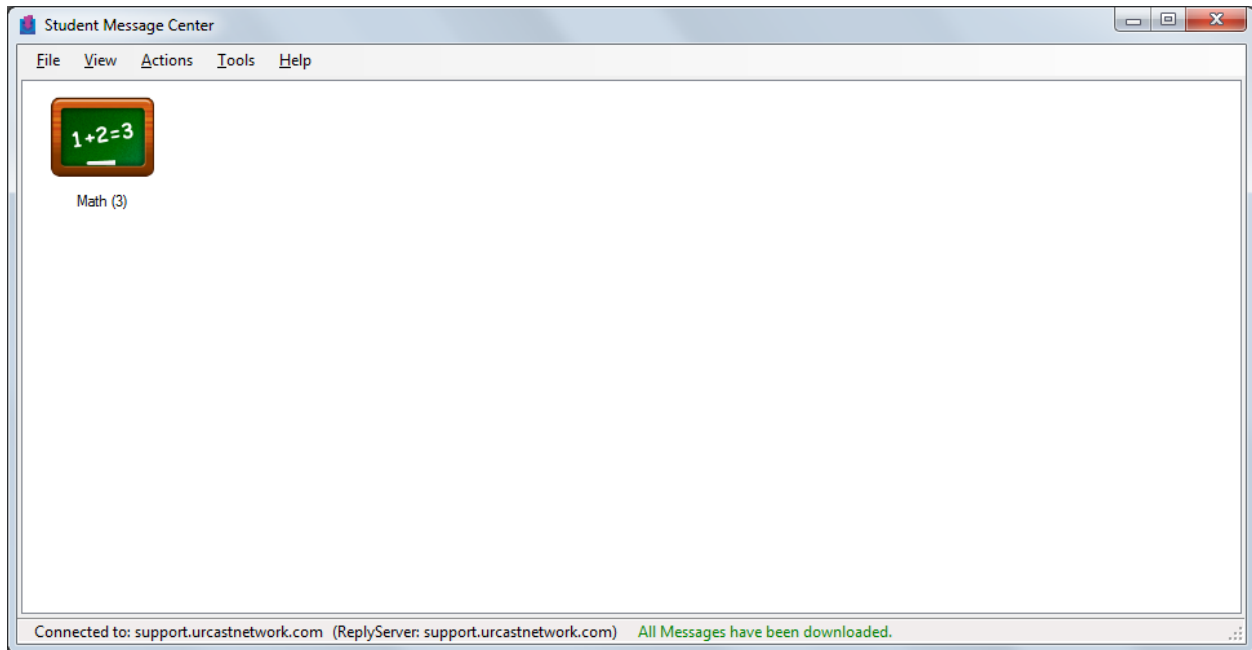
2) Fill out the Teacher Code, Class Code, Display Name, and Icon for the class and click on the OK button. When choosing a Teacher Code and Class Code, you should be presented with a list of codes to choose from based on the codes already setup in your school. There is also the option to type in the codes manually.



The screenshot shows a dialog box titled "Define Home Screen Icon" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

