



ODYSSEYWARE<sup>®</sup>

# **Student User Guide**



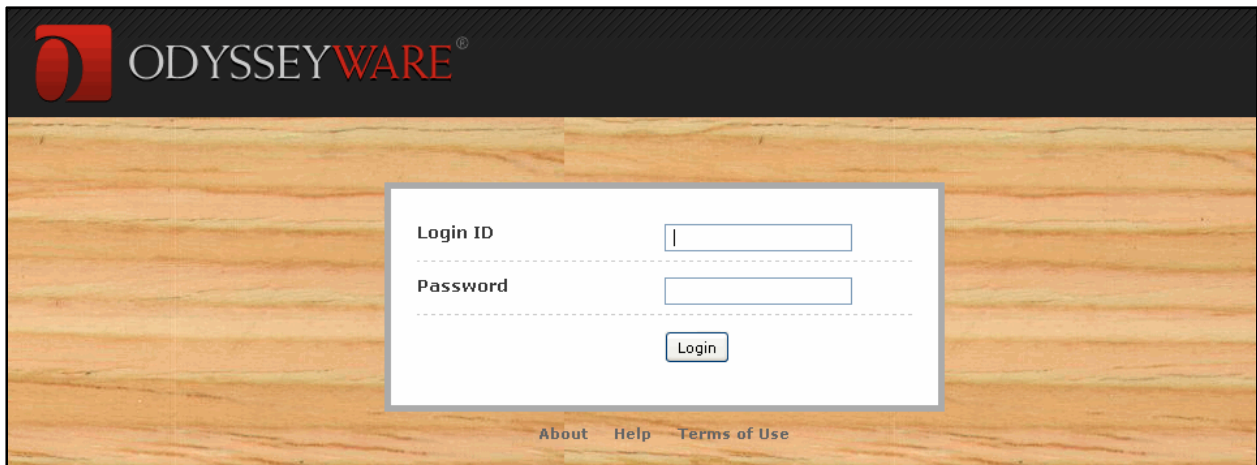
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**Note:** For technical support, please contact Technical Support at 1-877-251-6662 or go to [www.odysseyware.com/support](http://www.odysseyware.com/support).

## Welcome to ODYSSEYWARE!

Enter the **Login ID** and **Password** your school provided you to go directly to your **Home** page.



The screenshot shows the ODYSSEYWARE login interface. At the top left is the ODYSSEYWARE logo. Below it, the text 'ODYSSEYWARE' is displayed. The main area has a light wood-grain background. A white login box is centered, containing the following elements:

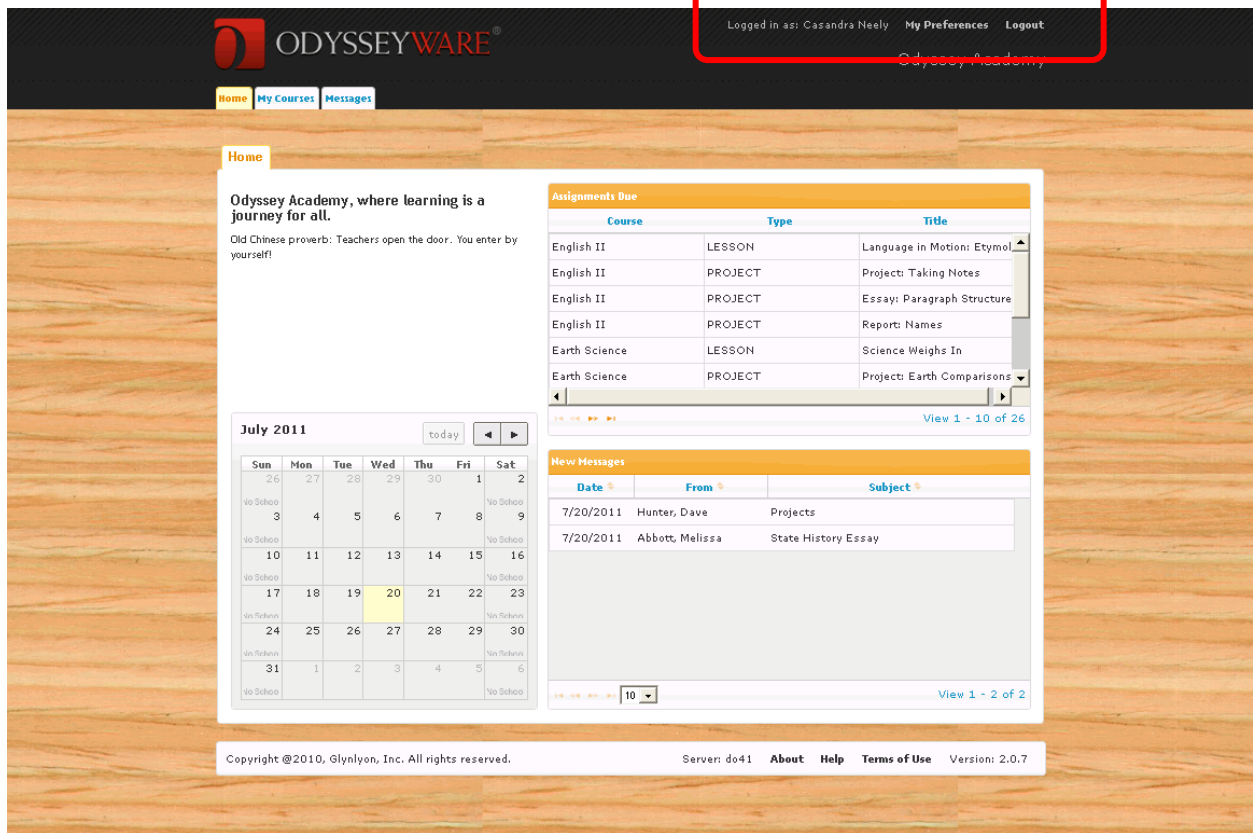
- A label 'Login ID' followed by a text input field.
- A label 'Password' followed by a text input field.
- A 'Login' button below the password field.
- At the bottom of the login box, three links: 'About', 'Help', and 'Terms of Use'.

