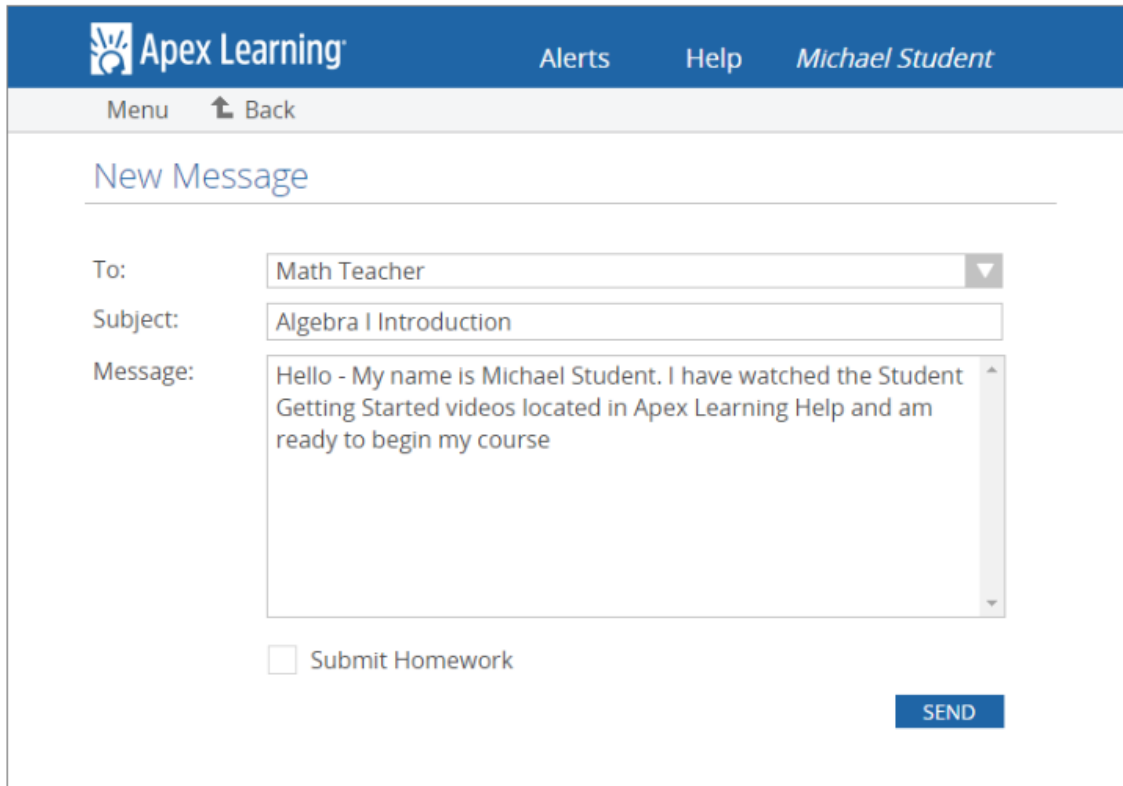


Send a Message

How to use the Messages page to contact your teachers.

1. On the My Dashboard screen, click the New Message button (+ sign). The New Message dialog opens.
2. Use the dropdown list to select a teacher to contact.
3. Enter a subject and your message.
4. Click the Send button. The dialog closes and a copy of your message is displayed on the Messages screen.



The screenshot shows the Apex Learning interface. At the top, there is a blue header with the Apex Learning logo on the left, and the words 'Alerts', 'Help', and 'Michael Student' on the right. Below the header is a light gray bar containing 'Menu' and a 'Back' button with an upward-pointing arrow. The main content area is titled 'New Message' and contains a form with the following fields:

- To:** A dropdown menu with 'Math Teacher' selected.
- Subject:** A text input field containing 'Algebra I Introduction'.
- Message:** A text area containing the text: 'Hello - My name is Michael Student. I have watched the Student Getting Started videos located in Apex Learning Help and am ready to begin my course'.

Below the message field is a checkbox labeled 'Submit Homework' which is currently unchecked. At the bottom right of the form is a blue button labeled 'SEND'.