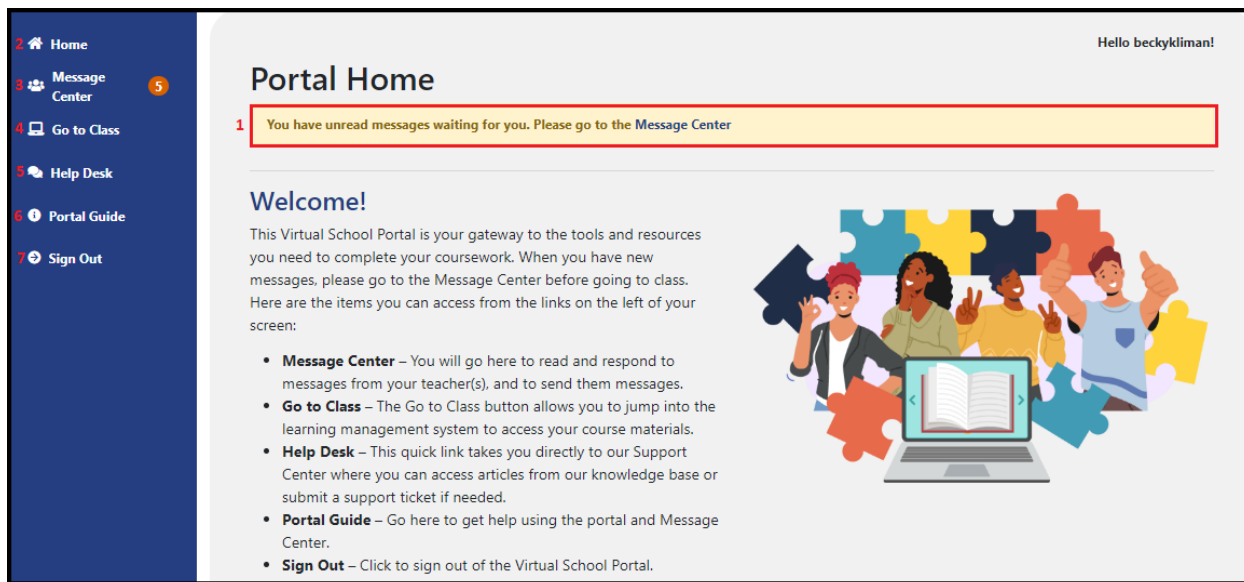


# Virtual School Portal Guide

The Virtual School Portal is where students and teachers can use the Message Center to communicate with each other and access other important items for their courses.

[Watch a quick video!](#)

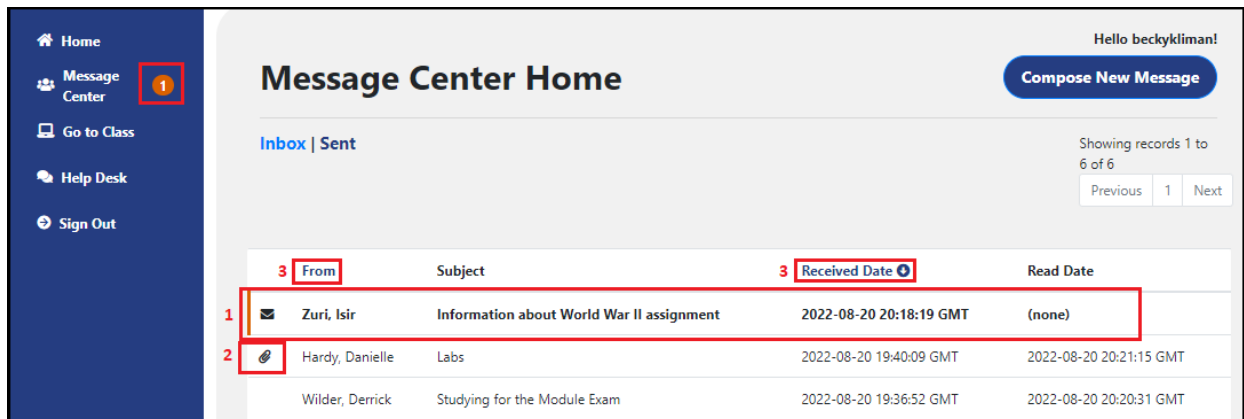
Upon logging in, students will see the Virtual School Portal homepage.



1. **New Message Notification** - Students will have a notification if there are unread messages, and they will be directed to visit the Message Center.
2. **Home** – Click this link to return to the Portal Home.
3. **Message Center** – Students will be able to send messages to and receive messages from their teachers in the Message Center. The number of unread messages will be displayed in an orange circle next to the Message Center link. Please see additional information about the Message Center below.
4. **Go to Class** - Click this link to jump into the Learning Management System to work on courses.
5. **Help Desk** - Click here to contact the Help Desk.
6. **Sign Out** - Click here to sign out of the Virtual School Portal.