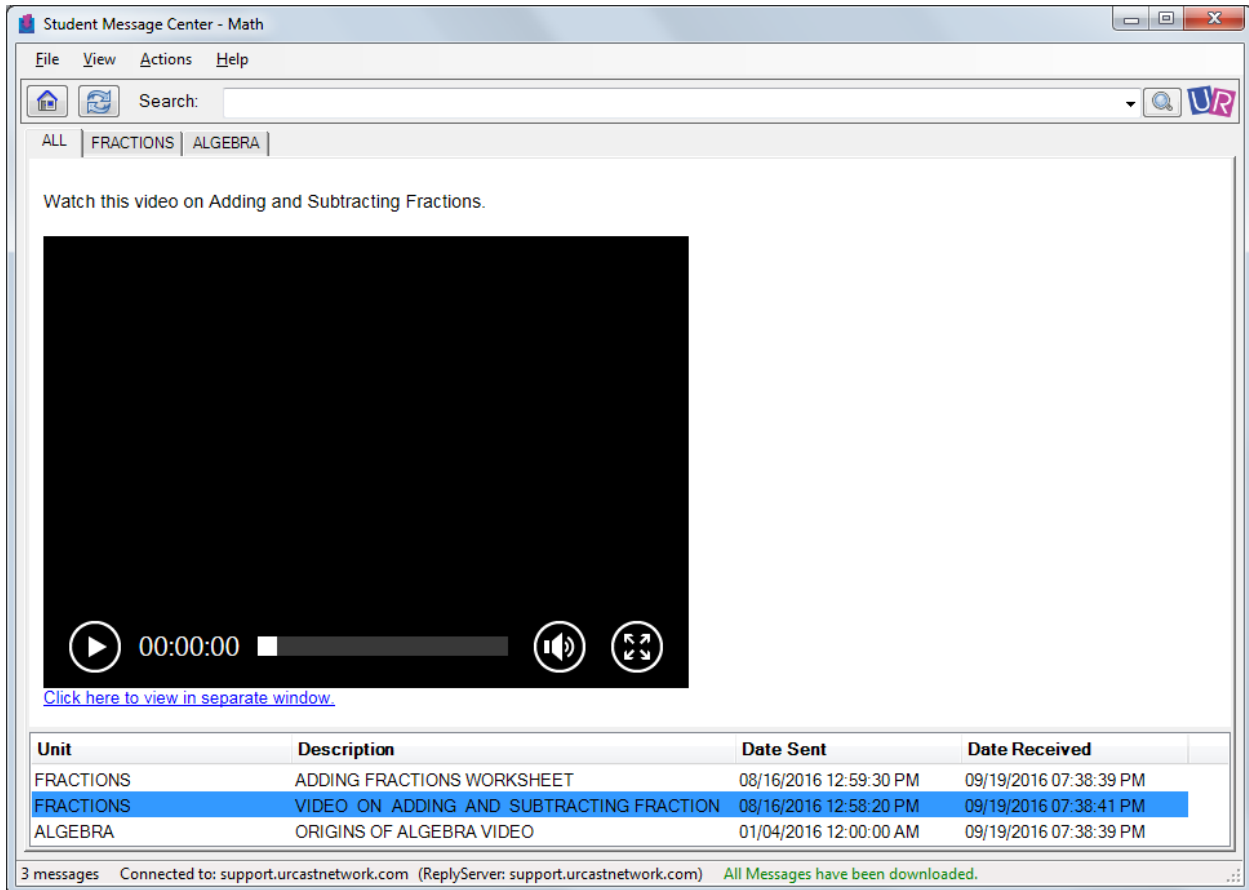
- Enter Teacher Code:** A dropdown menu with "JONES" selected.
- Enter Class Code:** A dropdown menu with "MATH" selected.
- Enter Display Name:** A text input field containing "Math".
- Select Icon:** A dropdown menu with "math_2.png" selected, accompanied by a blue button with three dots (more options).
- Icon Preview:** A large rectangular area showing a preview of the selected icon. The icon is a green chalkboard with a wooden frame, displaying the equation $1+2=3$ in white chalk.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

The class should appear on the home screen and immediately begin downloading content.



Viewing Class Content

- 1) Double click on the icon for a class
- 2) Choose a message from the list at the bottom



Student Message Center - Math

File View Actions Help

Search:

ALL | FRACTIONS | ALGEBRA

Watch this video on Adding and Subtracting Fractions.

