


SchoolRack Community Documentation: Messaging

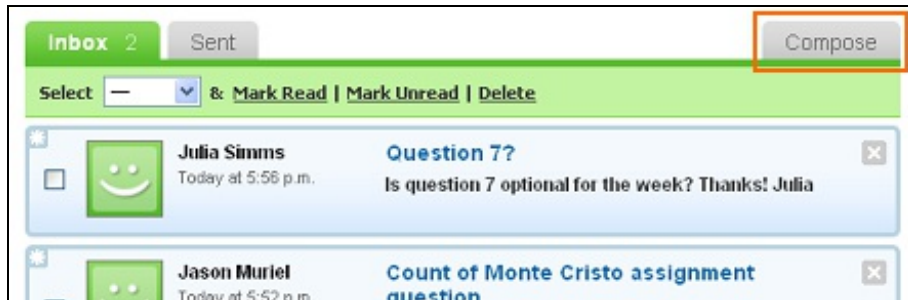
 <p>Students & Parents Customize Site My Messages My Account</p>	<p>With Messaging, you can send private messages to students or parents in your groups through their SchoolRack accounts.</p> <ol style="list-style-type: none">1. How messaging works2. Sending a message to one or multiple group members3. Viewing and replying to a message
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1. How messaging works

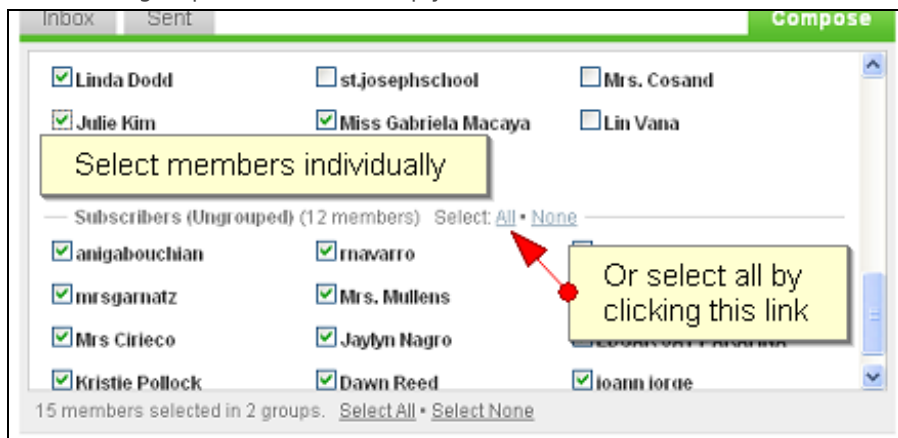
After you have set up groups in your account, you can send messages to individuals or entire groups. All messages are completely private and can be viewed only through a student or parent's secure SchoolRack account.

2. Sending a message to one or multiple group members

1. Once you have logged in to your account, click **My Messages** in the Tools menu
2. Click the **Compose** button at the top right of the table



3. Select the group members you'd like to send the message to. You can click the **Select All** link next to each group name to send to all group members or simply click the checkbox next to each individual name you'd like to send the message to



4. Fill in the Subject and Message body and click **Send Message** below

Subject: Adjustment to Homework #3

Message: Instead of doing problems 15-20 in Chapter 2, do problems 5-15. We'll do the rest next week.

Thanks,
Mrs. B

Send Message

3. Viewing and replying to a message

1. Once you have logged in to your account, click **My Messages** in the Tools menu

2. If you have any messages, they will appear in your **Inbox**. Unread messages will appear at the top of the list and will be highlighted in blue. To open a message, simply click on the message title.

My Messages schoolrack.com/lovegiraffes
VIEW MY WEBSITE

YOUR TOOLS

- Dashboard
- My Pages
- Students & Parents
- Customize Site
- My Messages** (2 unread messages)
- My Account

Inbox 2

Select | |

Unread messages are highlighted blue

Number of unread messages will be shown in the menu

<input type="checkbox"/>		Julia Simms Today at 5:56 p.m.	Question 7? Is question 7 optional for the week? Thanks! Julia	<input type="button" value="X"/>
<input type="checkbox"/>		Jason Muriel Today at 5:52 p.m.	Count of Monte Cristo assignment question Hi Mrs. Williams, I wasn't sure how to approach question #3 from our homework, ...	<input type="button" value="X"/>
<input type="checkbox"/>		Jason Muriel Tue, 2 June at 2 p.m.	RE: Friendly reminder to do your HW Thanks teacher, will do!	<input type="button" value="X"/>

3. Fill in your reply below the message text and hit **Send Reply**

Inbox 1 **Question 7?**

Question 7?

Is question 7 optional for the week?
Thanks!
Julia
Julia Simms
Yesterday at 5:56 p.m.

Reply

Julia, this question is mandatory for the week.
Let me know if you get stuck on it.

Mrs. B

Send Reply