

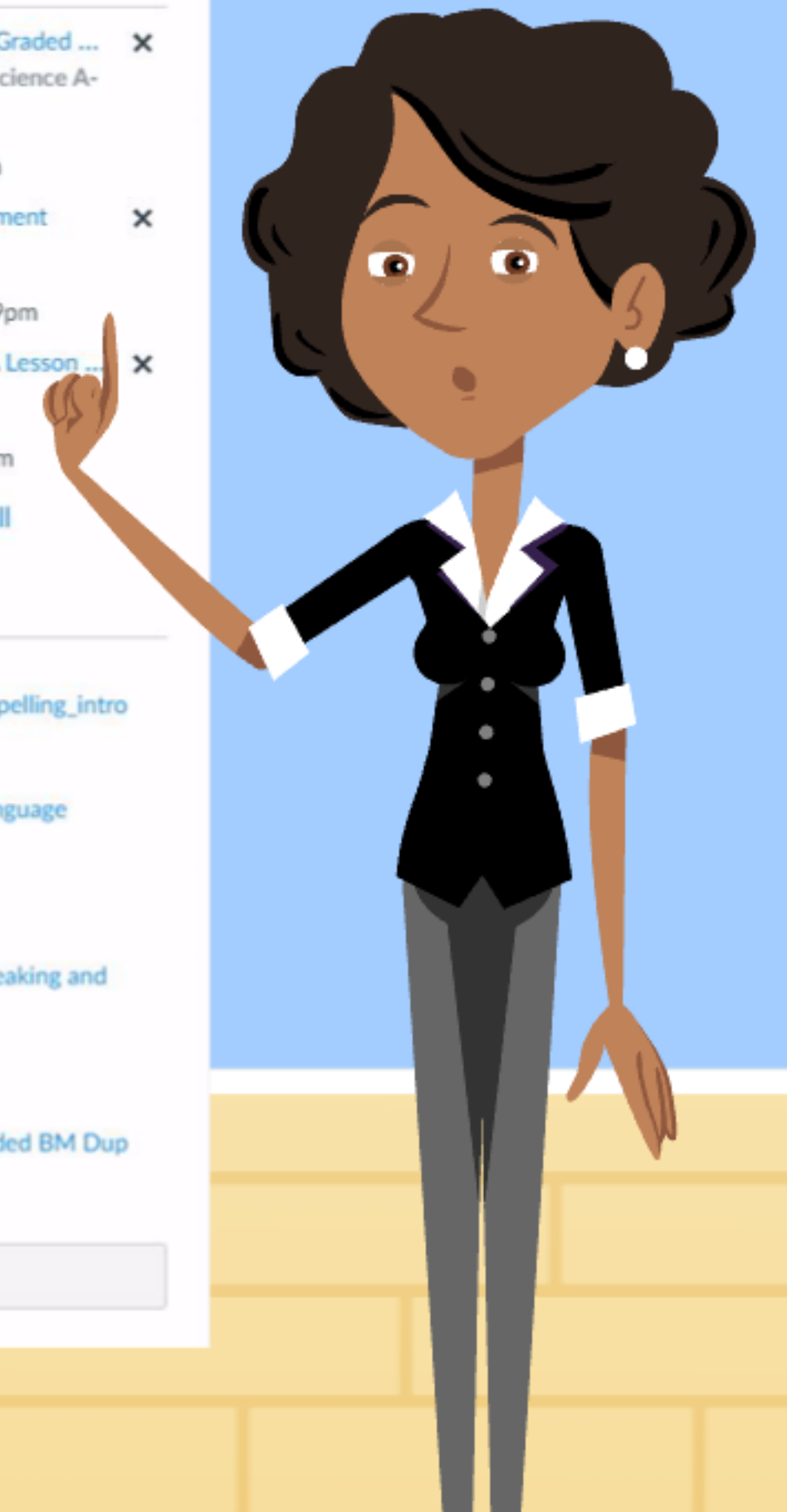
# How to message your teachers



# Messaging your Teacher

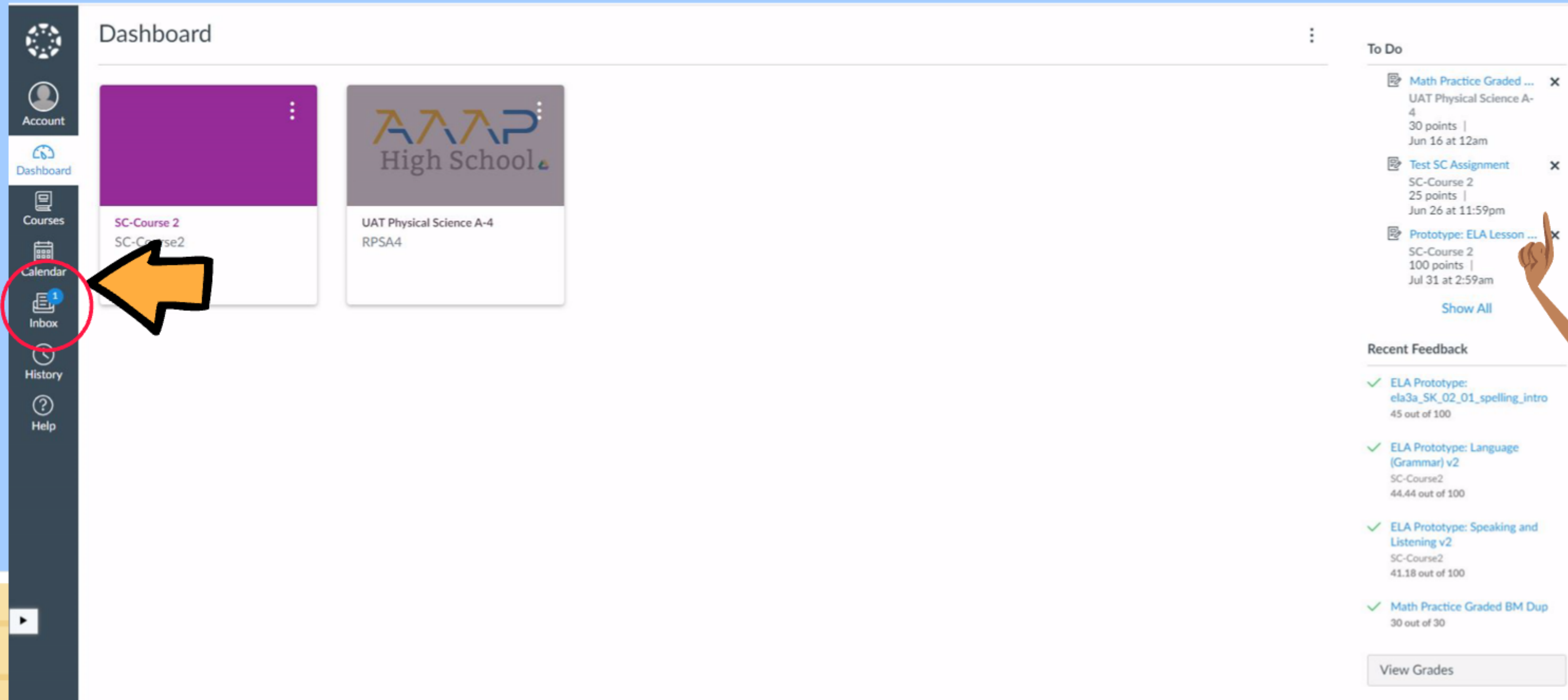
Communication with your teacher will happen in Canvas. In your GLOBAL NAVIGATION, you will see the INBOX button

The screenshot displays the Canvas dashboard interface. On the left, the global navigation menu is visible, with the 'Inbox' button circled in red and a yellow arrow pointing to it. The main dashboard area shows two course cards: 'SC-Course 2' and 'UAT Physical Science A-4 RPSA4'. On the right side, there is a 'To Do' list with three items: 'Math Practice Graded ...' (30 points, due Jun 16 at 12am), 'Test SC Assignment' (25 points, due Jun 26 at 11:59pm), and 'Prototype: ELA Lesson ...' (100 points, due Jul 31 at 2:59am). Below this is a 'Recent Feedback' section with four items, each showing a green checkmark and a score out of 100: 'ELA Prototype: ela3a\_SK\_02\_01\_spelling\_intro' (45 out of 100), 'ELA Prototype: Language (Grammar) v2' (44.44 out of 100), 'ELA Prototype: Speaking and Listening v2' (41.18 out of 100), and 'Math Practice Graded BM Dup' (30 out of 30). A 'View Grades' button is located at the bottom of the feedback section.



# Messaging your Teacher

Click on INBOX to begin!



The screenshot shows a dashboard interface. On the left is a dark sidebar with navigation icons: Account, Dashboard, Courses, Calendar, Inbox (highlighted with a red circle and a yellow arrow), History, and Help. The main content area is titled "Dashboard" and contains two course cards: "SC-Course 2" and "UAT Physical Science A-4 RPSA4". On the right side of the dashboard, there are two sections: "To Do" and "Recent Feedback".

