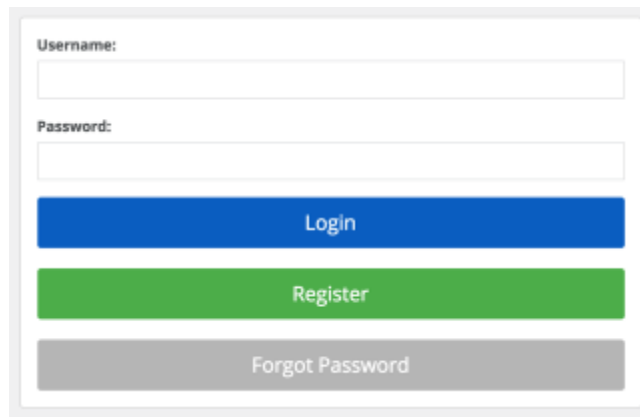


# Messaging Teachers via the Parent Portal

This lesson will guide you through the process of messaging teachers via your Student/Parent Portal.

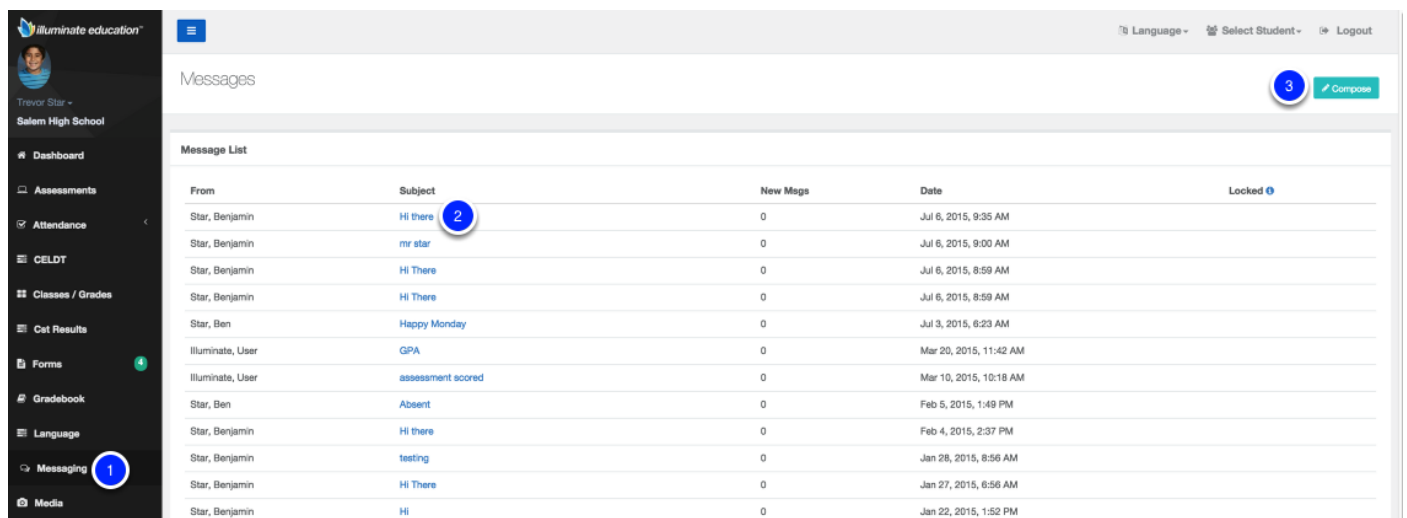
## Where to Start



A login form with three input fields and three buttons. The first field is labeled 'Username:' and is empty. The second field is labeled 'Password:' and is empty. Below the password field are three buttons: a blue 'Login' button, a green 'Register' button, and a grey 'Forgot Password' button.

Log into your Home Connection Portal.

## Accessing your messages



The screenshot shows the 'Messages' page in the Parent Portal. On the left is a navigation sidebar with a 'Messaging' tab highlighted with a blue circle and the number '1'. The main content area shows a 'Message List' table with columns for 'From', 'Subject', 'New Msgs', 'Date', and 'Locked'. The first row in the table has a blue circle with the number '2' next to the subject 'Hi there'. In the top right corner of the messages area, there is a blue circle with the number '3' and a green 'Compose' button.

From	Subject	New Msgs	Date	Locked
Star, Benjamin	Hi there	0	Jul 6, 2015, 9:35 AM	
Star, Benjamin	mr star	0	Jul 6, 2015, 9:00 AM	
Star, Benjamin	Hi There	0	Jul 6, 2015, 8:59 AM	
Star, Benjamin	Hi There	0	Jul 6, 2015, 8:59 AM	
Star, Ben	Happy Monday	0	Jul 3, 2015, 6:23 AM	
Illuminate, User	GPA	0	Mar 20, 2015, 11:42 AM	
Illuminate, User	assessment scored	0	Mar 10, 2015, 10:18 AM	
Star, Ben	Absent	0	Feb 5, 2015, 1:49 PM	
Star, Benjamin	Hi there	0	Feb 4, 2015, 2:37 PM	
Star, Benjamin	testing	0	Jan 28, 2015, 8:56 AM	
Star, Benjamin	Hi There	0	Jan 27, 2015, 6:56 AM	
Star, Benjamin	Hi	0	Jan 22, 2015, 1:52 PM	

1. Once logged in, click on the **Messaging** tab.
2. To read/reply to a message, click on the **Subject**.
3. To Compose a message, click on the **Compose** button.

## Compose a New Message

Click on the **Compose** button (as seen in the step above).

1. Select the teacher you want to send a message to via the 'To' dropdown menu.
2. Give your message a subject and type up the body of your message.
3. Select **Send**.

From	Subject	New Msgs	Date
Illuminate, User	Check in	0	2015-05-26 12:32:05

Once the message has been sent, you will be redirected back to your Inbox and receive the confirmation message, 'Message successfully sent.'

# Reply to a Message

The screenshot shows a messaging interface. At the top left, it says "assessment scored" with a blue circle containing the number "1". Below this, the breadcrumb "Messages / assessment scored" is visible. The main area is divided into two columns. The left column displays a message chain with four messages:

- Star, Benjamin**: Type a message to the teacher, Mar 10, 2015, 10:16 AM
- Illuminate, User**: Hi Lets make sure tyler brings his homework to school tomorrow, Mar 2, 2015, 3:51 PM
- Star, Tyler**: He was not feeling well, Oct 1, 2014, 9:50 AM
- Illuminate, User**: why did tyler do so bad on the assessment we just had, Oct 1, 2014, 9:48 AM

The right column is titled "Reply" and contains a text input area labeled "Message" with a blue circle containing the number "2". Below the input area is a blue "Submit" button with a blue circle containing the number "3".

Follow the steps outlined under 'Accessing Your Messages'.

1. Once you have selected a message to read/reply to, you will see that original message(s) at the top of your screen.
2. Type in your reply to the right the original message chain.
3. Select **Submit**.

Message sent successfully.

Once you click **Submit** you will be taken back to the top of the message chain and receive the confirmation message, 'Message sent successfully.' To go back to your Inbox, click **Messaging** from the menu at left.