ABE DESKTOP NOTIFICATION TOOL

User Manual

The document is intended for teachers and other users of ABE 3.0 School Site.

Table of Content

ABE Desktop Notification Tool

OVERVIEW

ABE desktop notification tool is a Windows- and Mac-based client application that displays notifications to a teacher about new events generated by the Web-based ABE School system. It is also an easy place to

- see recent history of events he/she assigned and/or created
- search students and start an action from there
- quickly log in and drill down to the event details on Web-based School site without extensive navigation and discovery efforts

APPLICATION CHARTER

ABE Desktop Notification Tool is capable of

- Connecting to a remote Web-based ABE School System via Web Service-based API
- Authenticating teacher users with the Web-based ABE School System
- Searching for students by their names
- Receiving event notifications related to tasks assigned to the users
- Initiating activities on a selected student in a default browser, automatically navigating to the right page of the Web-based educational system
- Launching the most popular actions (in a default browser window) on the Web-based educational system through clicking on Quick Links
- Providing options of starting itself automatically at the computer start-up time
- Providing the option of automatic user login upon the application start
- Displaying pop-up alerts the arrival of a new event
- Displaying the application icon in the system tray
- Performing auto-update to the most recent version upon the start of the application (once the respective update is uploaded to ABE Web server)

The sections below provide more details on the principal concepts behind ABE Desktop Notifications Tool.

User Interface Layout

Once you log into the application (see *Welcome Screen* below for more details), you will see the main elements of the user interface as follows

1. Main window

2. The marine-colored triangle icon in the tray:
3. The context menu (displayed when you right click on the tray icon) with actions as follows

Whenever you minimize the main window of the application, it disappears. Only the tray icon indicates the application is still running at this moment.

Whenever you like to see the main window again, you click on *Open ABE Desktop Tool* item in the context menu.

Sign in automatically and *Auto-start when computer starts* items are actually flags. They act exactly as the respective checkboxes in Welcome screen (see *Welcome Screen* below for more details).

Whenever you click on *Logout* item in the context menu, your current session is terminated, and Welcome screen is displayed (see *Welcome Screen* below for more details).

Whenever you like to exit the application, you click on *Quit* item in the context menu.

Notifications

The application regularly queries the Web-based School System on the new notifications and events for you. Whenever a new notification arrives, it is displayed as a pop-up alert near the tray icon (exactly like popup alerts on the new email messages in MS Outlook).

You can then click on the popup alert to view the details of the arrived notification(s).

Notification Rules

Below are the rules for notifications generated for and displayed in ABE Desktop Tool's

- Notifications screen (see *Notifications Screen, Today View* and *Notifications Screen, History View* below for more details)
- Your History screen (see *Your History* below for more details)

Notification Type	Notifications Screen	Your History Screen
Referrals	Referral notifications are generated and shown for each	Referral notifications are only shown for the day when you created the

	day where the respective referral was created or changed its status	respective Referral in the Web-based School Site
Scheduled interventions (assignments)	Intervention notifications are only generated and shown for the day where the respective intervention was created	The same as for Notifications Screen
FBA	FBA notifications shall be generated and shown for each day between the start and end dates of FBA (boundary dates inclusive)	Not displayed
Observations (Progress Monitoring)	Observation notifications shall be generated and shown for each day between the start and end dates of the respective progress monitoring period (boundary dates inclusive)	Not displayed

As a general rule, the date and time of the notifications is displayed in the time zone configured for your school.

SYSTEM REQUIREMENTS

In order to run ABE Desktop Notifications Tool, your computer shall meet requirements as follows

- Have at least 512 MB RAM
- Have at least 35 MB of free HDD space
- Run one of the operation systems listed below
  - Windows XP SP3
  - Windows Vista SP1 or higher
  - Windows 7
  - Mac OS 10.5 (Leopard) or higher
- Have permanent Internet connection

INSTALLATION AND CONFIGURATION

First of all, you shall download the installation package of ABE Desktop Notification Tool for your operation system. You can find the reference to the most recent update of ABE Desktop Notification Tool in ABE School site (under References).

Once you download the installation package, you shall run it on your computer and follow instructions of the installation wizard.

Below is provided installation scenario for Windows platforms. The process for Mac OS platform is pretty similar.