00:00:00

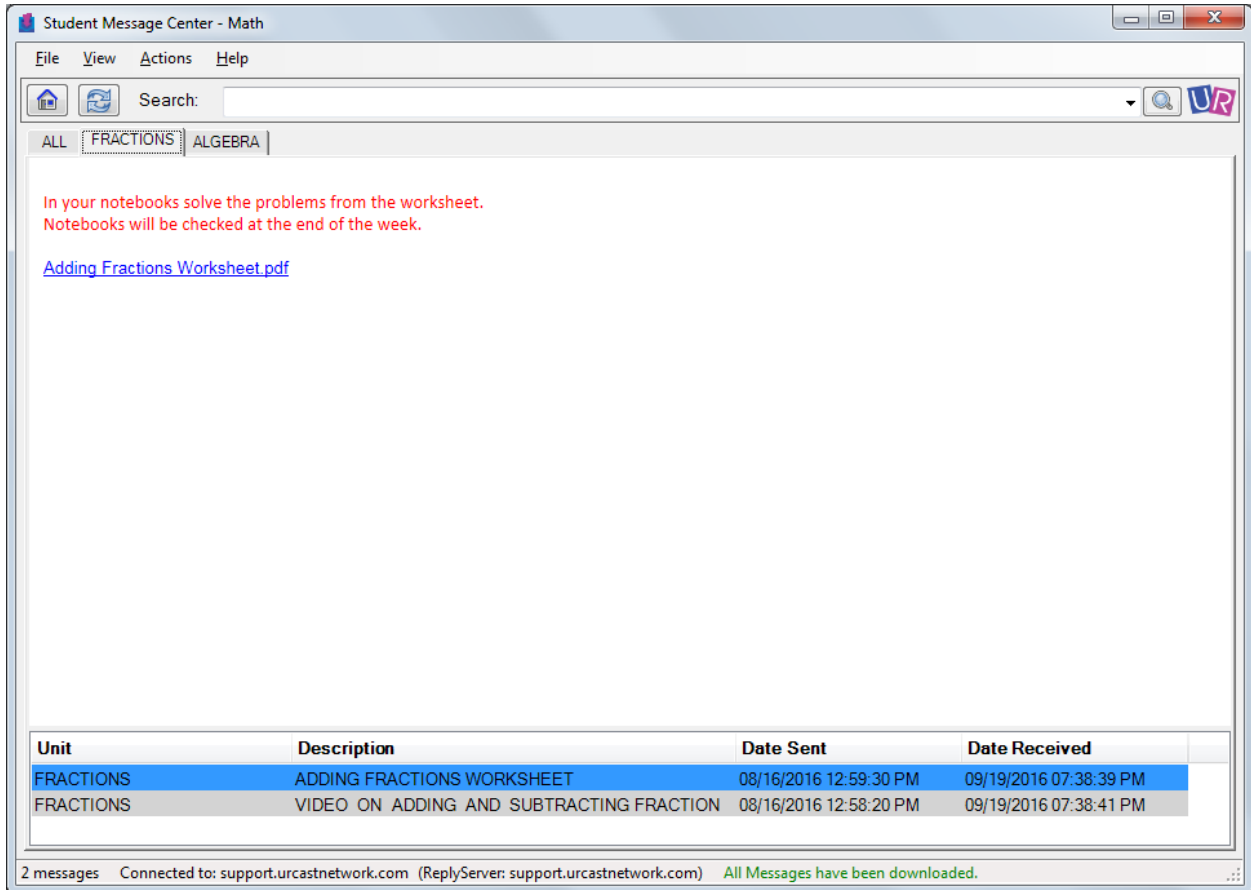
[Click here to view in separate window.](#)

Unit	Description	Date Sent	Date Received
FRACTIONS	ADDING FRACTIONS WORKSHEET	08/16/2016 12:59:30 PM	09/19/2016 07:38:39 PM
FRACTIONS	VIDEO ON ADDING AND SUBTRACTING FRACTION	08/16/2016 12:58:20 PM	09/19/2016 07:38:41 PM
ALGEBRA	ORIGINS OF ALGEBRA VIDEO	01/04/2016 12:00:00 AM	09/19/2016 07:38:39 PM

3 messages Connected to: support.urcastnetwork.com (ReplyServer: support.urcastnetwork.com) All Messages have been downloaded.

Filtering class content

Use the tabs located below the toolbar to filter messages by unit.