Below the **Login** box, you see three links, **About, Help, Terms of Use**. These links are on every page in the application. Let's quickly walk through each of those links, starting with **About**.

- **About** - The **About** page is where you find the active ODYSSEYWARE **Version** number.
- **Help** – is where you find a copy of this document.
- **Terms of Use** - Clicking this link allows you to access a copy of the "ODYSSEYWARE End User License".

## Home

After you login, the first page you see is your **Home** page.



Odyssey Academy, where learning is a journey for all.  
Old Chinese proverb: Teachers open the door. You enter by yourself!

**July 2011**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
No School	3	4	5	6	7	8
No School	9	10	11	12	13	14
No School	15	16	17	18	19	20
No School	21	22	23	24	25	26
No School	27	28	29	30	31	1
No School	2	3	4	5	6	7
No School	8	9	10	11	12	13
No School	14	15	16	17	18	19
No School	20	21	22	23	24	25
No School	26	27	28	29	30	31
No School	1	2	3	4	5	6
No School	7	8	9	10	11	12

**Assignments Due**

Course	Type	Title
English II	LESSON	Language in Motion: EtymoL
English II	PROJECT	Project: Taking Notes
English II	PROJECT	Essay: Paragraph Structure
English II	PROJECT	Report: Names
Earth Science	LESSON	Science Weighs In
Earth Science	PROJECT	Project: Earth Comparisons

**New Messages**

Date	From	Subject
7/20/2011	Hunter, Dave	Projects
7/20/2011	Abbott, Melissa	State History Essay

The banner at the top of your **Home** page remains in place unless you have an assignment open. The **Header** (or banner) shows you the school name, your name, the **My Preferences** and **Logout** links.

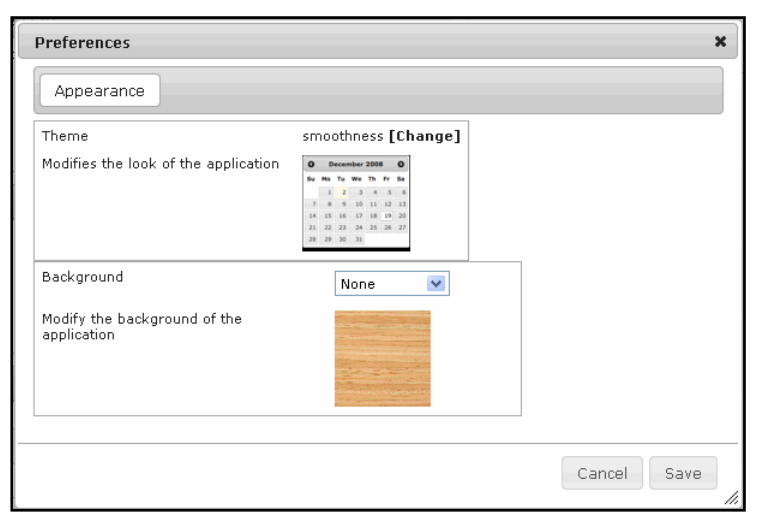
**My Preferences** – depending on how your administrator set up your application, you may be able to change the background and color scheme you see when you login.

In the **Theme** box, click **[Change]** to display the **Select a theme** drop-down menu. Select from the available list.

In the **Background** box, click the dropdown menu to change the **Background**. Again, select from the choices offered.

Click **Save** when you are done.

Click **Logout** when you are done working or leave your computer.



Another area that remains across all of the pages, except while you are in an assignment, is the row of tabs across the top of the page, enabling easy access to everything you need in the

