MCEsA
Maricopa County Education Service Agency

Quick Guide

RDSS Announcements

District Administrators and MCESA Administrators can create and publish announcements to teachers, coaches, and leaders in RDSS: Profile.
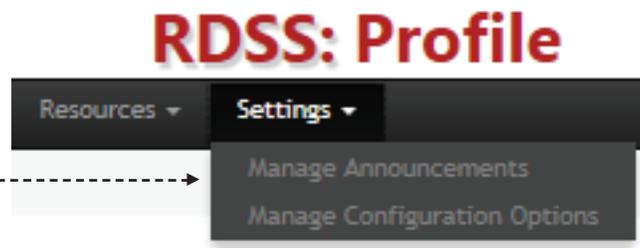
Manage Announcements

Access Announcements Management Page

Log into ADEConnect and select RDSS: Profile from the list of applications. Once the application has launched, select Settings from the top menu and then select Manage Announcements. - ➤

RDSS: Profile

Resources ▾   Settings ▾

Manage Announcements
Manage Configuration Options

Open and Expired Announcements

The Open Announcements table displays a list of all current and future announcements in the order in which they appear on the My Dashboard page for users. Click the "EDIT" button to open and edit an announcement's details. Click the "ADD" button to create a new announcement (See Page 2 for Add Announcement details).

Open Announcements | | | | | | **+ Add**

Priority	Title	Start Date	End Date	Published By	Last Updated Date	
!	LOI Deadline	5/6/2015 10:00:00 AM	5/29/2015 10:00:00 AM	Superintendent Ochoa	5/6/2015 10:02:11 AM	☑ Edit
	PD Resources	4/28/2015 11:47:00 AM	6/17/2015 11:47:00 AM	MCESA	4/30/2015 1:29:53 PM	☑ Edit

Showing 1 to 2 of 2 entries   First   Previous   1   Next   Last

The Expired Announcements table displays a list of all past announcements. Click the "VIEW" button to open and view an announcement's details. (Note: Once an announcement expires it exists in a view-only state and it can no longer be edited.)

Open Announcements | | | | | | **+ Add**

Priority	Title	Start Date	End Date	Published By	Last Updated Date	
!	LOI Deadline	5/6/2015 10:00:00 AM	5/29/2015 10:00:00 AM	Superintendent Ochoa	5/6/2015 10:02:11 AM	☑ Edit
	PD Resources	4/28/2015 11:47:00 AM	6/17/2015 11:47:00 AM	MCESA	4/30/2015 1:29:53 PM	☑ Edit

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Add Announcements

Click the "ADD" button in the Open Announcements table.

Open Announcements	➕Add

Create an announcement by completing the following fields:

Title: This text will appear only on the management page for administrative purposes and not in the announcement itself.

Message Content: Enter the text that should display to users in the announcement.

Start Date: Select a specific date and time for the announcement to become visible to the selected users.

End Date: Select a specific date and time for the announcement to cease displaying to the selected users.

Published By: Select the text that will be visible to users to let them know who published the announcement.

District: Select the district(s) to which the announcement should be displayed.

Role: Select the role(s) within the district(s) to which the announcement will be displayed (i.e., Teacher, Coach, and Leader). The announcement will only be visible to users who are classified in HQT as that particular role.

URL Text (optional): If you would like users to link to a website, enter the text that should be displayed for them in this field.

High Priority (optional): Check this box to pin the announcement to the top of the list that is displayed to users.

Last Updated: This displays the details of the last time the announcement was modified.

Click the "CONFIRM" button to ensure that the message is published at the date and time indicated in the "START DATE" field.

Click the "CANCEL" button to exit without publishing the announcement.

Title*:	Enter Title
Message Content*:	Enter Title
Start Date*:	05/15/2015 5:48 PM
End Date*:	05/15/2015 5:48 PM
Published By*:	testdsu01@test.com
District*:	0 Districts selected ▾
Role*:	0 Roles selected ▾
URL Text:	Text for URL
URL:	Enter a URL Test Link!
High Priority:	☐

Last Updated Date:5/15/2015 5:48:56 PM   Last Updated By:testdsu01@test.com

Confirm   Cancel