**To Do**

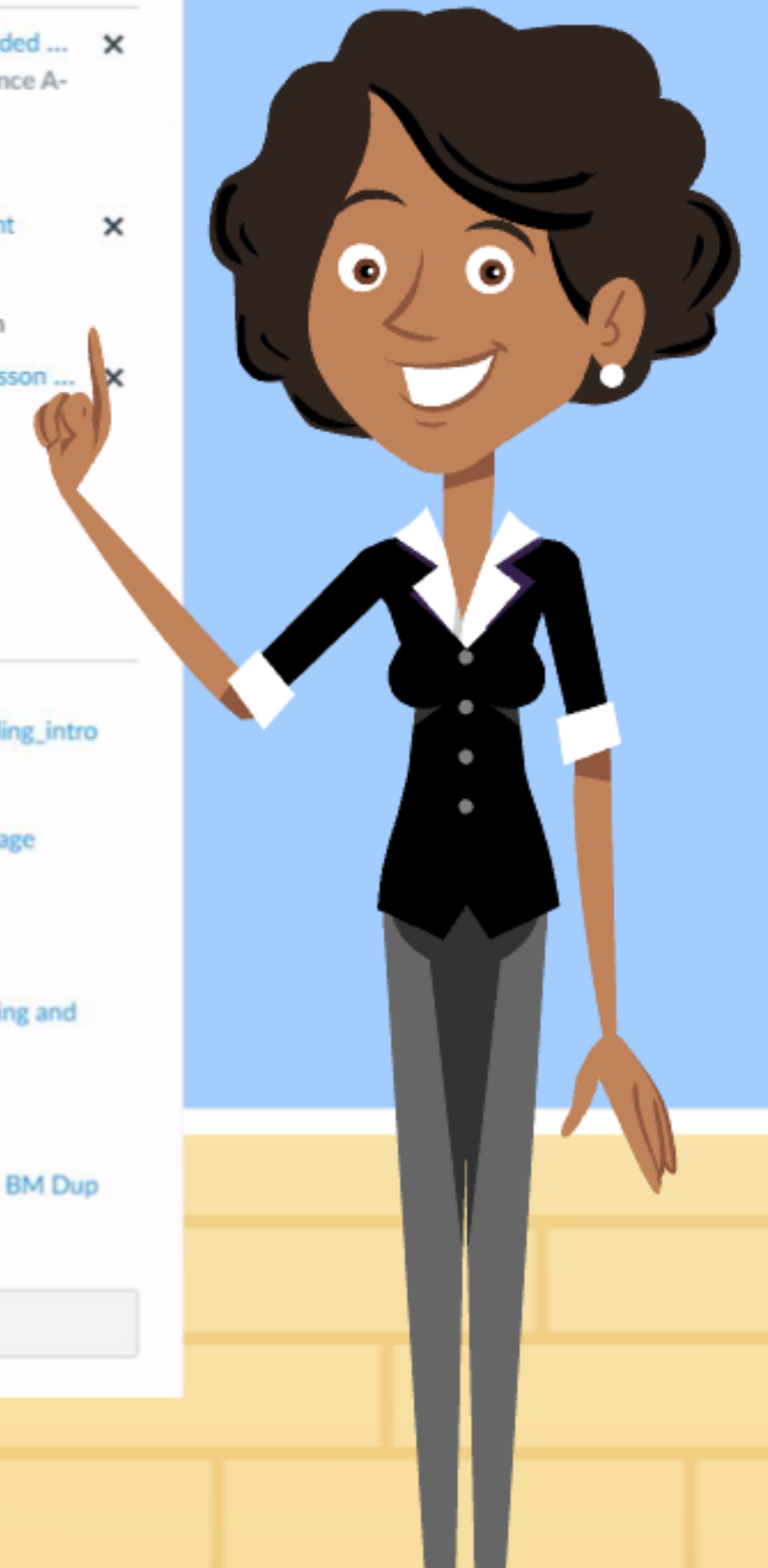
- Math Practice Graded ... x  
UAT Physical Science A-4  
30 points | Jun 16 at 12am
- Test SC Assignment x  
SC-Course 2  
25 points | Jun 26 at 11:59pm
- Prototype: ELA Lesson ... x  
SC-Course 2  
100 points | Jul 31 at 2:59am

Show All

**Recent Feedback**

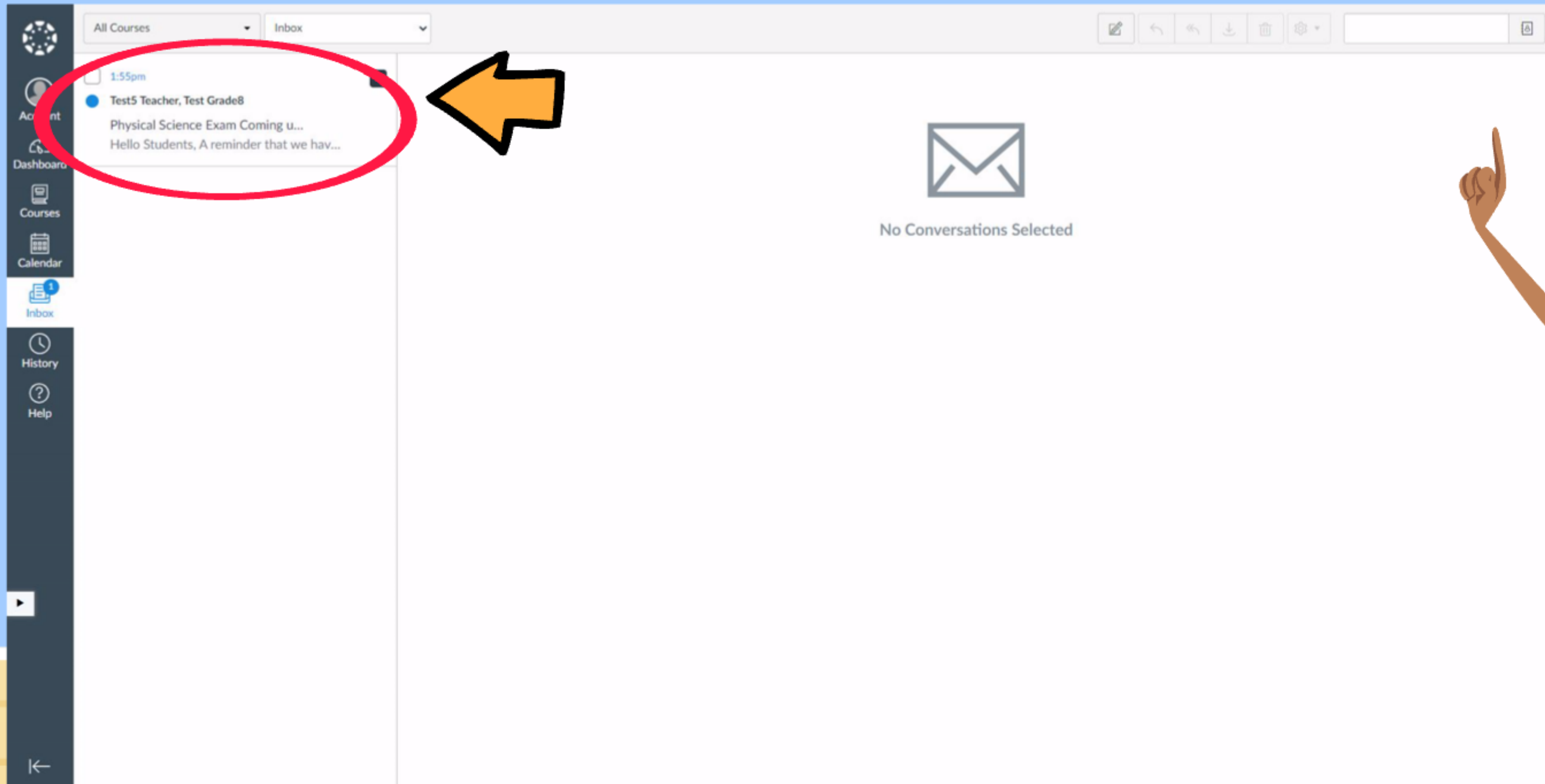
- ✓ ELA Prototype: ela3a\_SK\_02\_01\_spelling\_intro  
45 out of 100
- ✓ ELA Prototype: Language (Grammar) v2  
SC-Course2  
44.44 out of 100
- ✓ ELA Prototype: Speaking and Listening v2  
SC-Course2  
41.18 out of 100
- ✓ Math Practice Graded BM Dup  
30 out of 30

