Communicate With Your Teachers Using Odysseyware Messaging

Odysseyware has an internal messaging system so that you can communicate with your teachers.

If you see a **Message** tool on the toolbar at the top of each page, your administrator has enabled messaging for you. This means you can *receive* messages from your teachers. If you also have permission to *send* messages to your teachers, when you click the **Message** tool, you see the **Compose** tool on the **Messages** toolbar as shown in example A below.

Messages display with the most recent received items at the top.

	A	3	4 07/10/2015 10:24 am
Message of the Day 5	_		
Conley, William Not available for call Hi John, I need to be offline for 2 hours on Wednesday	l will not be available to t		07/10/2015 10:13 am
Conley, William Fwd: Help Needed - Variables and Expressions - Proble Hi John,Yes, please call me at that time. On 06/23/2015			07/10/2015 10:10 am
Conley, William Help Reply - Variables and Expressions - Problem #1 William Conley: Hi John. What are not understanding? I	s it the terms? What time are yo	ou av	06/23/2015 10:11 am
Conley, William History And Geography 500 : 1. EXPLORING THE NEW John, Is there a reason you haven't started this assignm		onies	04/14/2015 01:18 pm

Messaging system features and tools

Other features and tools on the **Messages** toolbar, identified in example A above, include:

ltem	Feature/tool	Description
1	New (0)	Displays the number of Unread (new) messages in your Inbox.
2	Refresh tool	Click the tool to check for new messages.
3	Message box list	Displays the name of message box you are viewing. Click the arrow to change to a different message box (Inbox, Archived, Sent). See "View archived messages" on page 57, and "View sent messages" on page 56.
4	Message list filter	Displays the contents of the selected message box. Click the arrow to select a different group of messages (All Messages, Unread Messages, Read Messages). See "Filter your messages list" on the next page.
5	School Message of the day and Welcome message	This is a message posted by your Odysseyware administrator at your school.

Odysseyware[®]

Filter your messages list

ltem	Feature/tool	Description
6	Right arrow	Click the arrow to move to the next page to read the message.
7	Item number and Paging indicators	 As the list grows, use the item number and paging controls located at the bottom of the page to view all items. From the list, select the number of items you want displayed on the page. Use the paging controls to move forward or backward through the pages or enter the page number.

When reading a message, several buttons appear, as shown in example B below, so that you can take action.

From: To: Subject:	Shanda Lear Arianna Poole Unavailable hours on Monday, I	May 25		
	15 08:20 am PDT, Shanda Lear wrote le for course assistance on Monday, May 29	5 between the hours of 8am an	d 1 pm. I will respond to ar	ny messages when I return.
	FORWARD	REPLY	ARCHIVE	

- Click Forward to send the entire message to other teachers. See "Forward messages" on page 57.
- Click **Reply** to write and send a reply to the message. See "Reply to messages" on the facing page.
- Click Archive to remove the message from the Inbox list and file it away to the Archived list. See "Archive messages" on page 56.

Filter your messages list

You can filter your lnbox to only see unread or read messages. By default, you see All Messages; this means both read and unread in the order of the date and time received.

- To see only unread messages, from the All Messages drop down, select Unread Messages.
- To see only read messages, from the All Messages drop down, select Read Messages.

< -	ALL MESSAGES 👻	Compose
_	All Messages	
	Unread Messages	an
	Read Messages	>

Send messages to your teachers

As stated previously, if you have permission to send messages to your teachers, you will see the **Compose** tool on the **Messages** toolbar.

1. On the Messages toolbar, click Compose.



- 2. To select the teacher or teachers to receive the message, from the **Contacts Teachers** list, select the check box next to name of the teacher or to select all your teachers, select the check box next to the **Teachers** list.
- 3. The selected teacher(s) appear in the **To** area. To remove a teacher from the To area, click the **X** next to their name.
- 4. Enter the topic of the message in the **Subject** box.
- 5. Tab to the body of the message and enter your text.
- 6. You can use any of the formatting tools in the body of your message. Hold your mouse over an icon in the formatting bar to see a description of what that feature does. Any spelling mistakes are underlined in red for you as shown in this example. You can fix misspelled words.