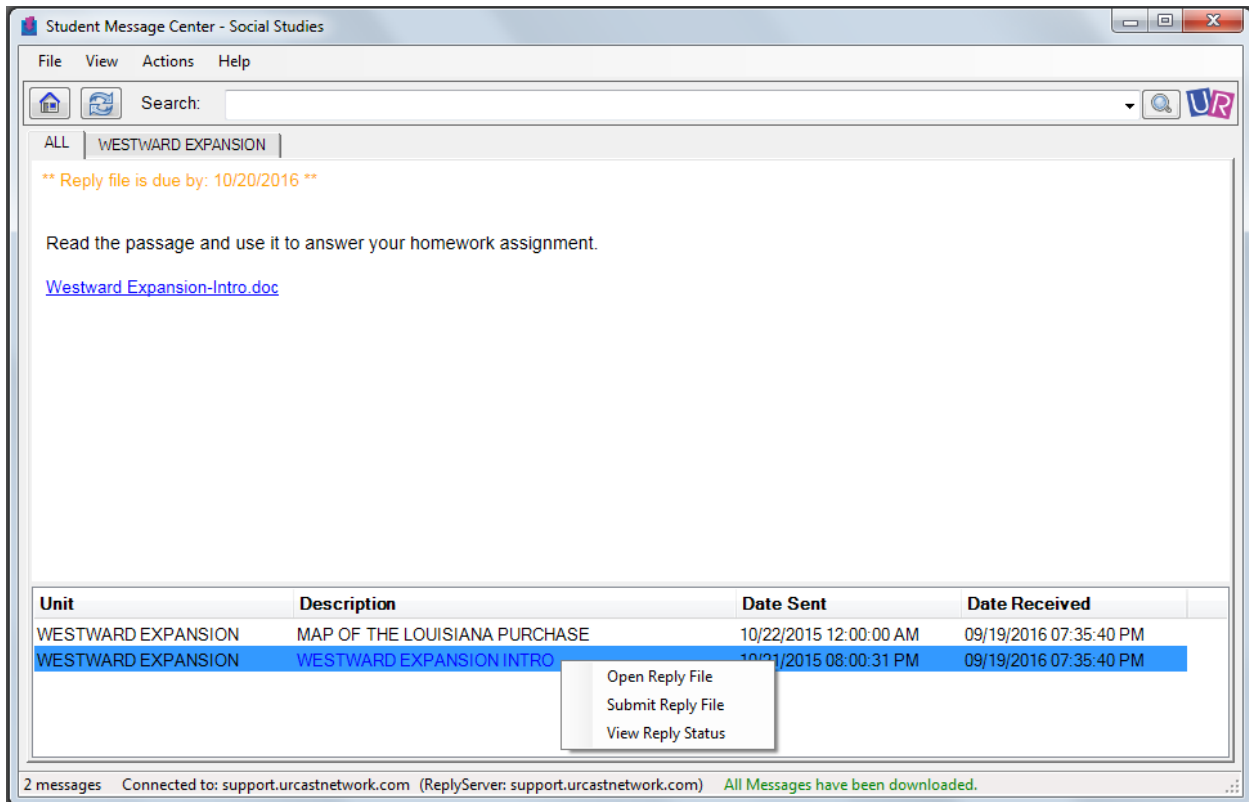
Replies

1) Viewing, Editing and Submitting Replies is easy in Message Center. Click on a message in the message list at the bottom of the screen. If your message requires a reply you will see the Reply due date at the top of the message. The color of the description in the message list gives you information about replies as well. If the description is black the message does not require a reply. If the description is blue the message has a reply with a due date in the future. If the description is red the message has a due date that has already passed.

Unit	Description	Date Sent	Date Received
WESTWARD EXPANSION	MAP OF THE LOUISIANA PURCHASE	10/22/2015 12:00:00 AM	09/19/2016 07:35:40 PM
WESTWARD EXPANSION	WESTWARD EXPANSION INTRO	10/21/2015 08:00:31 PM	09/19/2016 07:35:40 PM

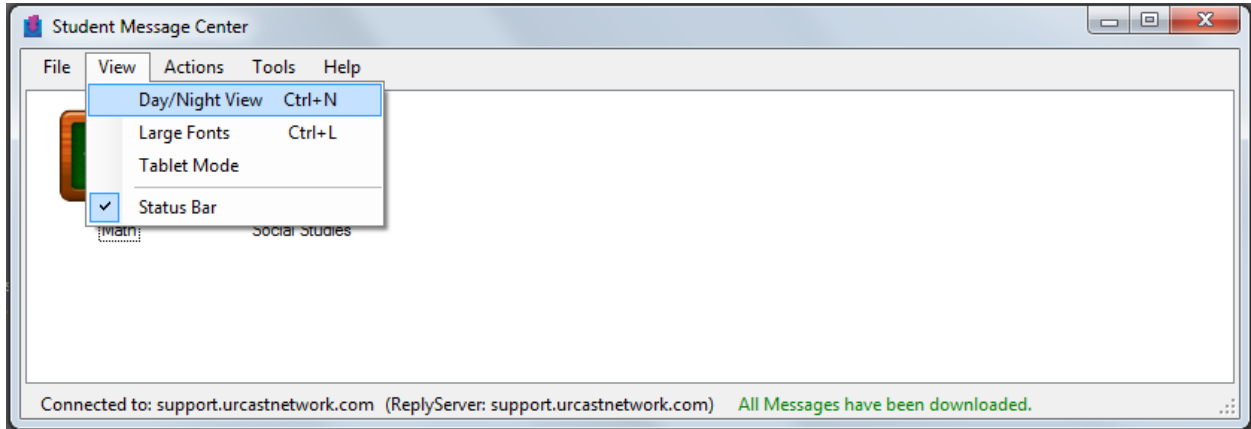
2 messages Connected to: support.urcastnetwork.com (ReplyServer: support.urcastnetwork.com) All Messages have been downloaded.