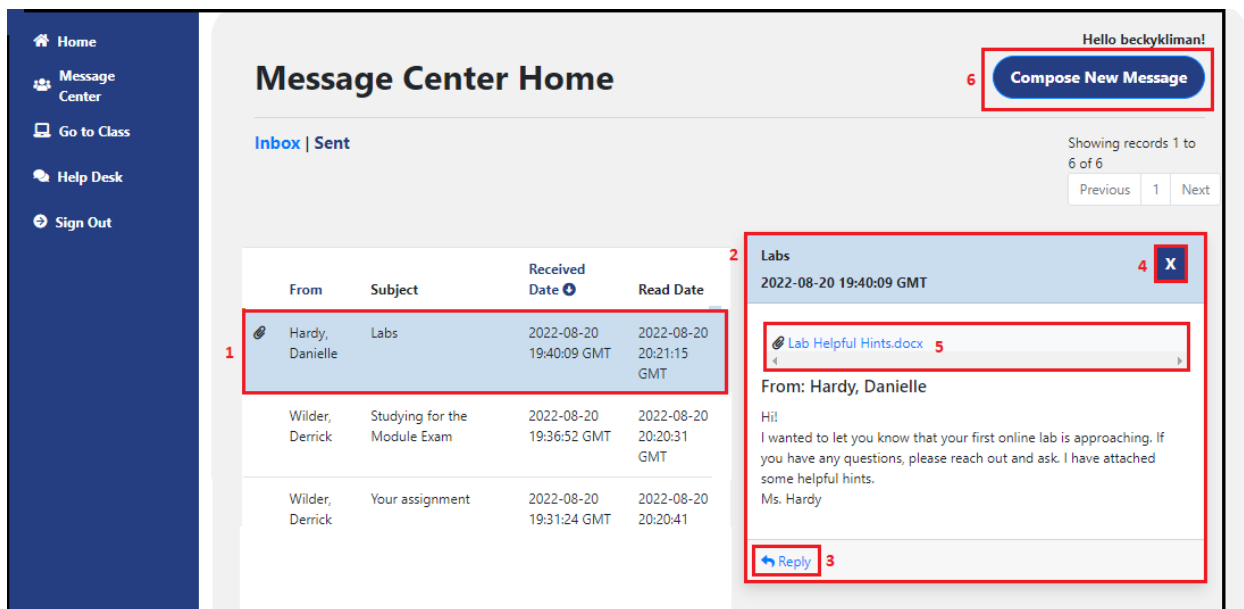
Student Message Center Home:

When students go to the Message Center, they will see their Inbox. This contains all messages sent to them from their teachers.



1. When there is an unread message in the inbox, the message will be bold, and there will be an unopened envelope icon and an orange bar to the left of the sender's name. The number of unread messages is also displayed next to the Message Center link on the left.
2. If there is an attachment, the message will have a paperclip icon.
3. The From and Received Date columns are sortable by clicking on the column headers. The column that is sorting the view will have an upward- or downward-facing arrow.

### Reading and Responding to Messages:

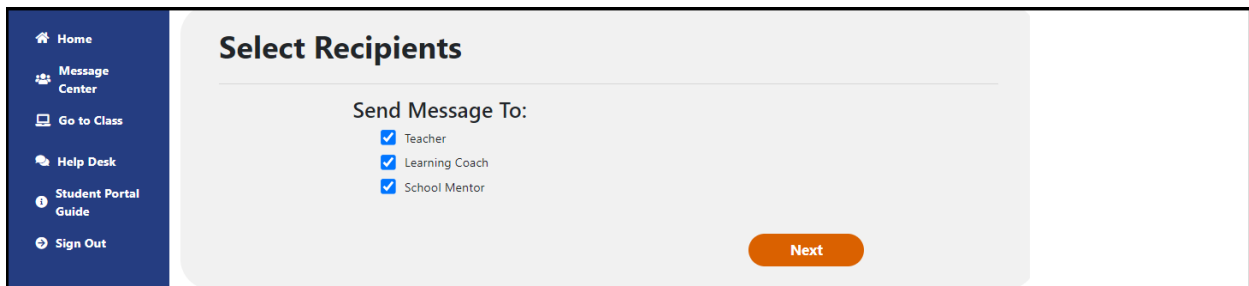


1. Click the message row to display the message card. The message row will be highlighted in blue when the message card is displayed on the right.
2. The message card contains the message from the teacher to the student