Installation Wizard

1. Step 0: Run your installation package and press Next on the initial page of the installation wizard:

2. Step 1: Specify whether you like to create a desktop icon for ABE Desktop Notification Tool and press Next
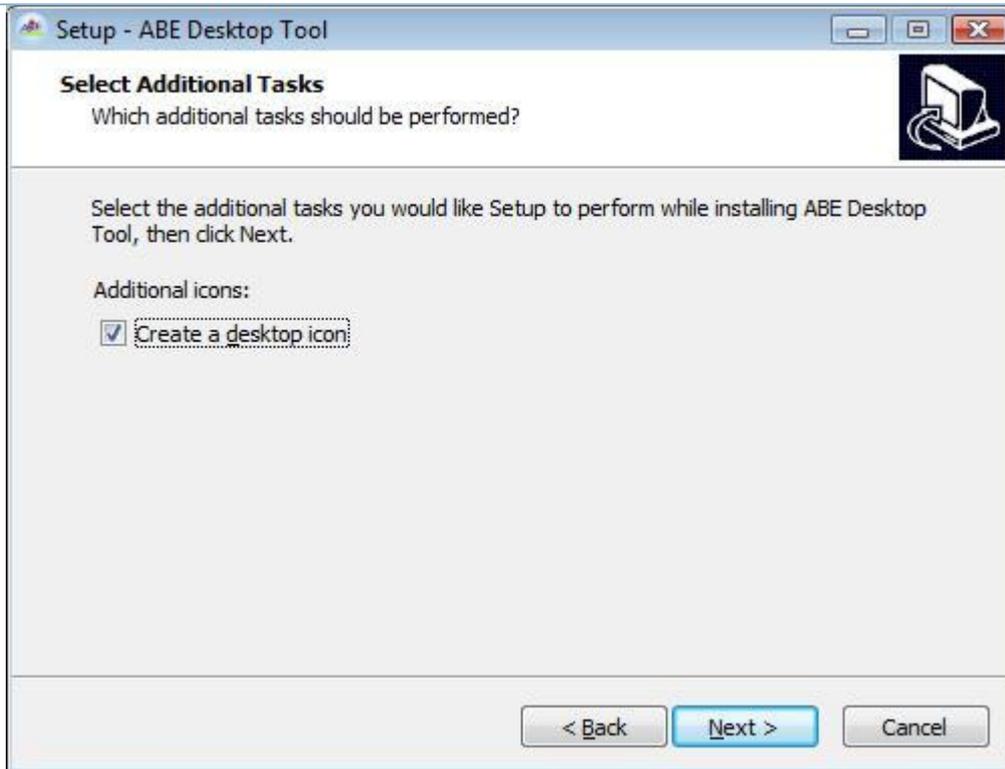
3. Step 2: Review Ready to Install prompt and press Install:
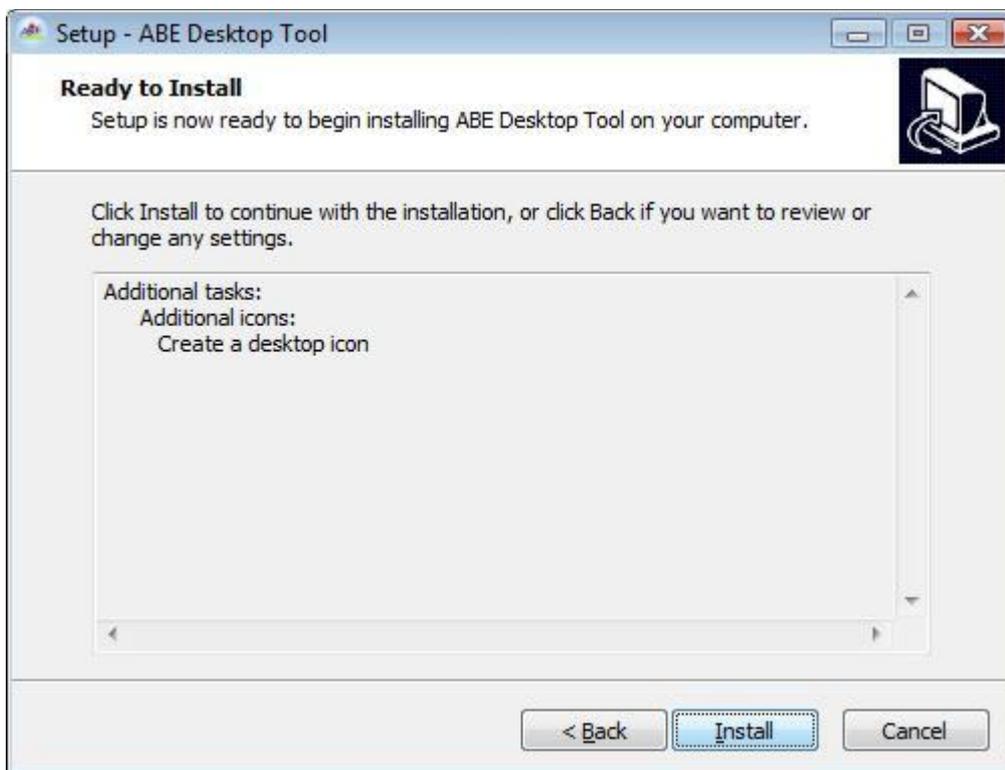
4. Final step (step 3): Press Finish to complete the installation

Note: Once you complete the installation, you are instantly ready to use ABE Desktop Notification Tool on your machine. No additional configuration is required.