View Grades



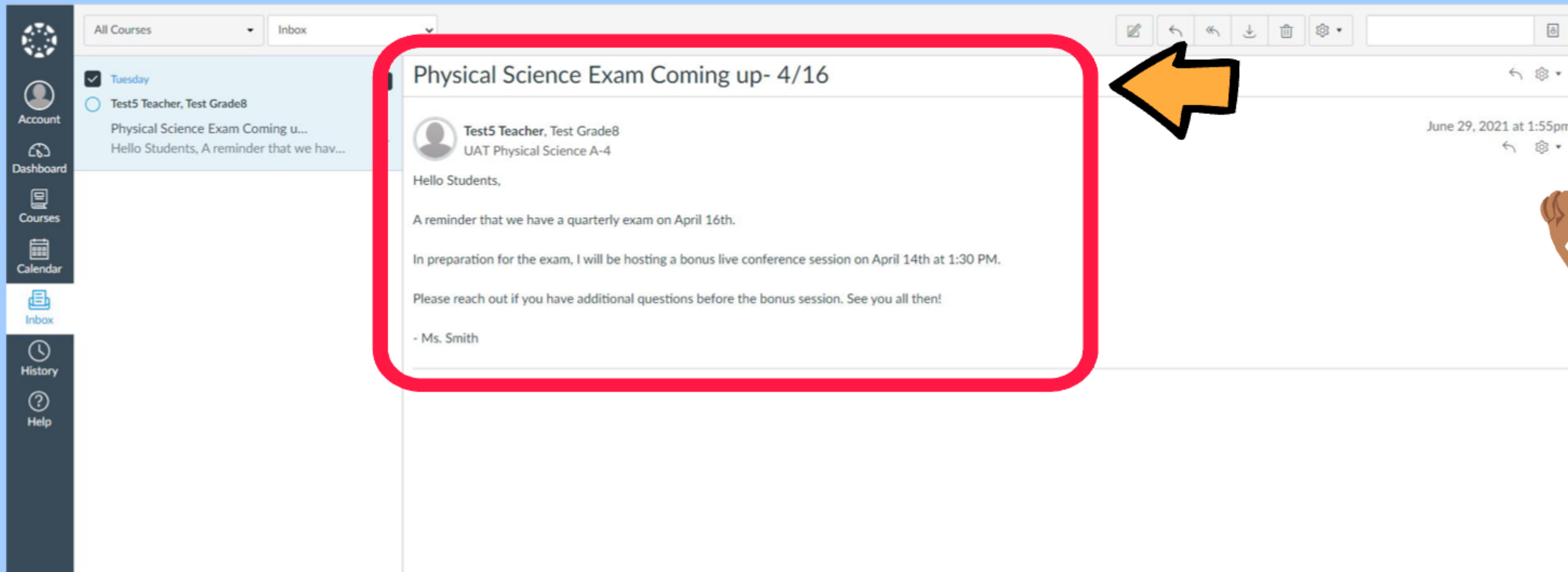
# Message Inbox

Click on the message to read it!