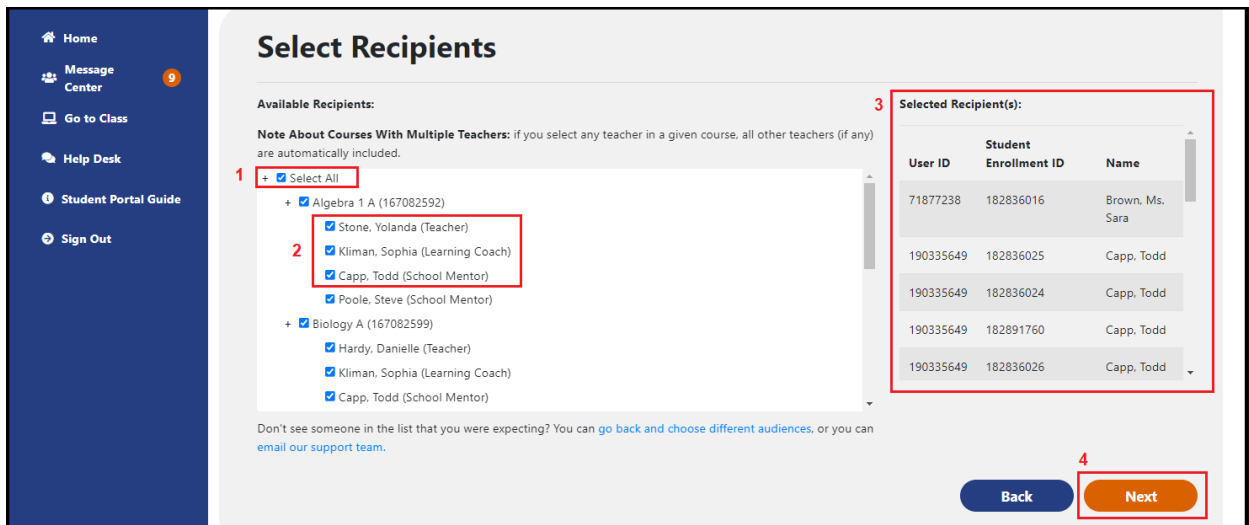
3. The student may click the Reply button to respond to the message.
4. Click the X to close the message card.
5. Click the title of the attachment to download it to a device.
6. Click Compose New Message to write a message to the teacher(s)

## Compose New Message:

After clicking the Compose New Message button, students select the audience who to send a message to.

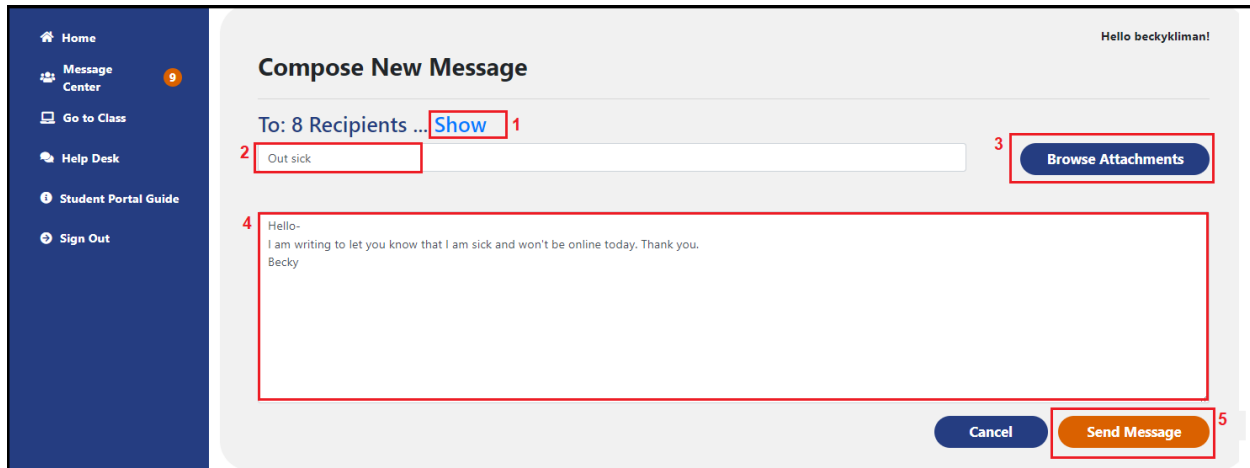


Next, students can select who to send a message to.



