

How to Check & Send Course Messages

1. Click on the “Communication” tab, which is located under the “Tools” menu. See screen shot below.

The screenshot displays a course management system interface. On the left, a vertical menu lists various course-related items: Announcements, Eliminate, Staff Information, Discussion Board, Orientation, Introduction, Thinking Skills, Creation, Flood Myths, Antigone, House on Mango St, Exam Review, Semester Exam, and Revisions. Below this menu is a purple arrow pointing down with the text "Click Here". At the bottom left, a "Tools" dropdown menu is open, showing "Communication" and "Course Tools". A large purple arrow points from the "Communication" option towards the main content area. The main content area is titled "Announcements" and features a banner for "Inquiring Minds" with the text "Inquiring Minds Want to Know What You Think!". Below the banner, there are navigation buttons for "VIEW TODAY", "VIEW LAST 7 DAYS", "VIEW LAST 30 DAYS", and "VIEW ALL". A date range "March 23, 2011 - March 30, 2011" is displayed. A specific announcement is visible, dated "Wed, Mar 23, 2011 -- Ivan is the Champion of the Dot Game!". Below the announcement, there is a colorful graphic with the text "IVAN IS THE" and a partial sentence "ne! Attend Office Hours and see i" and "ours are on Tuesdays from 4-5pm".

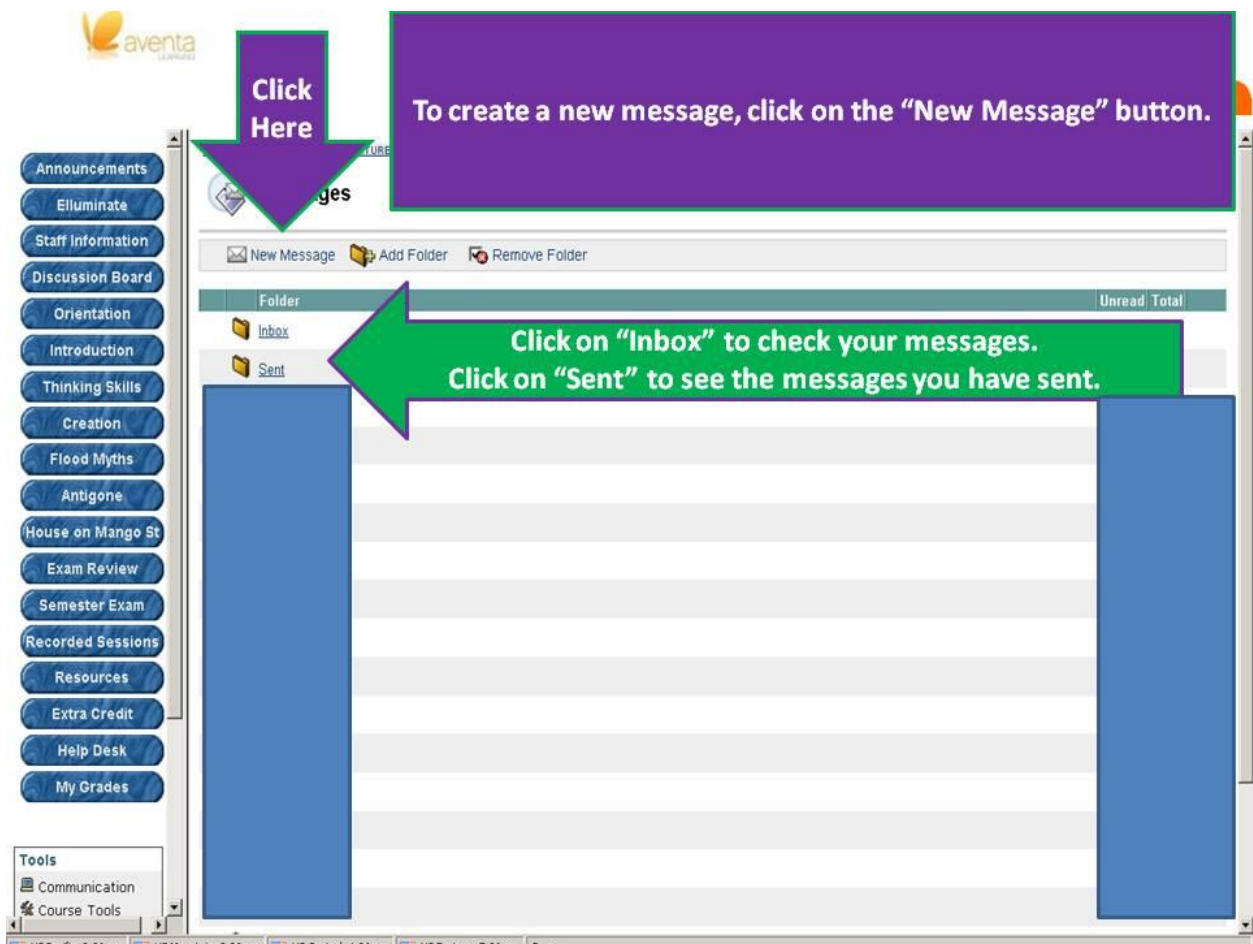
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2. Click on the “Messages” tab. See screen shot below.

