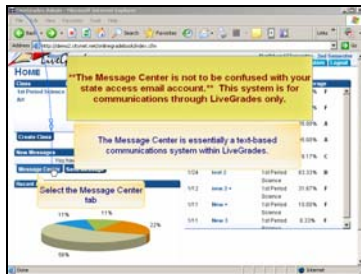


Slide 1

Text Captions: LiveGrades
Message Center

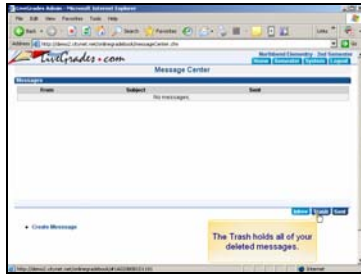


Slide 2

Text Captions: Select the Message Center
tab

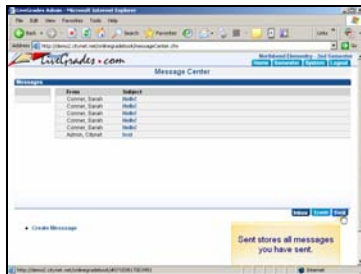
The Message Center is essentially a text-based communications system within LiveGrades.

****The Message Center is not to be confused with your state access email account.** This system is for communications through LiveGrades only.**



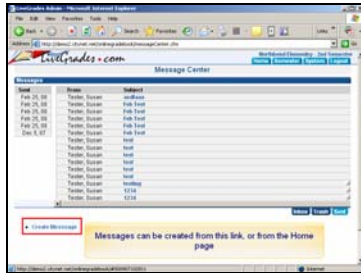
Slide 5

Text Captions: The Trash holds all of your deleted messages.



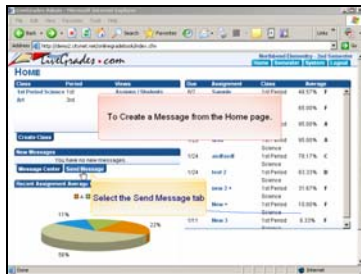
Slide 6

Text Captions: Sent stores all messages you have sent.



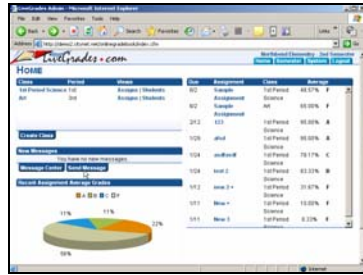
Slide 7

Text Captions: Messages can be created from this link, or from the Home page

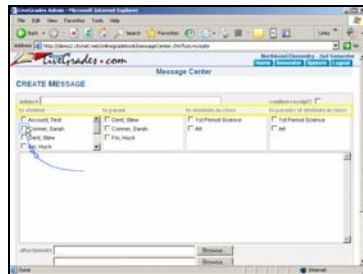


Slide 8

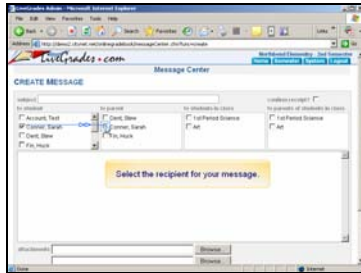
Text Captions: Select the Send Message tab
To Create a Message from the Home page.



Slide 9

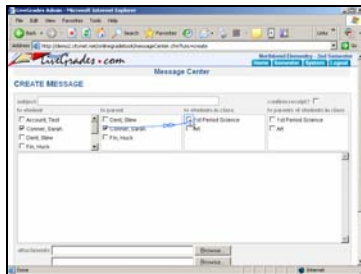


Slide 10

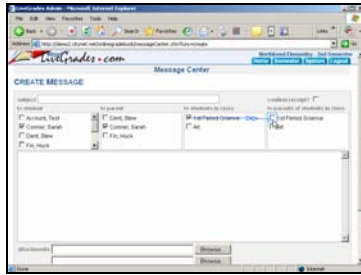


Slide 11

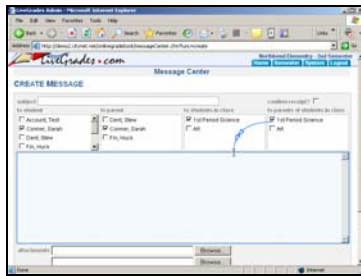
Text Captions: Select the recipient for your message.



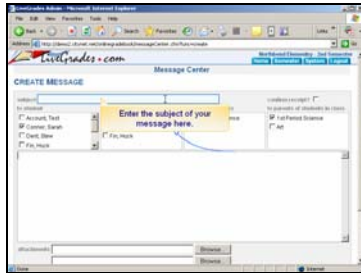
Slide 12



Slide 13

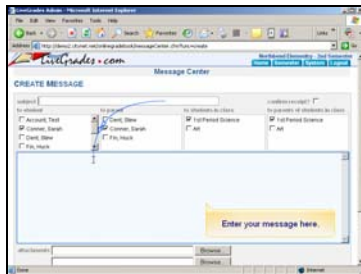


Slide 14



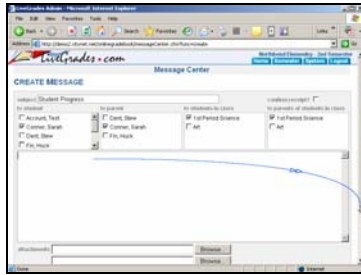
Slide 15

Text Captions: Enter the subject of your message here.

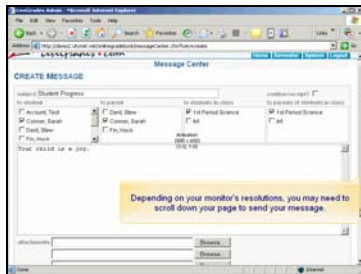


Slide 16

Text Captions: Enter your message here.

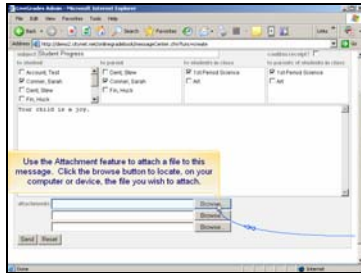


Slide 17



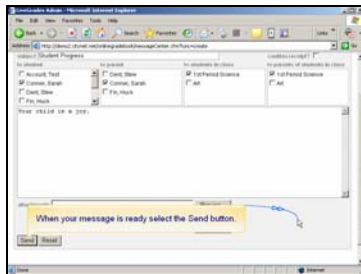
Slide 18

Text Captions: Depending on your monitor's resolutions, you may need to scroll down your page to send your message.



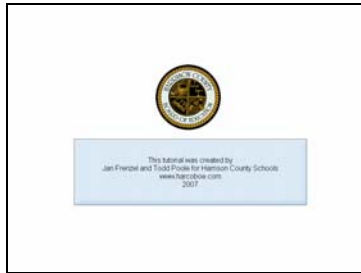
Slide 19

Text Captions: Use the Attachment feature to attach a file to this message. Click the browse button to locate, on your computer or device, the file you wish to attach.



Slide 20

Text Captions: When your message is ready select the Send button.



Slide 21

Text Captions: This tutorial was created by
Jan Frenzel and Todd Poole for Harrison
County Schools
www.harcoboe.com
2007