

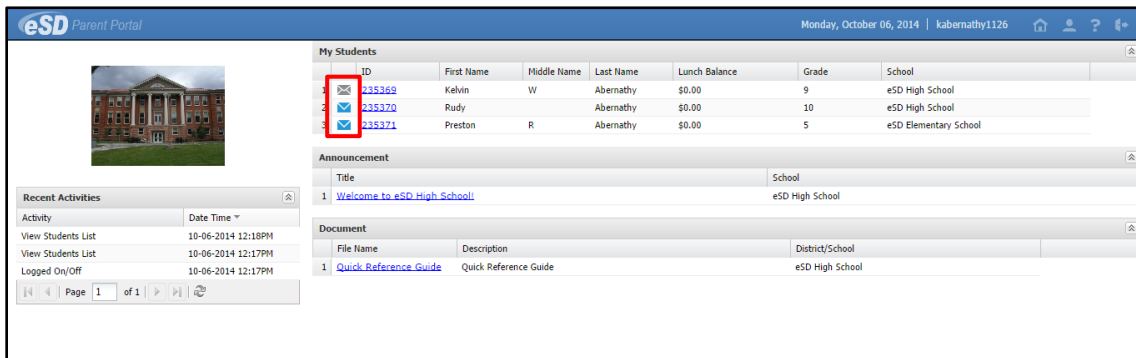


Messages




The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the **Messages** inbox for a student in two ways: from the **My Students** list on the Portal homepage and from the icon toolbar when viewing the student's information.

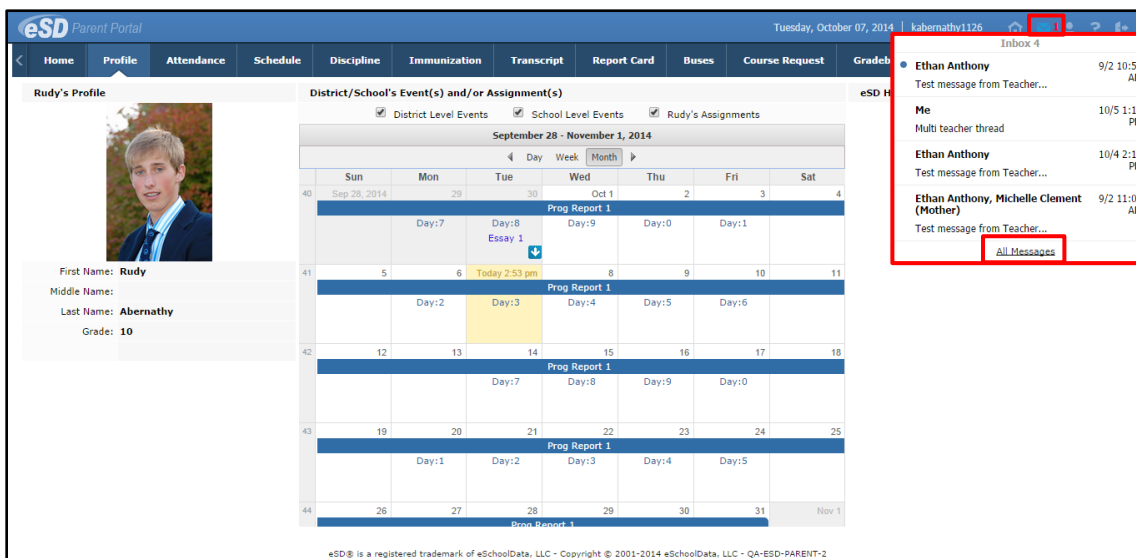
On the Portal homepage, the Messages icon will display as an **Inbox icon** , when there are no new messages about that student, or as a **New Message icon** . Click the Messages icon to access the **Messages Inbox** for the specified student.



The screenshot shows the eSD Parent Portal interface. At the top, it says 'eSD Parent Portal' and 'Monday, October 06, 2014 | kabernathy1126'. On the left, there's a 'Recent Activities' section with a table of activities. The main area is titled 'My Students' and contains a table with columns: ID, First Name, Middle Name, Last Name, Lunch Balance, Grade, and School. Three students are listed, with the first one (ID 235369) highlighted by a red box. Below the table, there are sections for 'Announcement' and 'Document'.

ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
235369	Kelvin	W	Abernathy	\$0.00	9	eSD High School
235370	Rudy		Abernathy	\$0.00	10	eSD High School
235371	Preston	R	Abernathy	\$0.00	5	eSD Elementary School

On the student information pages, the **Messages icon**  will display in the icon bar at top right, and may be followed by a red numeral to indicate the number of new messages (when applicable). Click the **Messages icon**  to view a summary of recent messages for that student, with most recent messages listed first. The **New Thread icon**  will display on each unread message. Click a message to open both the **Messages Inbox** and that message, or click **All Messages** to open the **Messages Inbox**.

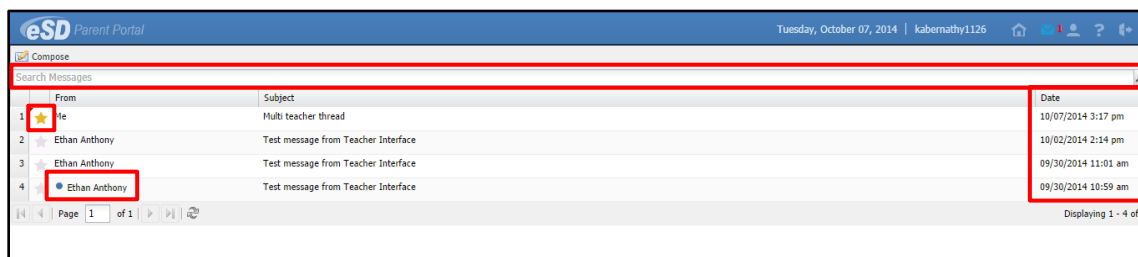


The screenshot shows the eSD Parent Portal interface for a student's profile. The top navigation bar includes links like Home, Profile, Attendance, Schedule, Discipline, Immunization, Transcript, Report Card, Buses, Course Request, and Grades. The main area is titled 'Rudy's Profile' and shows a calendar for 'September 28 - November 1, 2014'. On the right, there's a 'Messages' sidebar with a list of messages. The first message is from 'Ethan Anthony' at 9/2 10:59 AM. Below the list, there's a red box around the 'All Messages' link.

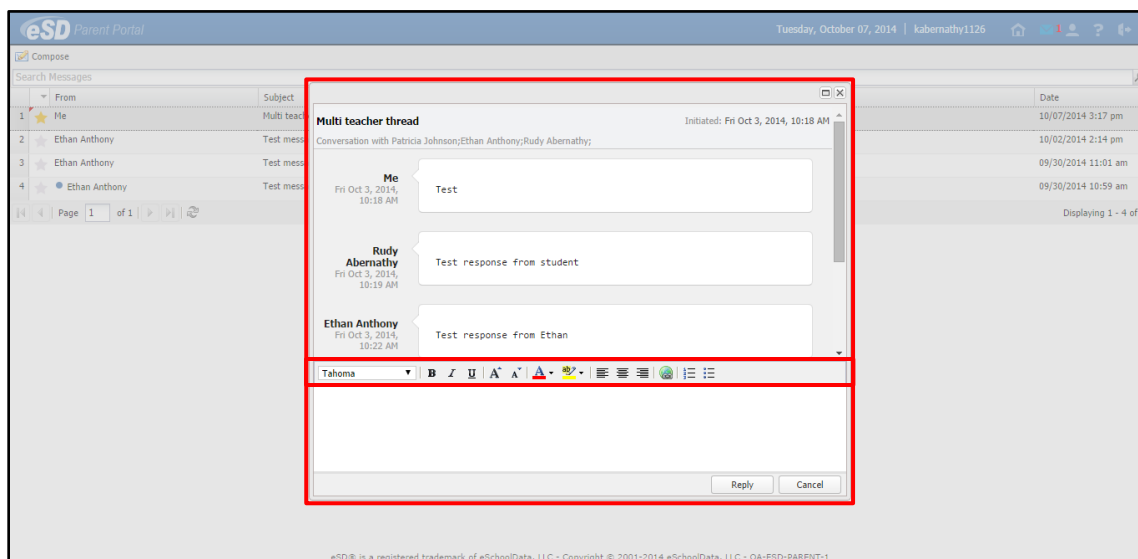
From	Subject	Date
Ethan Anthony	Test message from Teacher...	9/2 10:59 AM
Me	Multi teacher thread	10/5 1:19 PM
Ethan Anthony	Test message from Teacher...	10/4 2:14 PM
Ethan Anthony, Michelle Clement (Mother)	Test message from Teacher...	9/2 11:01 AM