The screenshot displays the Aventa Learning interface. At the top left is the Aventa Learning logo. Below it is a vertical sidebar with various navigation buttons: Announcements, Elluminate, Staff Information, Discussion Board, Orientation, Introduction, Thinking Skills, Creation, Flood Myths, Antigone, House on Mango St, Exam Review, Semester Exam, Recorded Sessions, Resources, Extra Credit, Help Desk, and My Grades. At the bottom of the sidebar is a 'Tools' section with 'Communication' and 'Course Tools' options. The main content area is titled 'Communications' and contains a list of communication options: Announcements, Discussion Board, Messages, Voice Board, and Elluminate Live! Session. A large purple arrow with a green outline points to the 'Messages' option, which is accompanied by the text '2. Click on “Messages”'. The 'Messages' option is labeled 'Messages' and has a small icon of an envelope. The 'Voice Board' option is labeled 'Voice Board' and has a small icon of two people. The 'Elluminate Live!' option is labeled 'Elluminate Live!' and has a small icon of a person with a speech bubble.

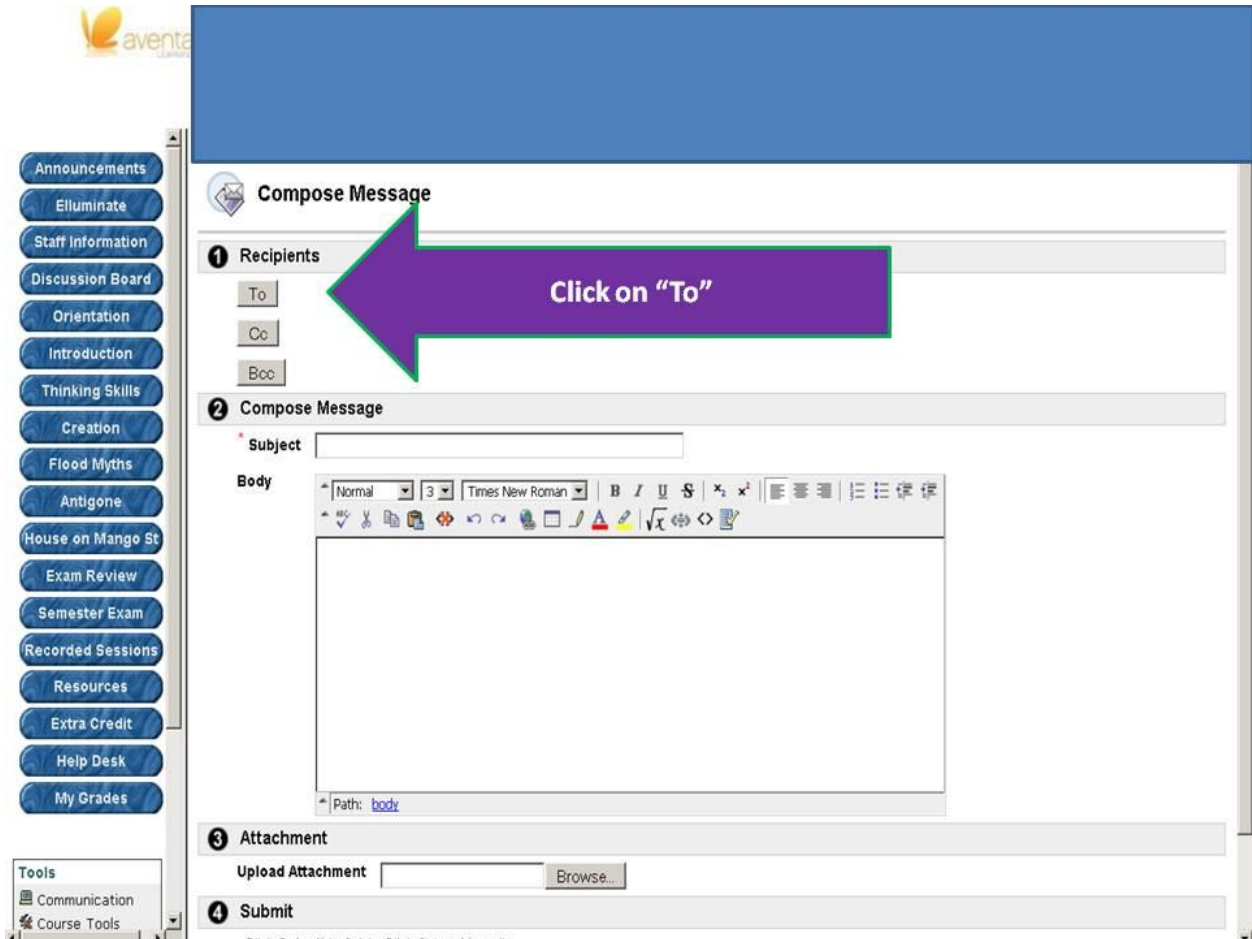
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3. Click on the “New Message” to create a new message.
Click on “Inbox” to check your messages.
Click on “Sent” to view the messages you have sent.
See screen shot below.



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4. Click on “To” in order to select your recipient. See screen shot below.



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5. Click on your instructor's name, and then click on the arrow pointed to the right. The name will move to the box on the right, "Recipients".