APPLICATION REFERENCE

Welcome Screen

This form appears when you start ABE Desktop Notification Tool. Its main purpose is to facilitate user login process:

To log into the system, you act as follows

1. Specify your user name and password (the same as you use on School Site)
2. Press Sign In button

You can also use the respective check boxes to enable the following options

- Sign you in automatically, using the login and password you have just provided
- Auto-start ABE Desktop Notification Tool when your machine starts

Note: If you do not remember your password, you can click on 'Forgot it?' link. It will open a new browser window with the password reminding form. Once you provide the email used to register your School Site account, the system will automatically email you the new password.

Notifications Screen, Today View

After you successfully authenticated, Notifications Screen, Today View shall be displayed:
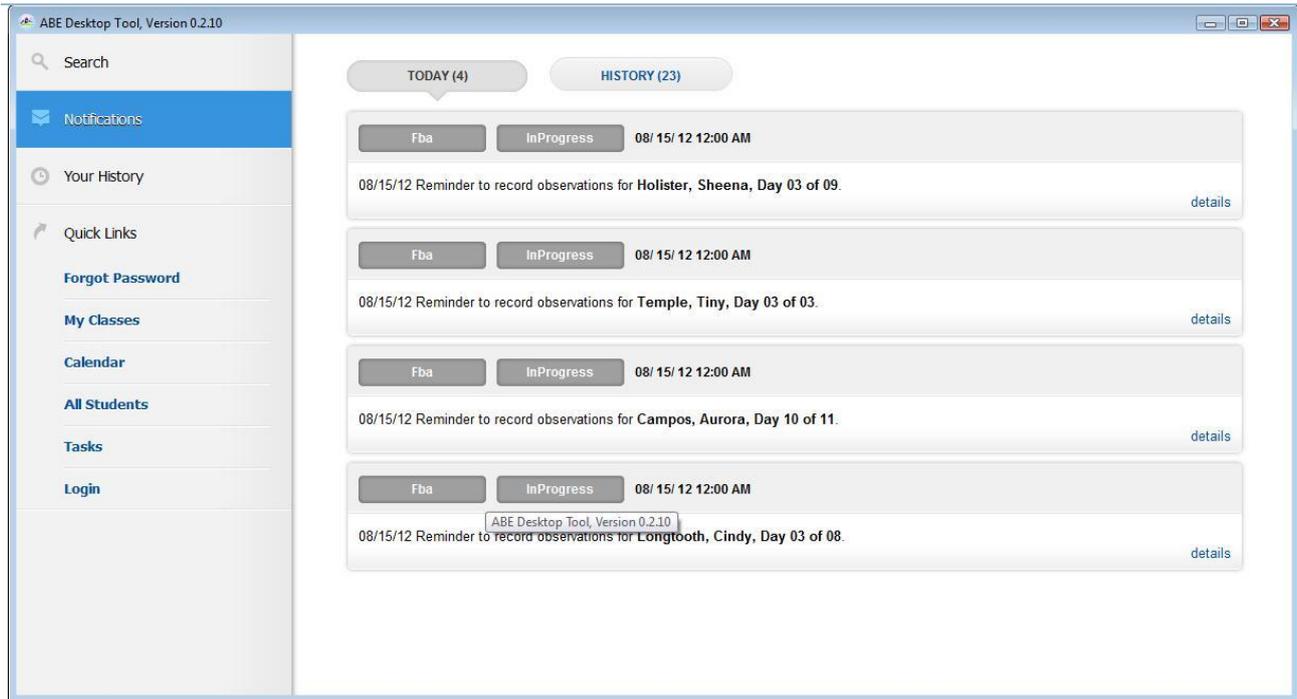
This view presents notifications for the events/actions due the current date.

You can always return to this screen by clicking *Notifications* on the left toolbar and pressing *Today* filter button (see above).

You can click 'details' link in the bottom right corner of the individual notification panes to review the full details about the event. It will open a new browser window with the respective event (FBA, Referral, Intervention Assignment, Observation Note) details in Web-based ABE School system.

Note: the number in parentheses after Today indicates the number of notifications arrived today.