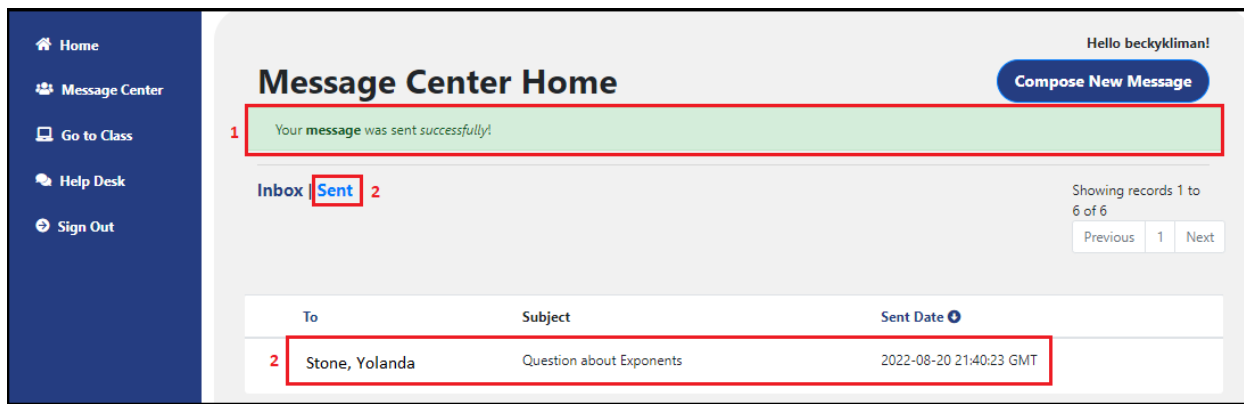
1. Students may choose to send a message to all teachers, school mentors and learning coaches by checking Select All.
2. Students may select an individual person to send a message to.
3. The selected people will appear in the Selected Recipient(s) list.
4. Once they have selected the recipients, students click the Next button.

After students click Next, they compose their message.



1. Students may click the Show link to see the message recipients.
2. A subject must be entered for messages.
3. An attachment may be included.
4. The body of the message is composed in plain text.
5. After completing the message, students click the Send Message button.

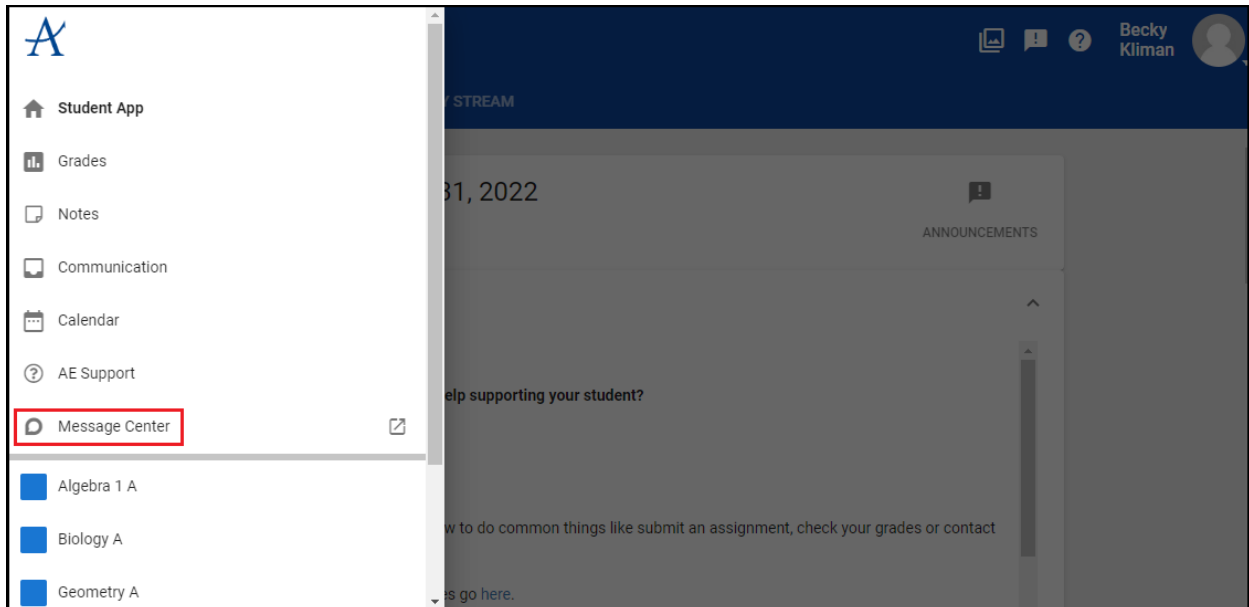
Once students click the Send Message button, they are taken back to Message Center Home.



1. Students will be notified when their messages are sent successfully.
2. Students may click the Sent icon to see their sent message(s).

Returning to the Message Center from your course:

When students go to class, they will be taken to the Learning Management System. If students have not entered a course, they can return to the Message Center from the top left-hand navigation link titled Message Center.



Once students enter a course, the left-hand navigation box is collapsed, but they can still return to the Message Center by clicking the icon highlighted in red below.