Enter your subject, and type your message.

Click on "Submit" to send the message to your recipient.

See screen shot below.

The screenshot shows a 'Compose Message' interface. On the left is a navigation menu with buttons for 'Announcements', 'Illuminate', 'Staff Information', 'Discussion Board', 'Orientation', 'Introduction', 'Thinking Skills', 'Creation', 'Food Myths', 'Antigone', 'House on Mango St', 'Exam Review', 'Semester Exam', 'Recorded Sessions', 'Resources', 'Extra Credit', 'Help Desk', and 'My Grades'. Below this is a 'Tools' section with 'Communication', 'Course Tools', and 'Course Map'. The main area is titled 'Compose Message' and contains several sections:

- 1 Recipients:** A 'To' field with a 'Select Recipients: To line' button. A list of recipients includes 'Jennifer Canan (Instructor)'. A 'Recipients' box on the right is empty. A callout box says 'Click on my name.' with an arrow pointing to the instructor's name, and another callout says 'Then, click on the arrow to move my name to this box.' with an arrow pointing to the right-pointing arrow between the list and the recipients box.
- 2 Compose Message:** A 'Subject' field with a callout box saying 'Enter your subject here. Example: Persuasive Essay Question'. Below it is a 'Body' field with a rich text editor toolbar and a callout box saying 'Type the message here.'.
- 3 Attachment:** An 'Upload Attachment' field with a 'Browse...' button and a callout box saying 'You can upload an attachment.'.
- 4 Submit:** A section with the text 'Click **Submit** to finish. Click **Cancel** to quit.' and a callout box saying 'Click "Submit" to send your message.' with an arrow pointing to the 'Submit' button.

At the bottom right are 'Cancel' and 'Submit' buttons.