



## Message Board

WISEgrants will make use of a Message Board for official communication regarding grant applications. Messages posted to the message board will generate auto-email notifications that will be routed according to the message types. For instance, any message posted by Local Education Agency (LEA) personnel will generate an auto-email to the appropriate DPI staff notifying them that a message has been posted. The chart below outlines who will receive e-mail notifications.

Message Type	Who Receives Auto-Email?
<b>DPI staff starts new topic</b>	All district users with edit access to application or claims
<b>LEA user starts new topic</b>	Primary DPI contact for the area of the application the user selected (application or claims)
<b>DPI staff replies to an existing message</b>	All users who have previously posted in that particular thread
<b>LEA user replies to an existing message</b>	Only the Primary DPI contact for the area of the application the user selected (application or claims)

The Message Board can be located at the top of any page in the blue ribbon.





## To leave a new message on the Message Board:

1. Click on the “Add New Message” button and a pop up window will appear.

Message Filter List: <input type="text"/>											Clear Filter	<b>Add new Message</b>
Drag a column header and drop it here to group by that column												
Grant	Sub-Budget	Topic	Subject	Fiscal Year	Message Type	Status	Date	Posted By	Number of Responses	Edit Original Post		

2. Fill in the required dropdowns with the information about the grant you are referring to.
3. Select the message type.
  - o If a response from DPI is required, select “Response Required” from the Message Type dropdown.
  - o General notes or information should be classified as “Information Only.”
  - o Message Status should be initially be “Open” for all messages that are not “Information Only.”
4. Enter the message.
5. Click “Save.”

### New Message

**Grant** Title I-A    **Sub-Budget** Instructional    **Topic Name** Application

**Fiscal Year** 2016-2017    **Message Type** Response Required

**Subject** Test

**Message**

Format    **B**    *I*    U    [List Icons]    [Link]    [Image]    [Grid]

Test Message

**Save**



To respond to a DPI message or continue a conversation in a thread:

1. Click on the Subject of the message or thread you are responding to.

WISEgrants Message Board

Message Filter List:

Drag a column header and drop it here to group by that column

Grant	Sub-Budget	Topic	Subject	Fiscal Year	Message Type	Status	Date	Posted By	Number of Responses	Edit Original Post
Title I-A	Instructional	Application	Test	2016-2017	Response Required	Open	08/23/2016	fname124 lname124	0	<input type="button" value="Update"/>

2. Click on the “Reply” button.

**Grant/Sub-Budget:** Title I-A - Instructional  
**Topic:** Application  
**Subject:** Test  
**User Name:** fname193 lname193; WISEgrants User  
**Message Type:** Response Required  
**Status:** Open  
**Timestamp:** 07/28/2016 02:18 PM

**Message:** District response

3. Leave your message.
4. Click “Save.”

### Messages from DPI personnel – “under DPI review”

Messages from DPI personnel regarding any applications returned for edits or placed in “Under DPI Review” status will be sent through the Message Board. A message regarding a returned application will unlock said application to allow LEA users to make edits. If you receive a message stating that an application has been placed in “Under DPI Review” status, this means that the application is not approved or returned but the DPI staff person reviewing it requires more information. These messages must be responded to before application review can continue. They can be accessed on the Message Board just like any other message.

Message Filter List:

Drag a column header and drop it here to group by that column

Grant	Sub-Budget	Topic	Subject	Fiscal Year	Message Type	Status	Date	Posted By	Number of Responses	Edit Original Post	Edit Status
Title I-A	Instructional	Budget	Test	2016-2017	Response Required	Open - Under DPI Review	08/23/2016	Michael Hickey	0	<input type="button" value="Update"/>	<input type="button" value="Edit Status"/>