2) To open a reply for editing, right click on the message in the message list and select “Open Reply File”. Once you have completed your reply and saved the file, close the reply and return to Message Center. You can submit your reply by right clicking on the message in the message list and selecting “Submit Reply File”. You can submit your reply even if you are not in range of the URcast network. The reply will be queued for submission until you are in range. You can view the status of your reply by right clicking on the message in the message list and selecting “View Reply Status”.



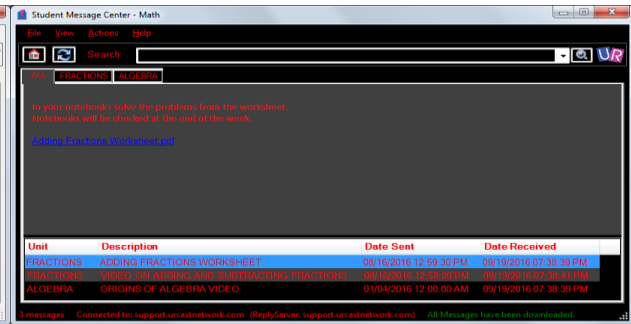
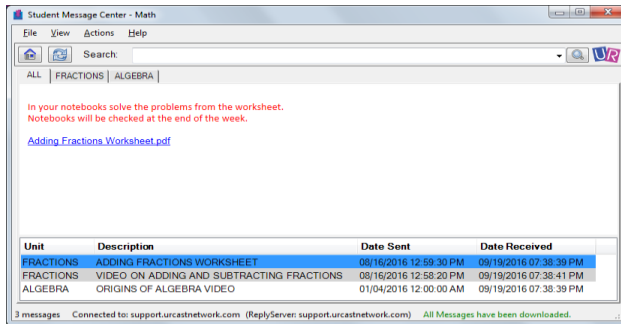
Changing the App Theme

1) You can toggle between Day and Night schemes using the keyboard shortcut Ctrl+N or by using selecting the Day/Night View menu item on the View menu.