Messages Inbox

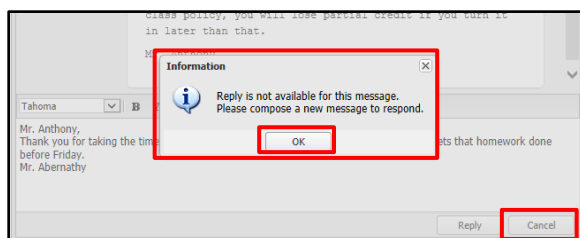
The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon** ● will display on each unread message. Click the **Favorite icon** ★ to bookmark a message thread. Type a search term in the **Search Messages field** and click the **Search icon** 🔍 to filter the list of messages. Click a message to view the message thread details and/or reply to the message.



The existing **Message** window is divided into two areas: the message thread details at top and the reply field below, with the **Editor toolbar** at the top of the reply field. Type your response in the reply field and click **Reply** to send the response to all participants in the conversation.



If the message was generated from the **Classic Teacher Interface** (instead of the **Teacher Connect Interface**), clicking **Reply** will open an Information window, stating that “Reply is not available for this message. Please compose a new message to respond.” Click **OK**, then **Cancel** the reply.



Tip:
Click your browser's **Back button** to exit the **Messages Inbox** and return to the previous page (Portal homepage or student information page).

Note:
Click a **column header** to **Sort Ascending** by that column, click the header again to **Sort Descending**.

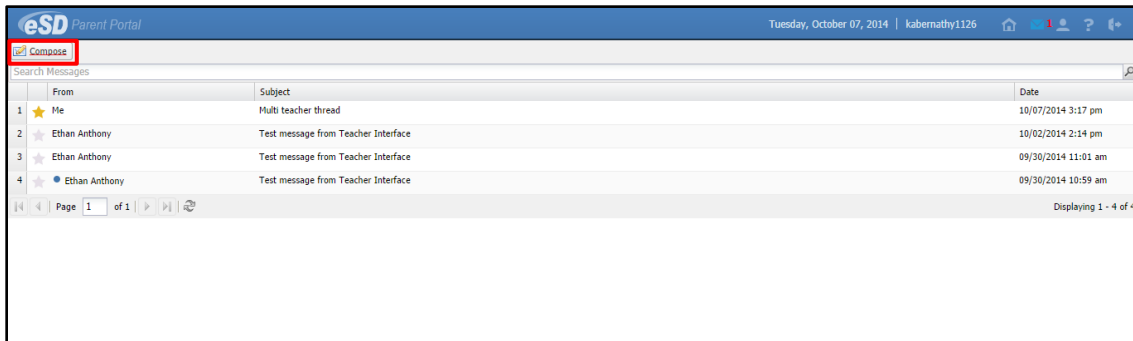
Note:
The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

Note:
The **Classic Teacher Interface** has limited messaging capability that does not include message threads.

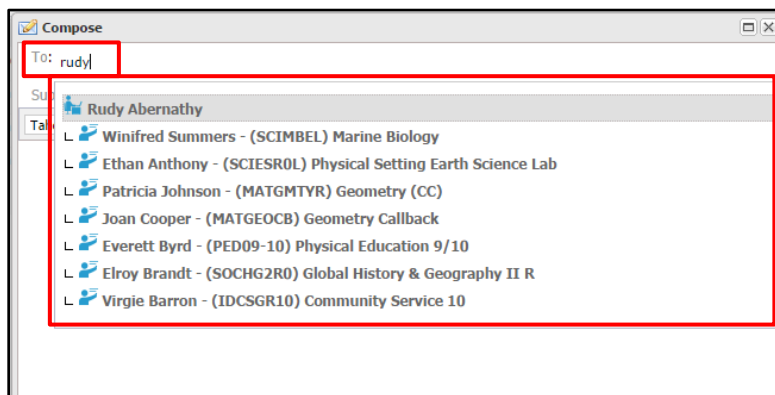
Tip:
Copy the text of your reply before clicking **Cancel**, and then paste it into the new message window.

New Message

From the **Messages Inbox**, click **Compose** to create a new message.



In the **Compose** window, type your student's name in the **To** field to display a list of all of their teachers, then click a name to select the recipient. Repeat the process to select additional recipients to create a group message.



Enter a **Subject** and the message body. The **Editor Toolbar** allows users to customize the text, insert a link, or create lists. When finished, click **Send**.