Notifications Screen, History View

This view presents historical notifications for the events/actions for the past dates. To go there, you click *Notifications* on the left toolbar and press *History* filter button (see above).
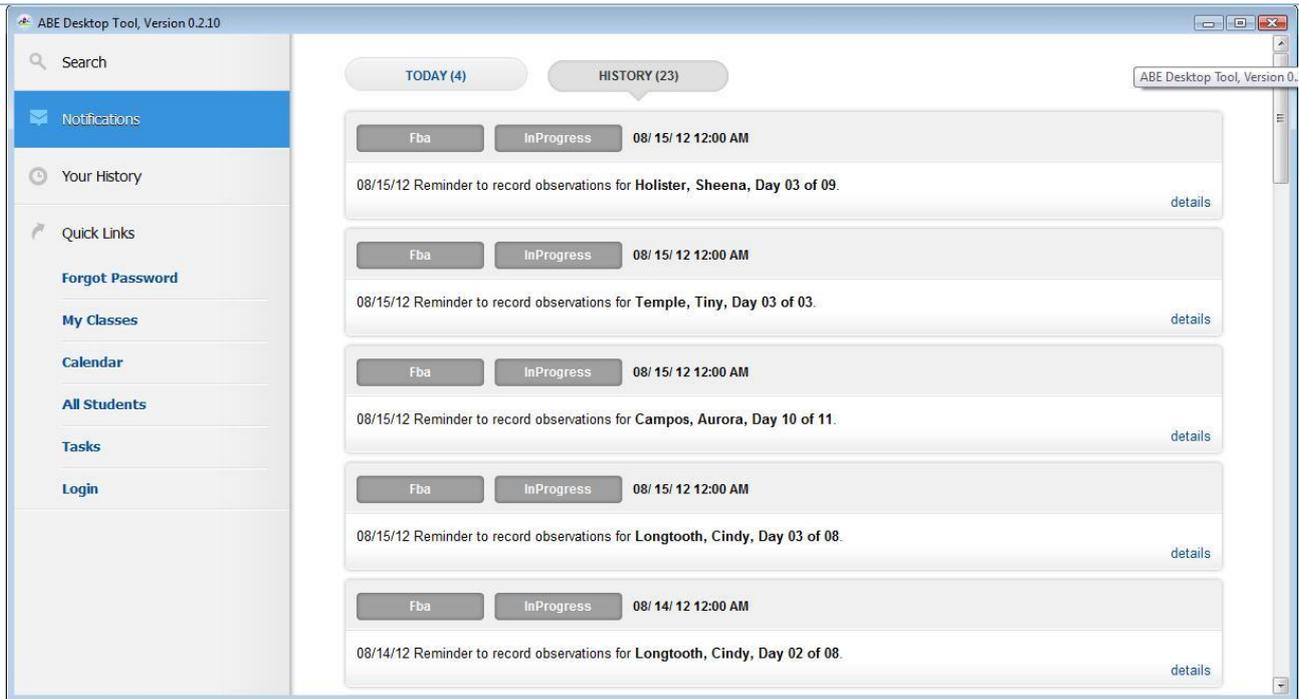
Note: the number in parentheses after History indicates the number of notifications arrived to you in the past.

Notifications of different types and statuses are highlighted in different colors per the figure below
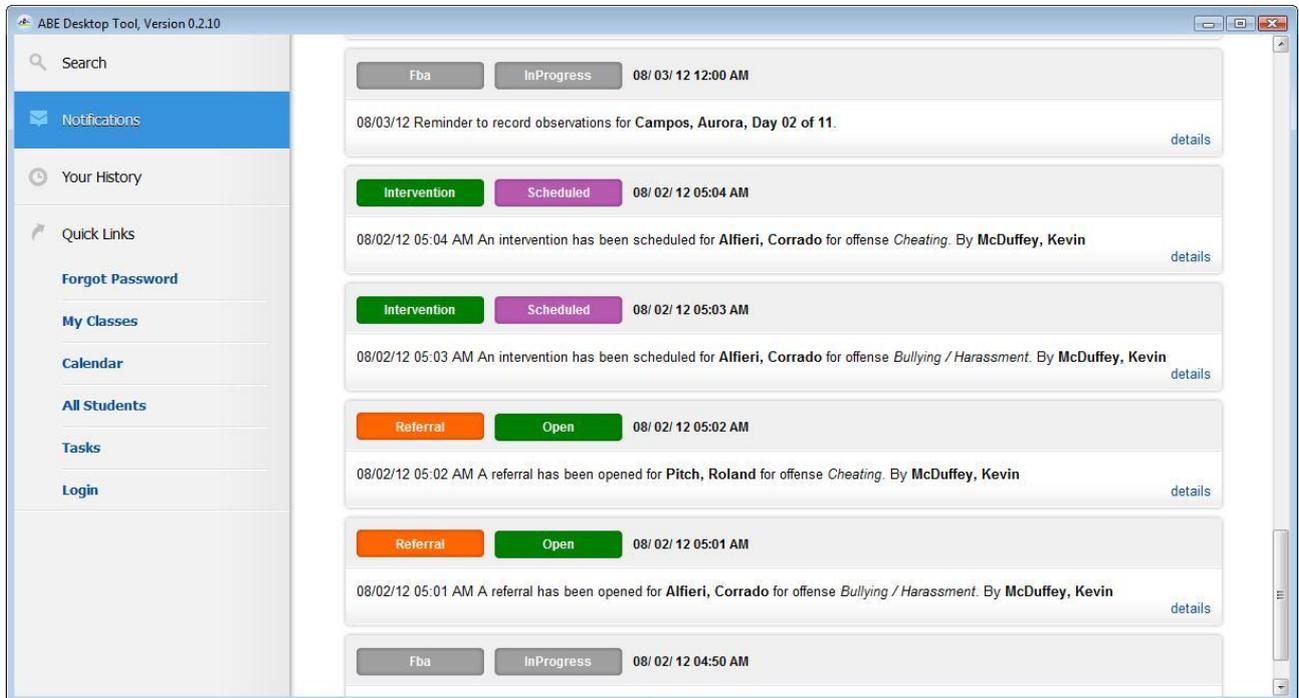
You can click 'details' link in the bottom right corner of the individual notification panes to review the full details about the event. It will open a new browser window with the respective

event (FBA, Referral, Intervention Assignment, Observation Note) details in Web-based ABE School system.

