

How to Create 'Message,' 'Note,' and 'Email'

1. Create Message:

o Send Email 'Message' (to 1-student or group of students):

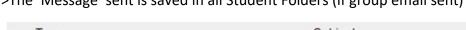
Main menu> students>my students >search to find student or use "Connection" and "Term" to locate student group>select 'Message' button at top or in a student's profile>fill out pop-up text box (you can check the box to send an email copy to yourself)>click 'Submit!'

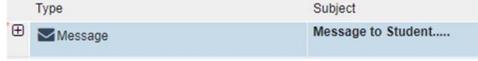
What will you/others see and where?

>The 'Message' is always private between you and the student; not shared with Network members

>You will receive an Outlook email if you've cc'd yourself; student receives an Outlook email automatically

>The 'Message' can be viewed in 'Notes' in the Student Folder >The 'Message' sent is saved in all Student Folders (if group email sent)





Example of 'Message'—clicking the plus icon will display text

2. Create Note:

Add Pre-Health Note (to 1-student or group of students):

Main menu> students>my students >search to find student or use "Connection" and "Term" to locate student group>select 'Note' button at top or in a student's profile>fill out pop-up text box (you can check the box to send an email copy to yourself and/or student)>click 'Submit!'

What will you/others see and where?

- > A 'Note' can send a notification to the student (or not), be private (or shared with a student's Network)
- >Who in the Network will see the 'Note' (if 'shared' box is checked) is displayed at the bottom of the text box
- >You will receive an Outlook email if you've cc'd yourself; student receives an Outlook email if you've cc'd the student
- >The 'Note' created is saved in all Student Folders if more than one student was selected
- >A 'Note' can be viewed in the Student Folder under 'Notes'



Example of 'Note'—clicking the plus icon will display text

3. Send Email to a Network Member:

Main menu>students>my students>search for student>select student >click
Network on left navigation>click member(s)>click 'Email selected' to send email to Network member(s). You have the option to cc yourself

What will you/others see and where?

- >The 'Email' can be viewed in student's profile under 'Notes'
- >The 'Email' sent to the Network member(s) can be seen by you and those selected to receive the email
- >You receive an Outlook email if you've cc'd yourself
- >The student will not receive or be able to view the 'Email'



Example of 'Email'—clicking the plus icon will display text