







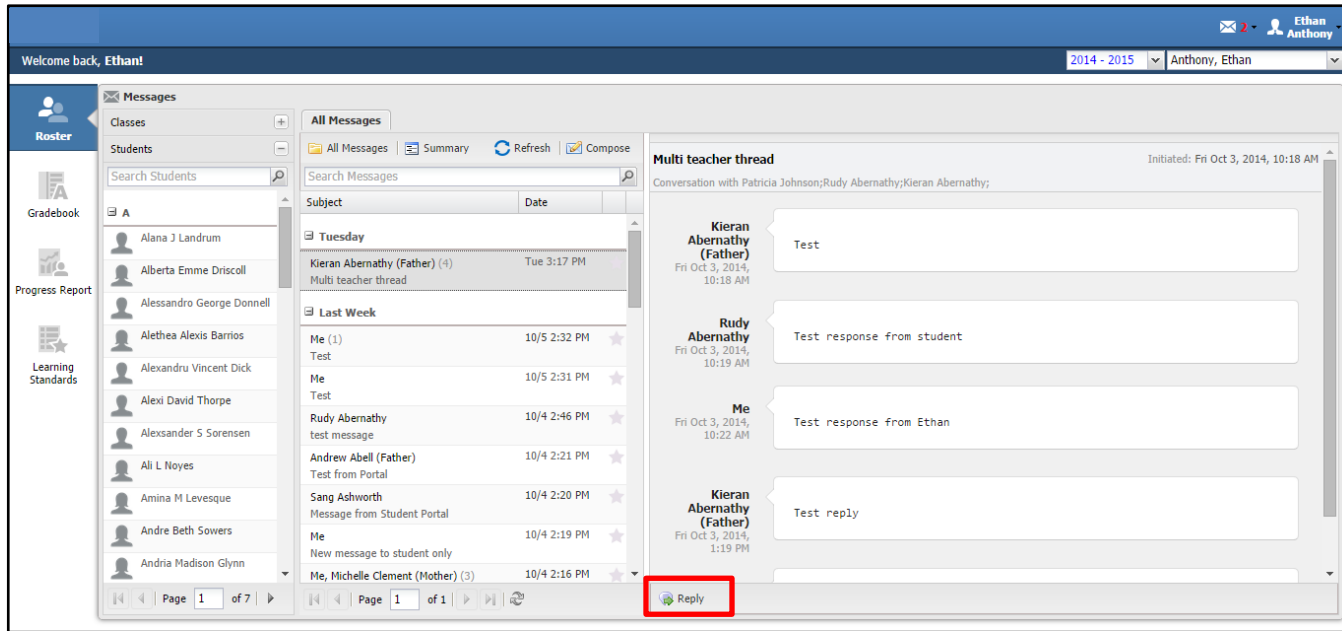
Icons at-a-glance

-  Inbox Icon
-  New Message Icon
-  New Thread Icon
-  Favorite Icon

Viewing Messages

Teacher Connect users can view messages sent by parents and students from any page within the Teacher Connect Interface.

1. From the Roster or Gradebook page, click the **Inbox icon**  or the **New Message icon**  to access the inbox, filtered for the selected student.
2. Alternately, from any page click the **Messages icon**  on the Teacher Connect title bar to view a summary of recent messages. *(The **red numeral** to the right of the icon  indicates the number of unread messages in the inbox.)* Click **All Messages** to open the inbox, or click a message to open that message in the Messages Inbox.
3. The inbox displays the most recently received messages first. The **New Thread icon**  will be displayed on all unread messages.
4. Select a **Class** or a **Student** to filter the Inbox; click **All Messages** to remove the filter.
5. Click the **Favorite icon**  to bookmark a thread.
6. Click a message to view the message thread details.



Welcome back, Ethan! 2014 - 2015 Anthony, Ethan

Messages

Classes + All Messages

Students - All Messages Summary Refresh Compose

Search Students Search Messages

Subject Date

Tuesday

Kieran Abernathy (Father) (4) Tue 3:17 PM
Multi teacher thread

Last Week

Me (1) 10/5 2:32 PM ★
Test

Me 10/5 2:31 PM ★
Test

Rudy Abernathy 10/4 2:46 PM ★
test message

Andrew Abell (Father) 10/4 2:21 PM ★
Test from Portal

Sang Ashworth 10/4 2:20 PM ★
Message from Student Portal

Me 10/4 2:19 PM ★
New message to student only

Me, Michelle Clement (Mother) (3) 10/4 2:16 PM ★

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Reply

Multi teacher thread Initiated: Fri Oct 3, 2014, 10:18 AM
Conversation with Patricia Johnson;Rudy Abernathy;Kieran Abernathy;