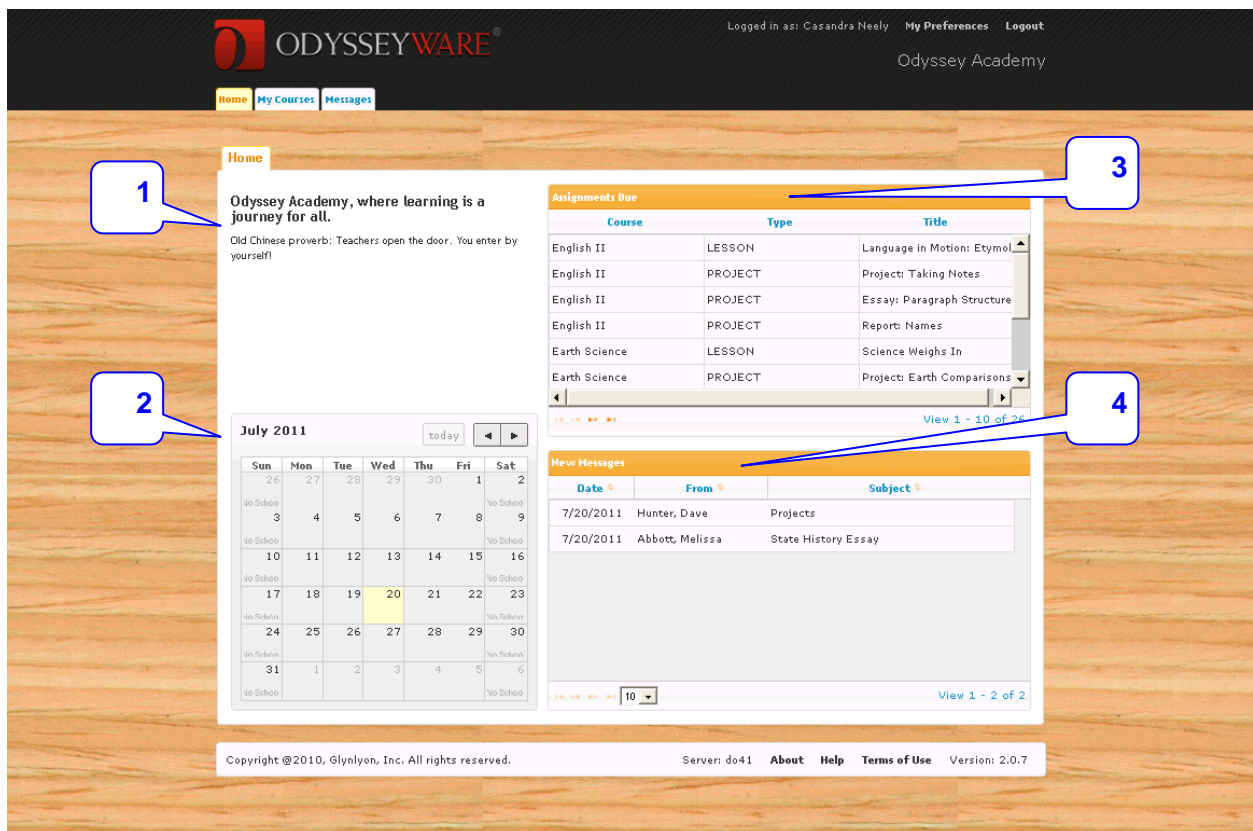


application. This guide walks you through each tab and the corresponding functions and features available when you click each one, staying with the far left tab, the **Home** tab.



Your **Home** page is divided into four sections:

1. **Messages of the Day** – announcements from your school administrator
2. **Calendar** – displays the current month. Shows you which days are school and non-school days. Use the arrows at the top to scroll to previous or future months. The **today** button always brings you back to the current month.
3. **Assignments Due** – shows you any assignments you have due. Again, you can use the arrows below the list to scroll through the complete list if you have more unread messages than the ones displayed. Click any of the assignment titles to go directly to that assignment.
4. **New Messages** – displays any new messages you have received from the administrator or your teachers since you last displayed your **Home** page. Use the arrows below the list to scroll through the complete list if you have more than what appear in the box. Click a message to open that message in your **Message Center**. Once you open the message, it drops off this part of your **Home** tab.





## My Courses

The page you see when you click the **My Courses** tab depends on how your administrator set up your login account. If your login account is linked to course calendars, you will see two tabs, **Planner** and **Courses**. The **Planner** tab displays when you click **My Courses**.

If your login account is not linked to a course calendar, only the **Courses** tab displays when you click the **My Courses** tab. If you do not have the **Planner** tab, skip to the section on the **Courses** Tab on page 8 of this document to continue.

### My Courses with Planner/Calendar

**Overdue**

Course	Unit	Title	Due
English III	1	Standard Englis	11/1/2010
Earth Science	1	Project: Resear	10/29/2010
Earth Science	1	Science Weighs	11/1/2010
High School Healt	1	Circulatory Syst	11/1/2010

**Schoolwork**

Course	Unit	Title	Due
English III	1	Standard Englis	11/1/2010
English III	1	Project: Using C	11/3/2010
English III	1	Project: Analyz	11/9/2010
English III	1	Project: Etymo	11/11/2010
Vietnam Era	1	French Indochi	11/3/2010
Vietnam Era	1	Essay: The U.S.	11/23/2010
Earth Science	1	Project: Resear	10/29/2010

**Upcoming**

Course	Unit	Title	Due
English III	1	Quiz 1: Nonstand	11/2/2010
Earth Science	1	Quiz 1	11/2/2010
High School Healt	1	Quiz 1	11/2/2010
English III	1	Everyday English	11/2/2010
Earth Science	1	A Sequence Of Ev	11/3/2010
English III	1	Professional Engl	11/4/2010
Vietnam Era	1	Quiz 1: Toward Fr	11/4/2010

**Overall Progress**

Course	Started	Progress	Score
Vietnam Era	10/29/2010	<input type="text" value="2.6%"/>	100
English III	10/29/2010	<input type="text" value="1.6%"/>	88.3
High School Healt	10/29/2010	<input type="text" value="1.1%"/>	90
Earth Science	10/29/2010	<input type="text" value="1.2%"/>	92.1