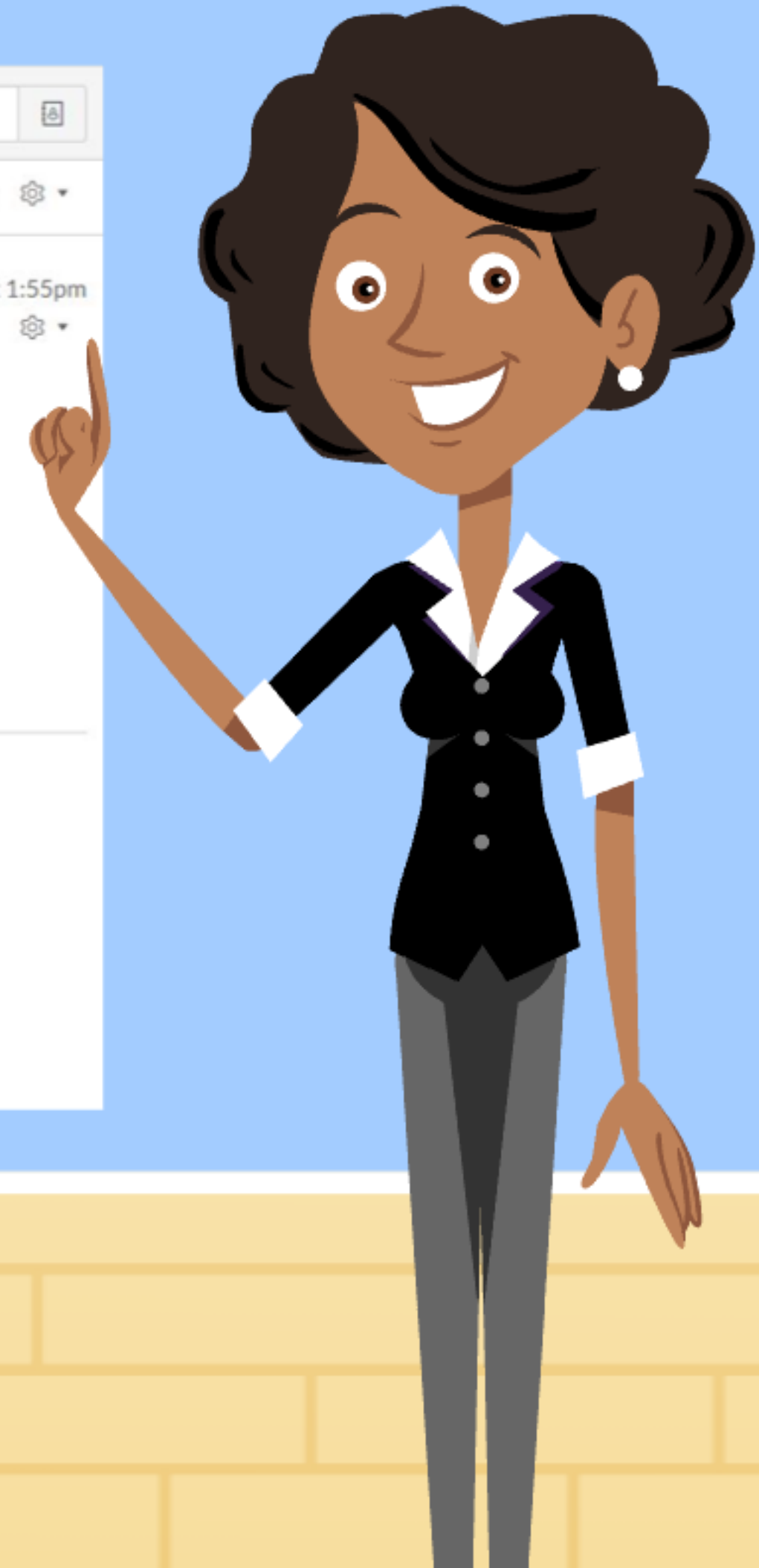


# Message Inbox

You will be able to read the whole message.