Kieran Abernathy (Father) Fri Oct 3, 2014, 10:18 AM
Test

Rudy Abernathy Fri Oct 3, 2014, 10:19 AM
Test response from student

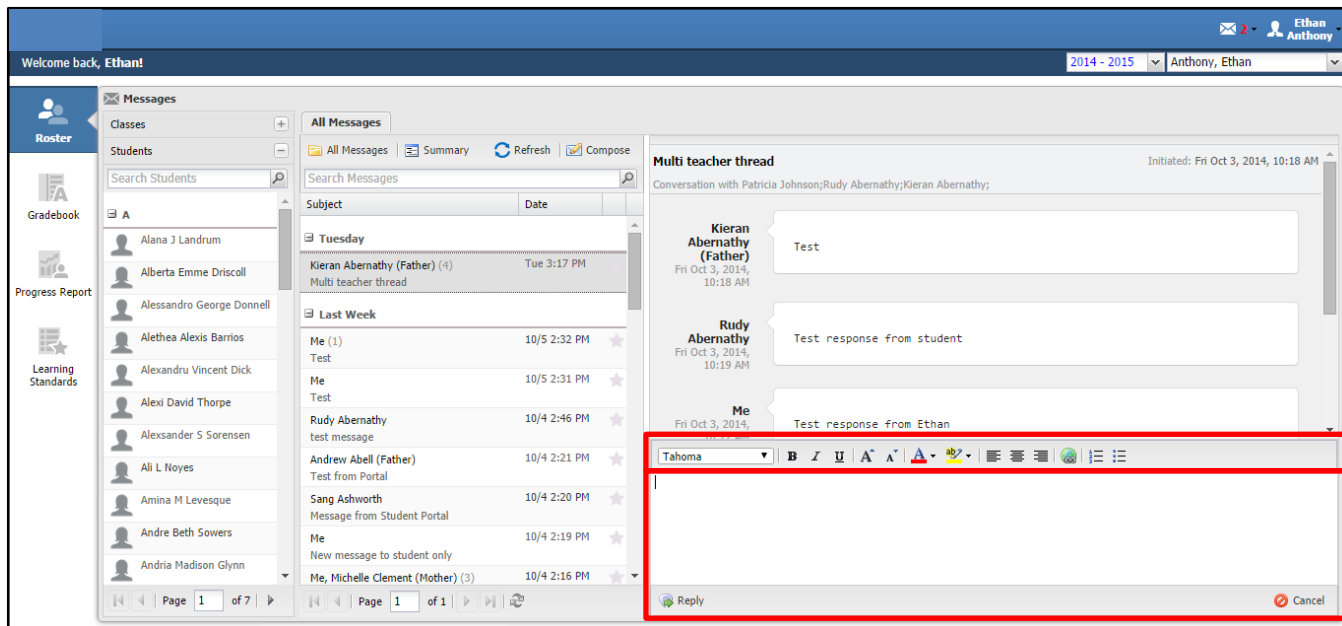
Me Fri Oct 3, 2014, 10:22 AM
Test response from Ethan

Kieran Abernathy (Father) Fri Oct 3, 2014, 1:19 PM
Test reply

Replying to Messages

Teacher Connect users can reply to existing messages. Replies are sent to all participants in the message thread.

1. From the message thread details pane, click **Reply** to open the Reply field below the message thread.
2. Create the message reply.
3. Messages can be customized using the **Editor Toolbar**. Users can modify the text, insert a [link](#), or create lists using this tool.
4. When finished, click **Reply** again to send the message reply.