### My Courses without Calendar

**Courses**

Title	Type	Start Date	Status	Progress	Score
▶ Vietnam Era	Course	Oct 29, 2010 12:57 PM		2%	100.0%
▶ English III	Course	Oct 29, 2010 11:26 AM		1%	88.3%
▶ High School Health	Course	Oct 29, 2010 12:59 PM		1%	90.0%
▶ 1. Body Essentials	Unit	Oct 29, 2010 12:59 PM		5%	90.0
▶ 1. Building Blocks	Lesson	Oct 29, 2010 12:59 PM	Graded		90.0
▶ 2. Circulatory System and Respiratory System	Lesson	Oct 29, 2010 1:51 PM	Assigned		--
▶ 3. Quiz 1	Quiz	--	--		--
▶ 4. Nervous System and Immune System	Lesson	--	--		--
▶ 5. Experiment: Your Adaptive Heart	Project	Nov 02, 2010 9:59 AM	Assigned		--
▶ 6. Skeletal System, Muscular System, and Integumentary System	Lesson	--	--		--
▶ 7. Digestive System and Excretory System	Lesson	--	--		--
▶ 8. Endocrine System and Reproductive System	Lesson	--	--		--
▶ 9. Quiz 2	Quiz	--	--		--
▶ 10. Growth and Development	Lesson	--	--		--
▶ 11. Project: Fetal Development	Project	--	Assigned		--
▶ 12. Childhood Development	Lesson	--	--		--
▶ 13. Adolescence	Lesson	--	--		--
▶ 14. Adulthood	Lesson	--	--		--
▶ 15. Project: Interviewing an Older Person	Project	--	Assigned		--
▶ 16. Quiz 3	Quiz	--	--		--
▶ 18. TEST	Test	--	--		--
▶ 19. Glossary and Credits	Reference	--	Assigned		--
▶ 2. Physical Health	Unit	--	--	0%	--
▶ 3. Social and Mental Health	Unit	--	--	0%	--
▶ 4. Preventative Health Care and First Aid	Unit	--	--	0%	--
▶ 5. Responsible Living	Unit	--	--	0%	--
▶ Earth Science	Course	Oct 29, 2010 12:50 PM		1%	92.1%



### My Courses / Planner Tab

When you click **My Courses**, your **Planner** page automatically displays. This page is divided into four squares that give you a complete snapshot of your schoolwork at the moment. You can access your assignments from the **Overdue** block and the **Schoolwork** block of this page. See 'Working an Assignment' on page 9 for instructions on how to complete your assignments.

1. **Overdue** – This box lets you know which, if any, assignments are past due. You see the **Course Name**, **Unit**, **Title** of the assignment, and date it was **Due**. Click any underlined assignment title in this box to go directly to that assignment.
2. **Schoolwork** – This block displays your next assignment due in each course along with all of the projects in the current unit for each course. Click any underlined assignment title in this block to open the assignment.
3. **Upcoming** – shows you the title of the next assignments including any projects, essays, or experiments you have assigned for the next five school days in each course.
4. **Overall Progress** – lists each **Course** you are assigned, the date you **Started** working on it, your current **Score** and a **Progress** bar to show you a picture of how much of the course is complete as well as the actual percentage number. You can see the bar fill in as you complete your assignments.

The screenshot shows the 'My Courses / Planner Tab' interface. At the top, there are navigation tabs: 'Home', 'My Courses', and 'Messages'. Below this, there are sub-tabs: 'Planner' and 'Courses'. The main content area is divided into four sections:

- Overdue** (Callout 1): A table with columns 'Course', 'Unit', 'Title', and 'Due'. It lists assignments like 'Nervous System' (8/8/2011), 'Skeletal System' (8/11/2011), 'Digestive System' (8/15/2011), and 'Kansas-Nebraska' (8/15/2011).
- Schoolwork** (Callout 3): A table with columns 'Course', 'Unit', 'Title', and 'Due'. It lists assignments like 'Nervous System' (8/8/2011), 'Project: Fetal D...', 'Project: Interv...', 'Project: The Art', 'Kansas-Nebraska' (8/15/2011), and 'Project: Compar'.
- Upcoming** (Callout 2): A table with columns 'Course', 'Unit', 'Title', and 'Due'. It lists upcoming assignments like 'The Kansas Issi' (8/17/2011), 'Endocrine System' (8/18/2011), 'Quiz 2: Body Sy' (8/22/2011), 'Quiz 2: Compro' (8/22/2011), 'Abolition and Jo' (8/24/2011), and 'Growth and Dev.' (8/25/2011).
- Overall Progress** (Callout 4): A table with columns 'Course', 'Started', 'Progress', and 'Score'. It shows progress bars and scores for 'Digital Arts' (2.1% 100), 'Civil War' (4.8% 95.2), and 'High School Heal' (3.4% 87.4).



## My Courses / Courses Tab

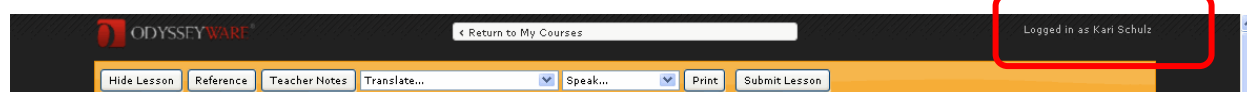
The **Courses** tab is a list of each course you are enrolled in. This list shows you the date you started working on it, your **Progress** in the course (percent complete), and your current **Score** in the course. To see a list of the units in the course, click the arrow to the left of the course name. Next, click the arrow to the left of the unit name to display a list of all of the assignments in the unit. At this point, you can also see the **Type** of assignment (course, unit, lesson, quiz, project, etc.), and the **Status** of the assignment.

The assignments that are in **bolded blue** text are either assignments you have already completed or ones available for you to work on. Click the **blue title** to open the assignment.