Your History Screen

After you successfully authenticated and, whenever you click on Your History item in the left-side toolbar, Your History screen will be presented:
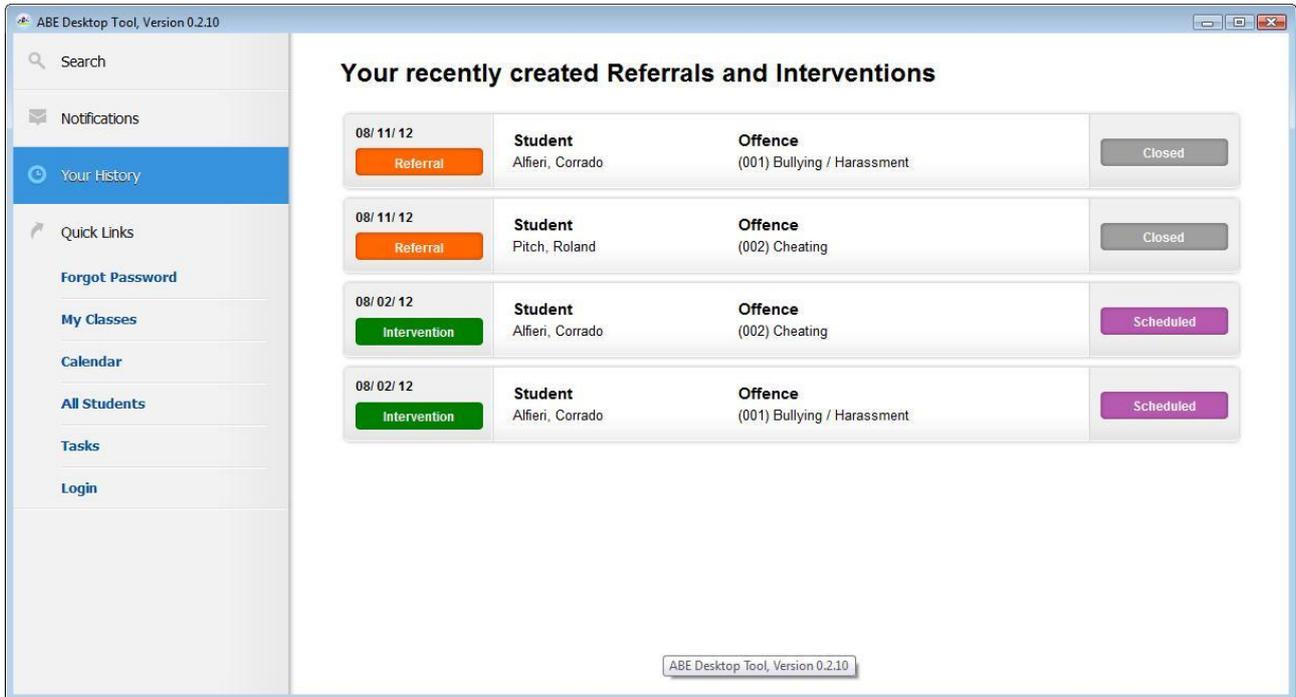
This screen will only display events of Referral and Intervention types that you created in Web-based School System.