To:	Removes the teacher from the	Contacts		
10.	Bevins, Bil	Teachers -		
Subject:	Can we set up a conference call this week?	Search		
B I U	+ E + E 99 E Ξ Ξ Size • A· A·	Bevins, Bill		
When can you t	uld like to set up a conference call with you this week? be available spelled ord	Dones, Rita		
		Y		
	SEND MESSAGE			

7. When you are finished composing your message, click Send Message.

The message now appears in your **Sent** messages list. See "View sent messages" on the next page.

Reply to messages

When you receive a message from one of your teachers, you can reply to it.

- 1. Open a message to read it.
- 2. Click the **Reply** button.

The teacher who sent you the message appears in the **To** area. You can remove that teacher by clicking the **X** next to their name, and select another teacher.

3. In the reply area above the original message, enter your reply. Use the formatting tools to bold, underline, change the text color, etc. for your message.

o:	Rita Jones 🗙		Contacts	
	Rita Jones 🖌		Teachers	-
ubject:	Re: Civil War : 1. THE PRE-WAR YEARS : 14. Project	Sea	rch	
	E 99 E = = Size - A- A-		Bevins, Bill	*
Ms. Jones, Okay. Thank you for	Text Color		Jones, Rita	
On 07/15/2015 11:03 Ben.	am MST, Rita Jones wrote Enter reply	r your here		
	ur spelling errors and look at the grammar			

4. When finished, click Send Message.

The message now appears in your Sent messages list. See "View sent messages" below.

View sent messages

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Your **Sent** messages list contains all the messages you sent to your teachers, including those messages sent while working on a lesson and asking for help (see "Request help from your teachers" on page 27.)

1. From the Inbox drop down, select Sent.

New (1)	INBOX 🔻	ALL MESS	Ages 👻	Com	pose	
	Inbox					
	Archived		11/2015 09:1	13 am		
e excited you are learning with	Sent				>	
L.		····	16/2015-11-0	3		~

Your **Sent** messages list contains all sent messages in order of the date and time sent, with the most recent ones at the top.

2. To read a sent message, click it.

While viewing a sent message, you can forward it to another teacher. See "Forward messages" on the facing page.

Archive messages

Because you cannot delete your Odysseyware messages, you can file away (archive) messages to a different list so that your Inbox list is easier to view.

- 1. From your Inbox list, select a message you want to remove from the list and file it away to the Archived list.
- 2. On the View page for the message, click the Archive button.

View archived messages

From: To:	Shanda Lear Arianna Poole
ubject:	Unavailable hours on Monday, May 25
On 05/12/201	5 08:20 am PDT, Shanda Lear wrote
	e for course assistance on Monday, May 25 between the hours of 8am and 1 pm. I will respond to any messages when I return.
i i i i i i i i i i i i i i i i i i i	e lo conse assistance en montaly, may 20 setteen the nears of our and r pin. I will espond to any mostalges when recard
	FORWARD REPLY ARCHIVE

The message is removed from the **Inbox** messages list and now appears in the **Archived** messages list. See "View archived messages" below.

View archived messages

You can view a list of messages that you archived.

1. To see your archived messages, from the Inbox drop down, select Archived.

C	Inbox		Comp	
	Archived	172015 09:0	5 am	
learning with	Sent			>

2. To go back to your Inbox, from the Archived drop down, select Inbox.

Forward messages

You can forward received and sent messages to other teachers. While you are reading a message, if the **Forward** button appears, you can forward that message to another teacher.

- 1. From either the Inbox list or Sent list, click a message to read it.
- 2. Click the Forward button.
- 3. From the **Contacts Teachers** list, select one or more teachers by clicking the check box next to their name (A), or to select all teachers for the message, click the check box (B) next to the **Teachers** list.
- 4. To let the teacher(s) know why you are forwarding the message to them, enter an explanation (C).
- 5. Click Send Message (D).

Γo:				Contacts Teachers	-
Subject:	Fwd: Unavailable hours on Monday, May 25		Sea		
BIU	-∃E -∃E 99 E Ξ Ξ Size - A- Q-			Clark, Olivia	
	C			Lear, Shanda	
I will unavail	15 08:20 am PDT, Shanda Lear wrote lable for course assistance on Monday, May 25 between the and 1 pm. I will respond to any messages when I return.			Rizo, Andrew	
nours of our	und i pini i vini respond to un ji nessages viter i retari.				
	SEND MESSAGE	D			¥

The message now appears in your **Sent** messages box. See "View sent messages" on page 56.