Planner		Courses			
Title	Type	Start Date	Status	Progress	Score
▶ Civil War (2011)	Course	Jul 13, 2011 9:55 AM		4%	94.6%
▶ Earth Science (2011)	Course	Jul 18, 2011 3:52 PM		1%	92.1%
▶ English II (2011)	Course	Jul 18, 2011 3:33 PM		1%	95.8%
▼ Essentials of Business (2011)	Course	Jul 13, 2011 10:26 AM		9%	79.5%
▼ 1. ESSENTIALS OF BUSINESS: UNIT 1	Unit	Jul 13, 2011 10:26 AM		9%	79.5
▶ <b>1. Course Overview</b>	Reference	--	Assigned	--	--
▶ <b>2. Principles of Training</b>	Lesson	Jul 13, 2011 10:26 AM	Graded		88.0
▶ <b>3. Your Role in Business</b>	Lesson	Jul 13, 2011 11:21 AM	Graded		80.0
▶ <b>4. Project: Your Role in the Business</b>	Project	Jul 20, 2011 3:34 PM	Assigned		--
▶ <b>5. Business Career Choices</b>	Lesson	Jul 13, 2011 11:42 AM	Graded		80.0
▶ <b>6. Project: Business Career Choices</b>	Project	--	Assigned		--
▶ <b>7. Selling Yourself</b>	Lesson	Jul 13, 2011 1:42 PM	Graded		70.0
▶ <b>8. Project: Selling Yourself</b>	Project	--	Assigned		--
▶ <b>9. Market-Based Economy</b>	Lesson	--	Assigned		--
▶ 10. Business Economics Wants vs. Needs	Lesson	--			--
▶ 11. Unlimited Wants vs. Limited Resources	Lesson	--			--
▶ <b>12. Project: Unlimited Wants vs Limited Resources</b>	Project	--	Assigned		--
▶ 13. Human Resources	Lesson	--			--
▶ 14. Marketing and Advertising	Lesson	--			--
▶ <b>15. Project: Marketing and Advertising</b>	Project	--	Assigned		--
▶ 16. Sales Techniques and Careers	Lesson	--			--
▶ <b>17. Project: Sales Techniques and Careers</b>	Project	--	Assigned		--
▶ 18. Business Structures	Lesson	--			--
▶ 19. Management	Lesson	--			--
▶ 20. Finance Options, Credit Use, and Banking	Lesson	--			--
▶ <b>21. Project: Finance Options, Credit Use, and Banking</b>	Project	--	Assigned		--
▶ 22. Recordkeeping Money and Asset Management	Lesson	--			--
▶ 23. Consumer Rights	Lesson	--			--
▶ <b>24. Project: Consumer Rights</b>	Project	--	Assigned		--
▶ 25. Business Leadership Skills	Lesson	--			--
▶ <b>26. Project: Business Leadership Skills</b>	Project	--	Assigned		--
▶ 27. Group Dynamics in the Business Setting	Lesson	--			--
▶ 28. Team-Building Skills in Business	Lesson	--			--
▶ 29. Business Ethics	Lesson	--			--

## Working an Assignment

When you open an assignment, there are several things you will always see:



Your name should display on the right side of this banner (like in the **red box** above).

You also see a row of buttons and dropdown menus. You can use these while working in your assignments.

**Return to My Courses** button - 

Use this button to go back to your **My Courses** page without submitting your assignment as finished.

**Hide Lesson / Show Lesson** button -  / 

This button is a toggle. If you are in the presentation part of the lesson you see the **Hide Lesson** button. Once you click that button, it becomes the **Show Lesson** button. You never see both of them at the same time.

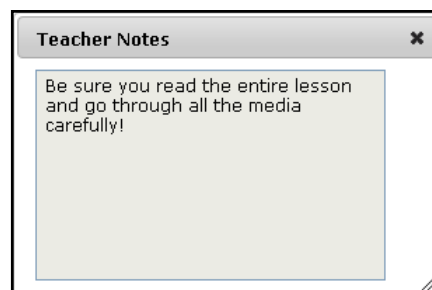
Once you finish reading the presentation part of the assignment and are ready to start working on the problems, you can click the **Hide Lesson** button and display only the questions. This way you do not have to scroll to the bottom of the lesson to see the questions. If you want to return to the presentation to reread a portion or check an answer, click the **Show Lesson** button and it again displays.

**Reference** button - 

This button lets you access an online encyclopedia to look up additional information about a subject or item. Highlight the word, name, phrase, etc. you want to look up and click the **Reference** button. A small window opens with additional information. Simply click the **X** in the upper right corner of the small window to close it when you are finished.

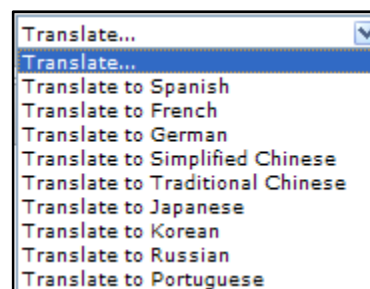
**Teacher Notes** button - 

Sometimes your teacher may leave you notes about the assignment. When you open a lesson with notes from your teacher, the note opens automatically. Use the **X** in the upper right corner of the **Teacher Notes** window to close it when you have read them. Click this **Teacher Notes** button to refer to it again if you need.



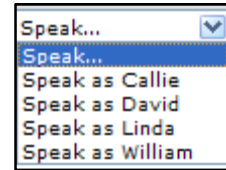
**Translate** menu -




Sometimes you want to see text in another language. Highlight the text you want translated and click the dropdown arrow on the **Translate** menu to select the language you want. A small **Translation** window appears with the text displayed in the language you selected.