Search Screen

After you are successfully authenticated and, whenever clicked on Search item in the left-side toolbar, Search screen is displayed:
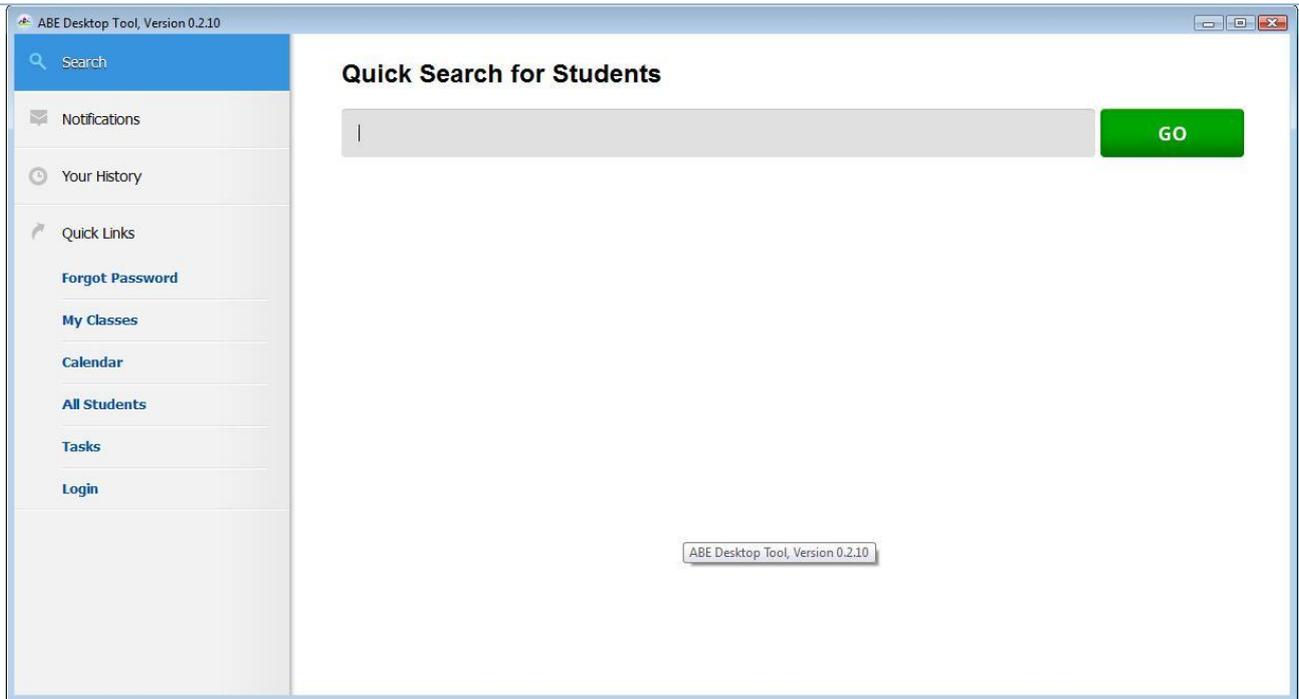
In the text box, you can enter either the First Name or the Last Name of a student (or any fragment of the name) to search and then press GO
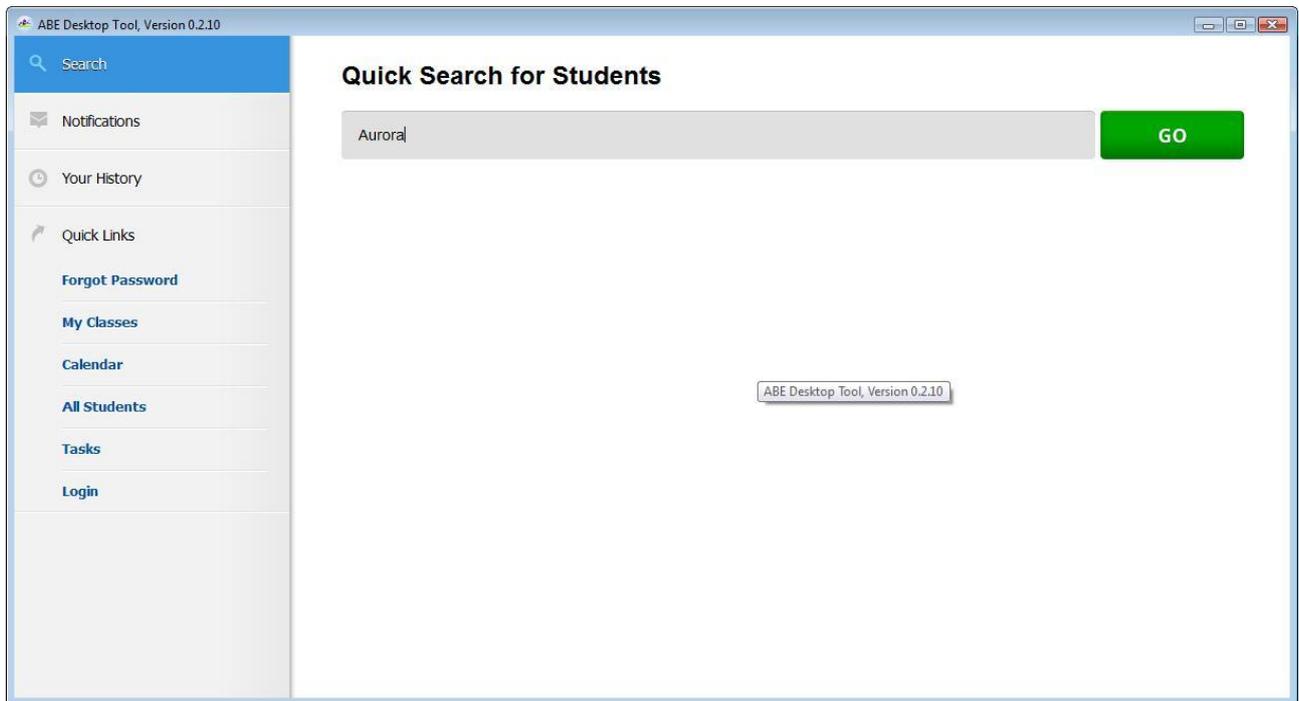