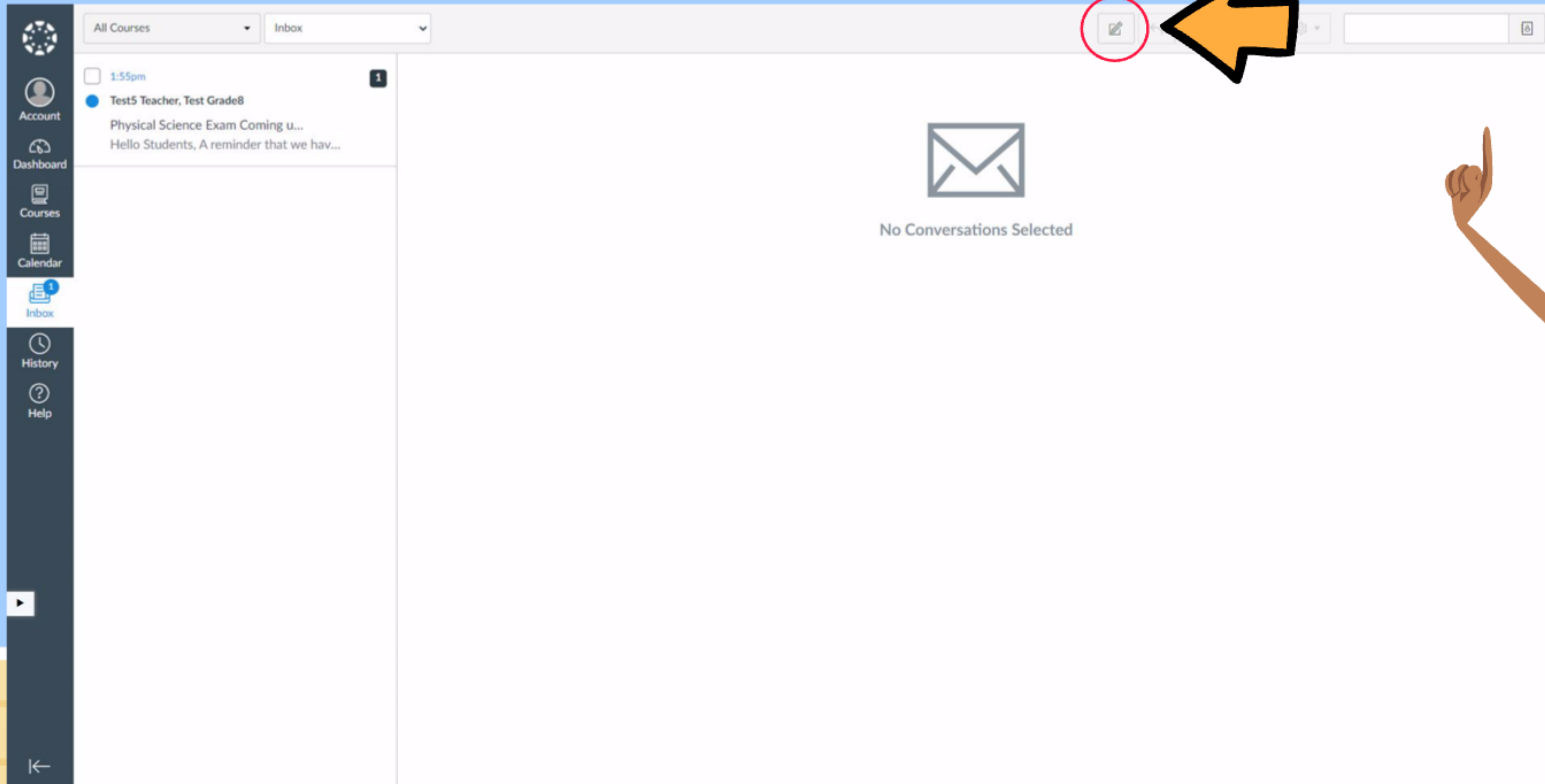


The screenshot shows a web-based message inbox. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox (highlighted), History, and Help. The main content area shows a message from 'Test5 Teacher, Test Grade8' with the subject 'Physical Science Exam Coming up- 4/16'. The message body contains the following text: 'Hello Students, A reminder that we have a quarterly exam on April 16th. In preparation for the exam, I will be hosting a bonus live conference session on April 14th at 1:30 PM. Please reach out if you have additional questions before the bonus session. See you all then! - Ms. Smith'. A red rounded rectangle highlights the entire message content. A yellow arrow points from the right side of the message box towards the right edge of the screenshot. The top right of the message box shows a toolbar with icons for reply, reply all, download, delete, and settings, along with a search bar. The date and time 'June 29, 2021 at 1:55pm' are visible on the right side of the message.