### Speak menu -

If you want (or need) to hear all or part of a lesson read out loud, Highlight the text you want read aloud and click the dropdown arrow on the **Speak** menu to select the voice you want to use. The Audio Player appears at the top of your screen. Use the controls to pause



(  ), rewind (  ), or fast forward (  ). You can also

adjust the sound (  ) using the controls on the player. To replay, simply click the play button (  ).



### Print button -

Click this button to print the lesson and all of the problems.


### Submit Lesson button -


When you have completed all of the problems associated with the lesson (ALL sections), click the **Submit Lesson** button to let your teacher know the assignment is done. If you do not click this button, OW does not know you are finished and you cannot open your next assignment in the course and you do not receive a grade for this assignment.



Below this row of buttons and menus you see **Section** tabs. There may be only one or there may be four or five, depending on how the lesson is presented. They look something like this:






. The best way to approach your lesson is to read the material and do the activities (like slide shows, videos, exercises), practice the vocabulary words, then answer the questions at the end of the section. You are prompted to move onto the next section. Do the same things for each section, read the material, watch and listen to the media, do any activities and answer the questions. When you have completed the last question in the last section of the assignment, a pop-up box alerts you that you have finished the lesson and not to forget to click the **Submit Lesson** button.

In each lesson you have some vocabulary words. Click the green speaker  to the left of each word to hear the word. Read the definition to the right of the word. Below the **Vocabulary** word list are some activities you can use to practice spelling these words as well as learning the words and definitions. Just click the name of the activity (**Spelling Bee**, **Vocabulocity**, **Flash Cards**) you want to do.

 VOCABULARY

 jargon	the language of a particular group, profession, or activity
 slang	words, phrases, and meanings that are new, flashy, and popular, usually for only a short time

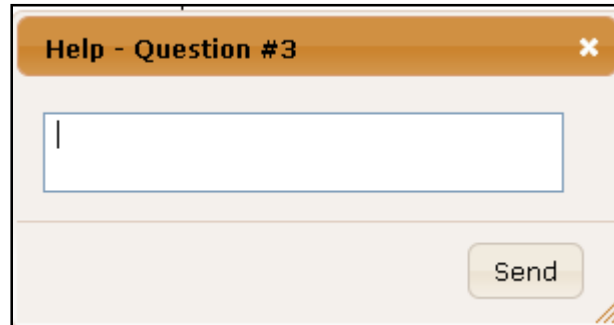
 Spelling Bee  
 Vocabulocity  
 Flash Cards

## Problem Section

Each assignment has at least one problem (or question) you must answer to complete the assignment.

If you have difficulty answering a problem, there is a **Help** button at the top of each question. Click the button and leave your teacher a note about the problem. A message is sent to your teacher's inbox letting them know you need some help.

Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!

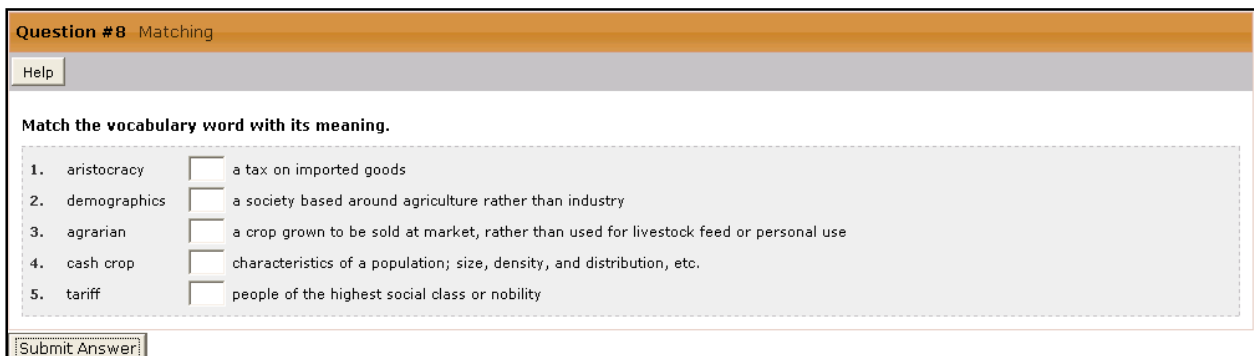


## Question Types

ODYSSEYWARE uses a variety of question types in your lessons, quizzes, and tests. Many of them are graded automatically, but some require your teacher to grade them. Let's take a look at some examples, starting with the ones graded automatically by the application.

### Matching

In matching questions, you are given two columns of related information; for example, words in one column and definitions in the other. One column has empty boxes in front of each item, the other column has numbers. You place the number of an item in the box next to the corresponding item in the other column.



**Question #8** Matching

Help

Match the vocabulary word with its meaning.

1. aristocracy	<input type="checkbox"/>	a tax on imported goods
2. demographics	<input type="checkbox"/>	a society based around agriculture rather than industry
3. agrarian	<input type="checkbox"/>	a crop grown to be sold at market, rather than used for livestock feed or personal use
4. cash crop	<input type="checkbox"/>	characteristics of a population; size, density, and distribution, etc.
5. tariff	<input type="checkbox"/>	people of the highest social class or nobility

Submit Answer!

## Multiple Choice

Multiple choice questions offer three to five choices per question. You just need to click in the bubble next to your answer choice. Make sure you have read the question or instructions carefully.

**Question #1** MultipleChoice

Help

The Communist International, or Comintern, was established by \_\_\_\_\_.

Ho Chi Minh

the Soviet Union

France

Woodrow Wilson

Submit Answer

## Multiple Select

Multiple select questions offer a number of choices per question. You click in the box next to each answer you believe to be correct. The question will often tell you how many correct choices there are.