Once you press Go, the system displays the list of student matching your criteria:
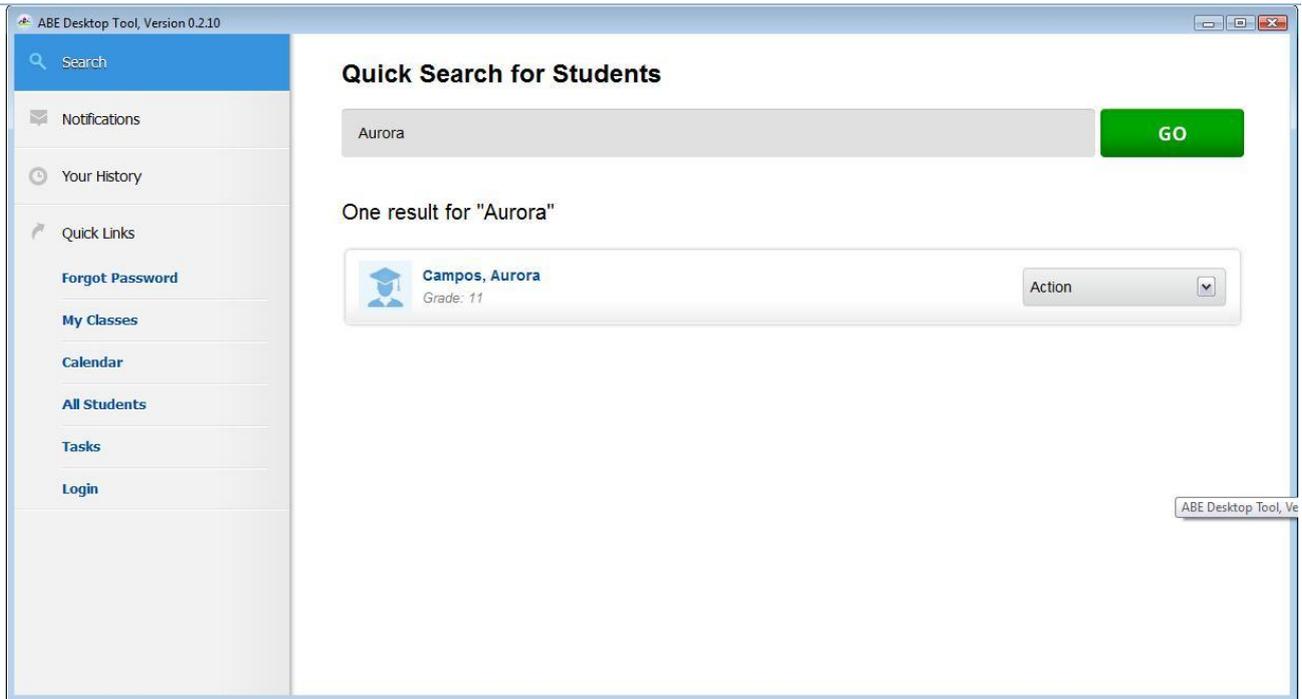
You can now use the context Action drop-down list for any student listed to quickly create a new event or action per what is shown below
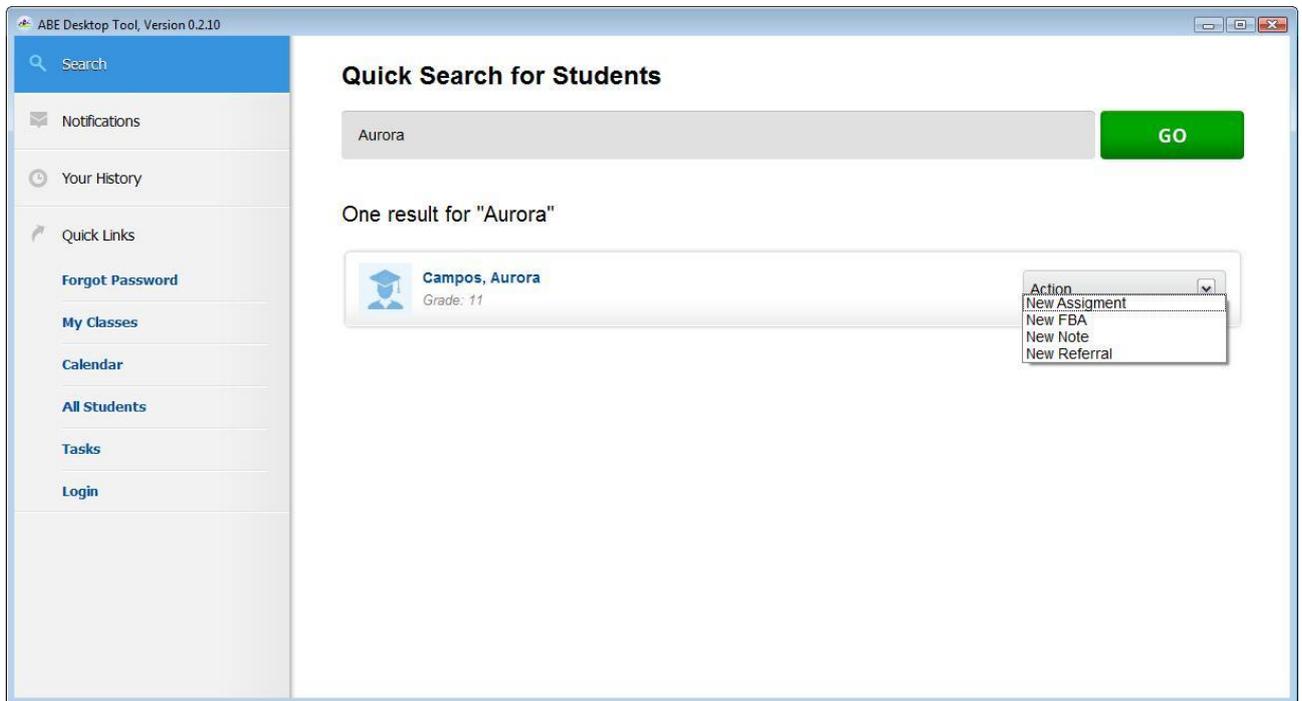
Once you initiate any of the actions above, a new browser window with the respective form will be opened on the Web-based School site so you will have to complete all the event details there as usual.