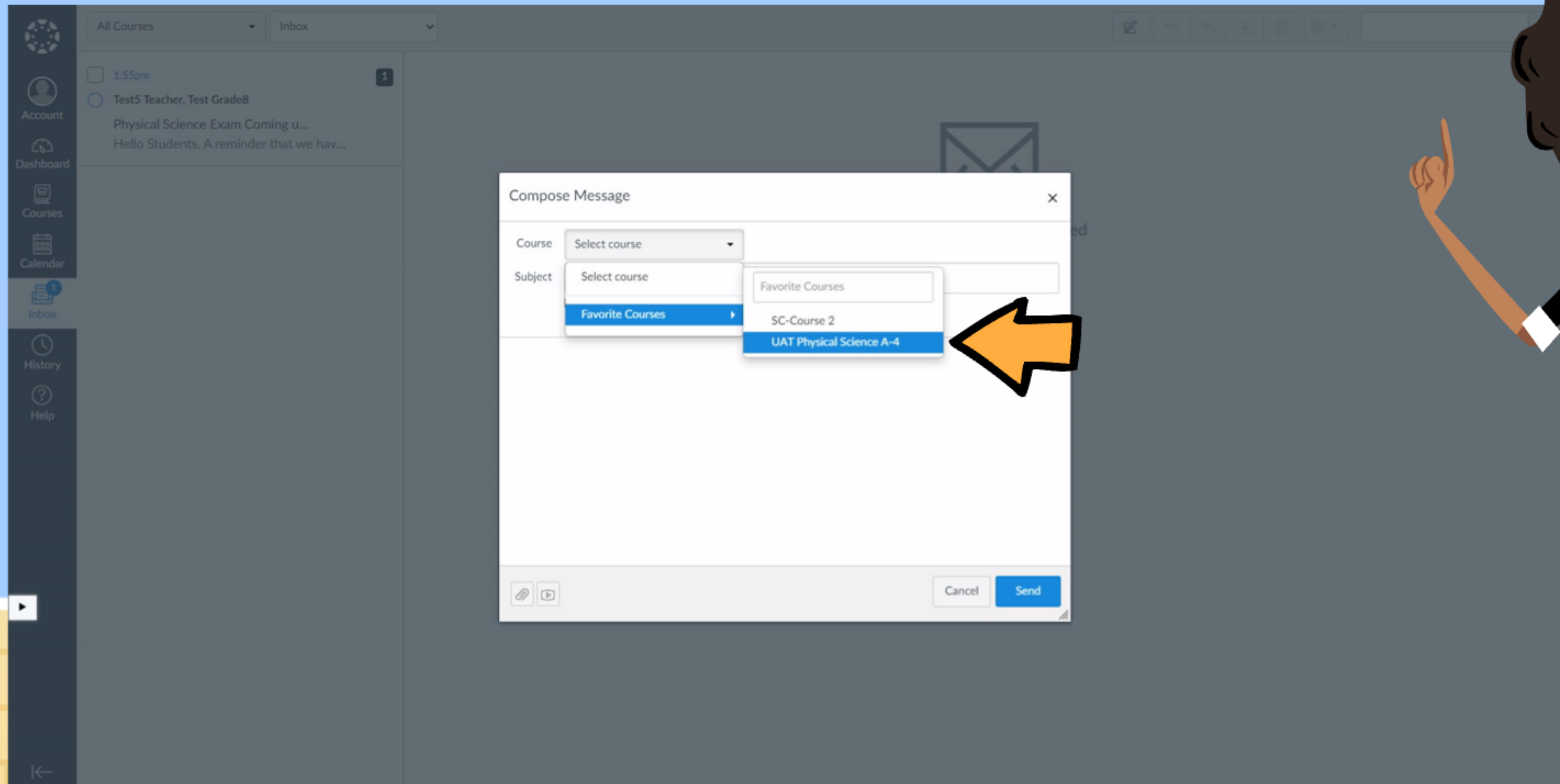
# Message Inbox- Sending a Message

1. Click on this icon to begin.



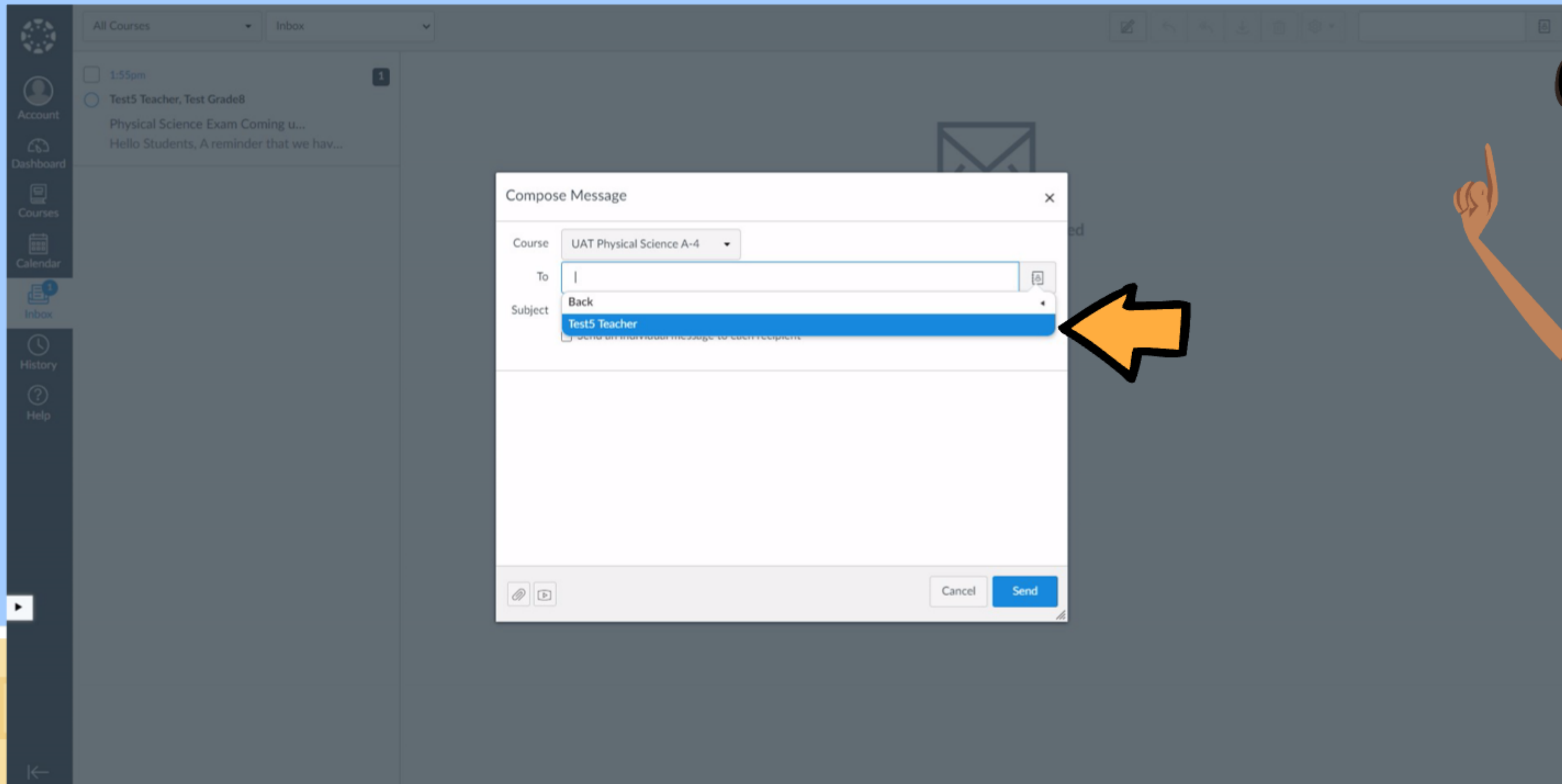
# Message Inbox- Sending a Message

2. Select the appropriate course



# Message Inbox- Sending a Message

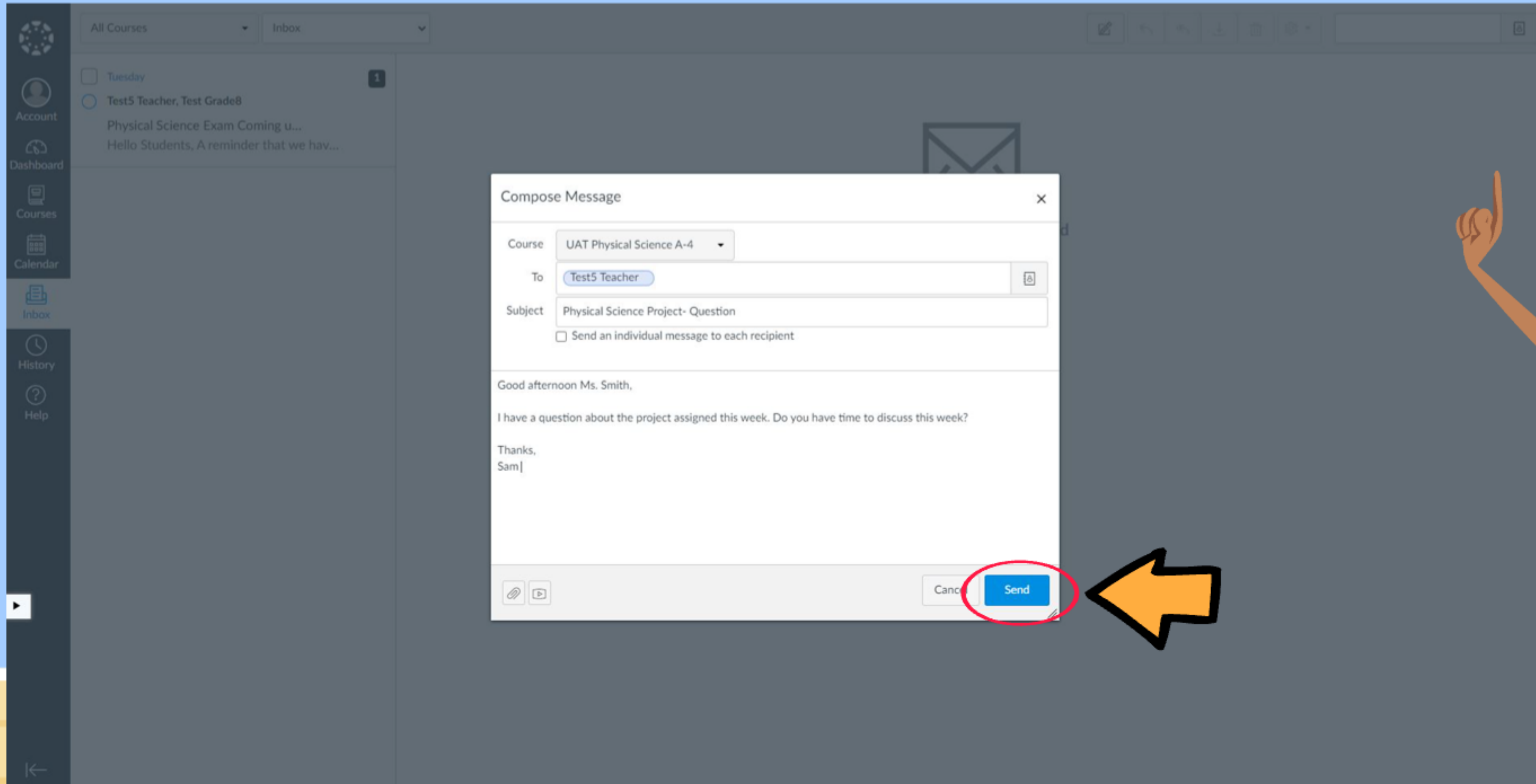
## 3. Select your teacher





# Message Inbox- Sending a Message

4. Compose your email and press send!



# Tips for Writing a Message

Compose Message

Course: UAT Physical Science A-4

To: Test5 Teacher

Subject: Physical Science Project- Question

Send an individual message to each recipient

Good afternoon Ms. Smith,  
I have a question about the project assigned this week. Do you have time to discuss this week?

Thanks,  
Sam Miller

Cancel Send

1. Start with a friendly greeting

2. Make sure your subject line is clear and specific

3. Keep your message polite and summarize your request the best that you can.

4. Avoid using ALL CAPS, slang or "texting language"

5. Sign your name with your full name and proof read before sending



# Need Help?

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## Chat with Support

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Click on the "Live Chat" button to chat with a Support Member.

Call 833.426.7457

## Visit the Support Site

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4amphlp.accelschools.com

The image shows a user interface with a sidebar menu on the left and a help panel on the right. The sidebar menu includes the following items: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Mastery. The 'Help' item in the sidebar is highlighted with a yellow box, and an orange arrow points from it to the 'Live Chat' button in the help panel. The help panel is titled 'Help' and contains the following content: Tech Support (Need Support? Call 833.426.7457 to speak with an agent.), Ask Your Instructor a Question (Questions are submitted to your instructor), AMP Support Website, and Video Conferencing Guides for Remote Classrooms (Get help on how to use and configure conferences in canvas.). The 'Live Chat' button is a blue rounded rectangle with a white chat icon and the text 'Live Chat'.

**For more  
helpful videos,  
visit**

**[4amphp.accelschools.com](http://4amphp.accelschools.com)**