**Question #2** MultipleSelect

Help

Which of the following are *not* parts of a message?

noise

meanings

symbols

encoding

feedback

decoding

Submit Answer

## Fill in the Blank / Unordered

You are given a sentence with one or more words missing. You must select the correct word or words and type them into the field provided. All of the answers can be found in the text. Make sure you pay attention to capitalization, punctuation and spacing in your answers.

**Question #11** FillInBlank

Help

Solve this problem in your notebook using all four steps.

A board 60 in. long is cut into two parts so that the longer piece is 5 times the shorter. What are the lengths of the two pieces?

The shorter piece is <sup>a0</sup> in.

The longer piece is <sup>a1</sup> in.

Submit Answer

### Text Multiple Choice

In all text multiple choice questions, the answer box is highlighted in blue. Click the arrow beside the blue box and select the answer you believe is correct. Make sure it displays in the answer field.

**Question #3** TextMultipleChoice

Help

The circulatory system is divided into two main parts, the  circulation and the pulmonary circulation.

Submit Answer

- systemic
- atrium
- muscular

### True and False

True and False questions are one way of verifying that you have grasped the factual concepts present in the material. You just need to click the bubble next to your choice.

**Question #5** TrueFalse

Help

All science-related careers involve working in a laboratory.

True

False

Submit Answer

### Graphic Multiple Choice

Graphic Multiple Choice questions work like Text Multiple Choice questions except you see a series of images instead of words. Click through each one until you find the correct image. You may cycle through them multiple times. The one you display when you submit the assignment is the one that is graded.

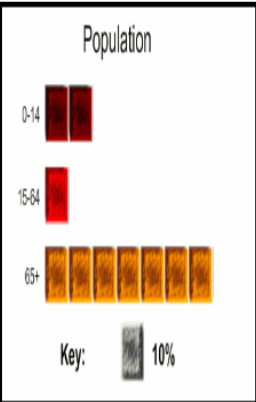
**Question #2** GraphicMultipleChoice


Help

According to the CIA World Factbook, the age structure of people living in the United States breaks down this way: Approximately 20 percent of the population is between the ages of zero and 14 years, 70 percent is 15–64 years old, and 10 percent is 65 years and above.

Click through and select the graph that best shows the age structure of the U.S.

Population



Key:  10%

Submit Answer

### Layered Text Boxes

Layered Text questions are much like Fill-in-the-Blank questions. Simply enter your answer in the green text box and tab to the next green text box. You most often see them in math problems, where tabbing to the next text box you should fill in, is helpful.

**Question #9** LayeredTextBox

Show Answer

Find the product.

$$a^4(3a^2 - 2a + 1)$$

3 a  -2 a  +1 a

### Drag And Drop

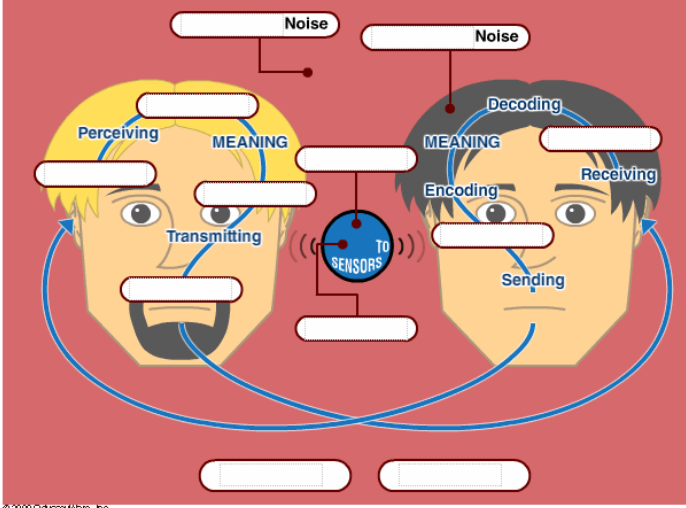
This type of question is used to label graphics or set up math equations. You click the item in the menu/list below the graphic to select it; then holding your mouse button down, drag the item to the location where it is to be placed, and release your mouse button. If you put one item on top of another, the second item replaces the first. You can also click **Start Over** to clear all items already placed. To clear only one item, drag the new item over the one you want to replace. You can also drag an item you already placed in one location to another location.

**Question #7** DragAndDrop

Help

Click an item in the list or group of pictures at the bottom of the problem and holding your mouse button down, drag it into the correct position in the area. Release your mouse button when the item is place. If you change your mind, double-click one item to remove it, or click the Start Over button to clear all of your answers.

Label the parts of the Transactional Model.



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External	Internal	Decoding	Perceiving	Message	Receiving	Encoding	Transmitting	Sending	Channel
Interactional	Context								