Quick Links

Quick links area is in the bottom of the left-side toolbar (see below highlighted):
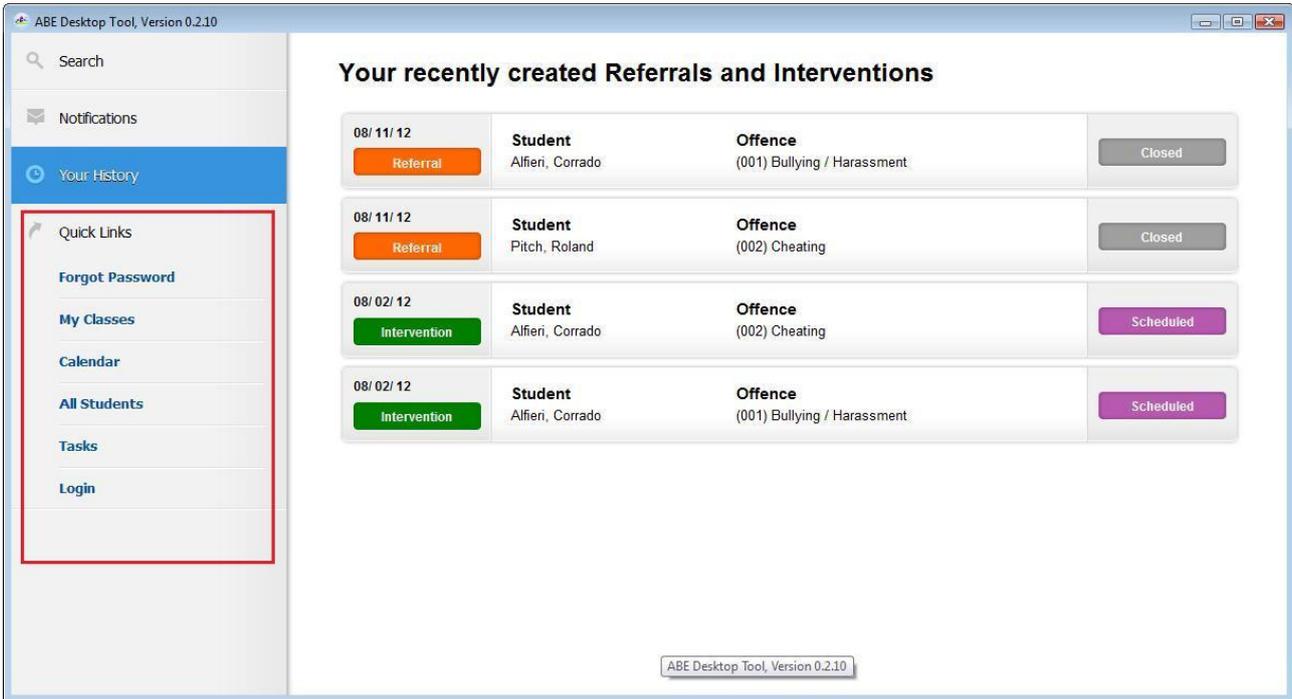
It contains clickable links to the useful pages of the Web-based School system that you would utilize the most. Whenever you click on any of the links there, the respective page will open in a new browser window.