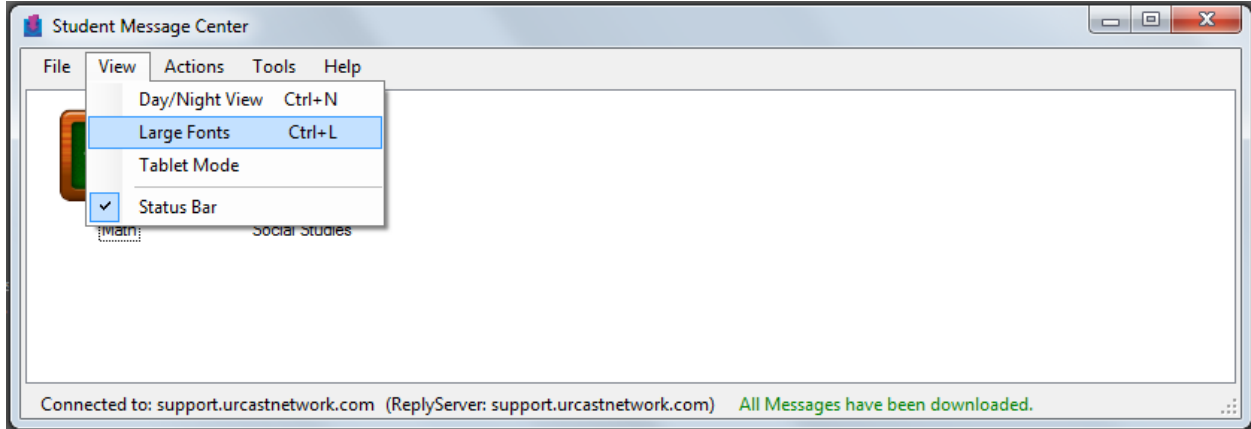


Day View

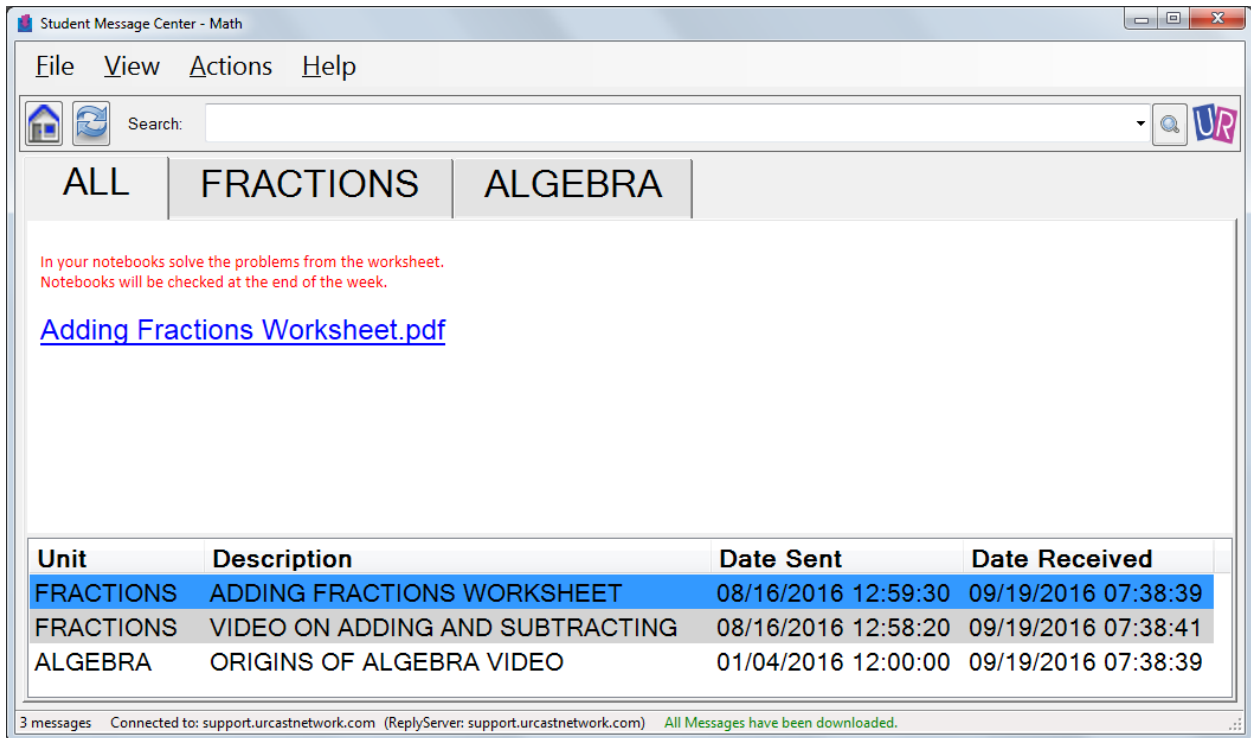
Night View



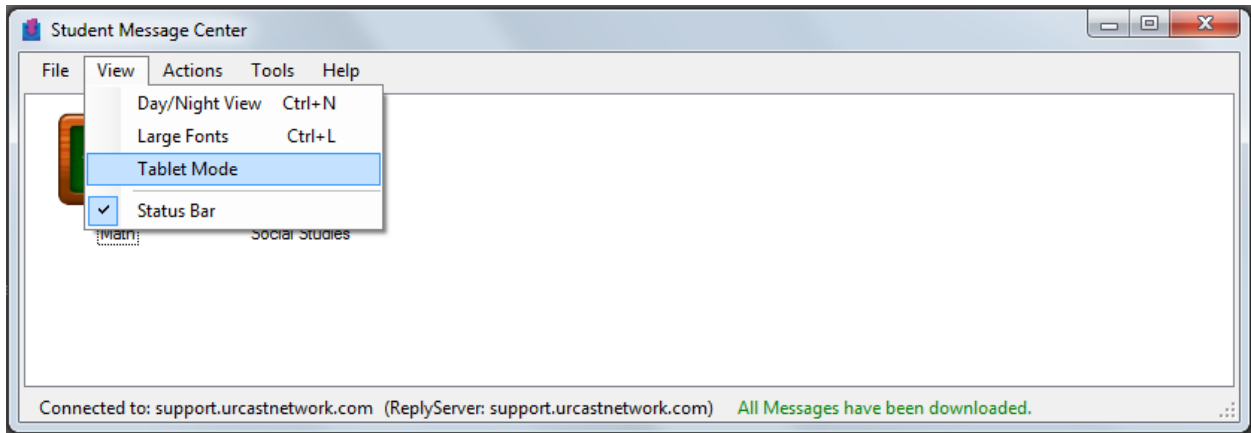
2) You can toggle between Normal size Fonts and Large Size Fonts using the keyboard shortcut Ctrl+L or by using selecting the Large Fonts menu item on the View menu.



Large Font View



3) You can switch to Tablet Mode selecting the Tablet Mode menu item on the View menu.



Tablet Mode
View