Welcome back, Ethan! 2014 - 2015 Anthony, Ethan

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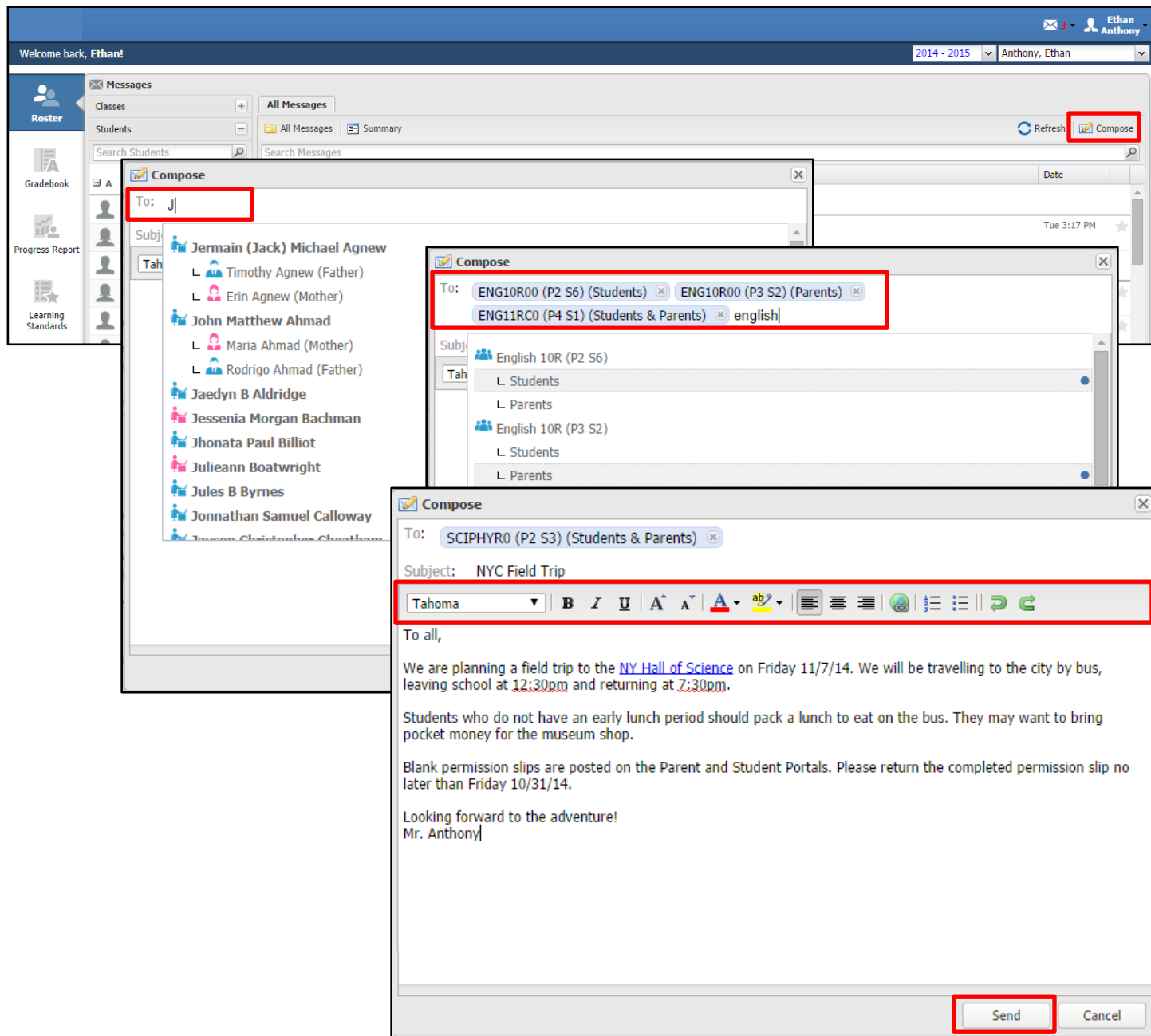
Kieran Abernathy (Father) Fri Oct 3, 2014, 10:18 AM
Test

Rudy Abernathy Fri Oct 3, 2014, 10:19 AM
Test response from student

Me Fri Oct 3, 2014, 10:22 AM
Test response from Ethan

Tahoma B I U A A+ A- [Color Picker] [Background Color] [List] [Link] [Image] [Table] [Code]

Reply Cancel



The screenshot illustrates the process of composing a message in the SIS-Teacher Connect system. It shows three overlapping 'Compose' windows:

- Top Window:** Shows the 'Compose' button in the top right corner of the inbox, highlighted with a red box.
- Middle Window:** Shows the 'To:' field with a student name 'J' entered, and a list of students displayed below it. The 'To:' field is highlighted with a red box.
- Bottom Window:** Shows a completed message with the 'To:' field containing selected classes: 'ENG10R00 (P2 S6) (Students)', 'ENG10R00 (P3 S2) (Parents)', and 'ENG11RC0 (P4 S1) (Students & Parents)'. The subject is 'NYC Field Trip'. The message body contains details about a field trip to the NY Hall of Science. The 'Send' button is highlighted with a red box.

Composing Messages

Teacher Connect users can compose new messages to an individual, a group of individuals, or to an entire class.

1. From the inbox, click **Compose** to create a new message.
2. Type a student's name in the **To** field to display a list of students and their parents who have Portal accounts. Select a single recipient, or repeat the process to select multiple recipients for a group message.
3. Type a course name or course number in the **To** field to display a list of matching classes. Click the **Class** name to send the message to both students and parents, or click **Students** or **Parents** below the class name to send the message to only the students or parents in that class.
4. Enter a **Subject** and create the message body.
5. Messages can be customized using the **Editor Toolbar**. Users can modify the text, insert a [link](#), or create lists using this toolbar.
5. When finished, click **Send**.