Start Over

Submit Answer

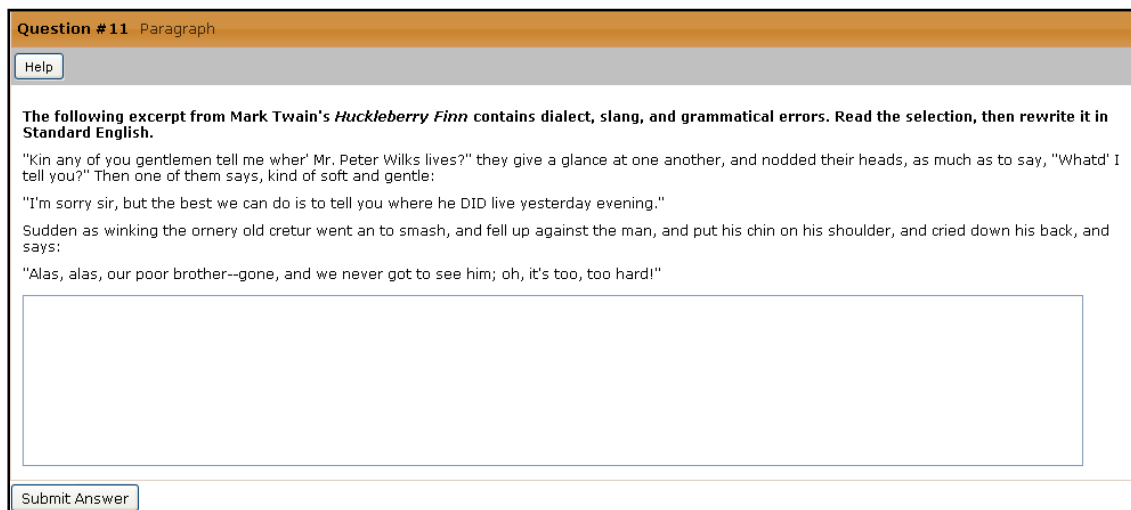
## Teacher Graded Questions

The following question types are not scored by the computer application, they must be scored manually, by your teacher.

**Note:** Keep in mind, the computer scores these questions as a zero until the teacher enters a grade.

## Paragraph Box

You are provided an answer box, and the expectation is that you answer the question in sentence format. We recommend that your teacher grade these questions with a close eye on syntax and grammar, so be careful!



**Question #11** Paragraph

Help

The following excerpt from Mark Twain's *Huckleberry Finn* contains dialect, slang, and grammatical errors. Read the selection, then rewrite it in Standard English.

"Kin any of you gentlemen tell me wher' Mr. Peter Wilks lives?" they give a glance at one another, and nodded their heads, as much as to say, "Whatd' I tell you?" Then one of them says, kind of soft and gentle:

"I'm sorry sir, but the best we can do is to tell you where he DID live yesterday evening."

Sudden as winking the ornery old cretur went an to smash, and fell up against the man, and put his chin on his shoulder, and cried down his back, and says:

"Alas, alas, our poor brother--gone, and we never got to see him; oh, it's too, too hard!"

Submit Answer

## Essays / Projects

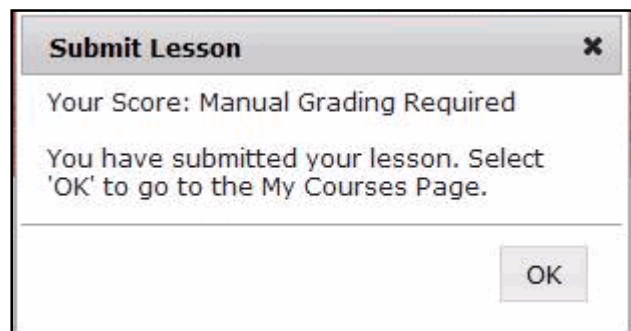
You are expected to expound upon a theme in paragraph or essay format. You should demonstrate mastery of the concept by stating a theme and appropriate supporting reasons.

**Warning:** Be sure you click **Save** after you finish entering your answer.

Anytime you do a project, unless your teacher has instructed you to use a specific application, it can be created using many different applications. Some examples include; all of the Microsoft Office applications, Notepad, Wordpad, other spreadsheets, videos, and audio files.

Whatever you use, don't forget to **Upload** your project when you are finished!

When you submit a lesson with teacher-graded questions, instead of seeing a grade for your assignment, you see a message similar to this:



**Submit Lesson** ✕

Your Score: Manual Grading Required

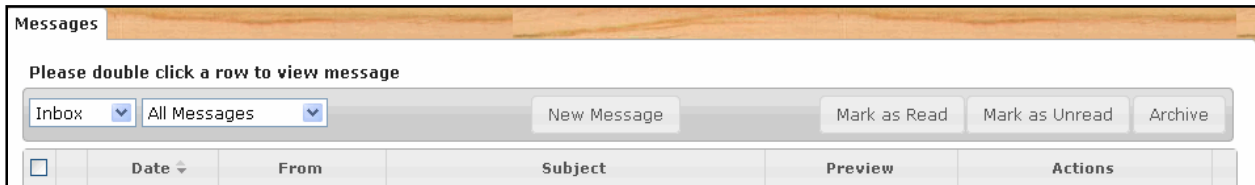
You have submitted your lesson. Select 'OK' to go to the My Courses Page.

OK

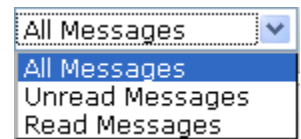
## Messages

Your administrator may have established a messaging system for use within ODYSSEYWARE. If so, you see a **Messages** tab to the right of the **My Courses** tab. If you do not see this tab, your administrator has chosen not to use messaging within the application.

When you click the **Messages** tab, your **Inbox** automatically displays. Notice across the top row there are several drop-down menus and buttons. Let's briefly walk through each.



- **Inbox** – click this drop-down menu to display your **Sent** items or **Archived** items.
- **All Messages** – clicking this drop-down menu allows you to filter your **Inbox** to display only messages you have already read or ones you have not read yet.
- **New Message** – click this button to open a new message screen
- **Mark as Read** – click the box in the far right column of a row with an unread message and click this button to mark it as read.
- **Mark as Unread** – click the box in the far right column of a row with a message you have read and click this button to mark it as unread.
- **Archive** – click the box in the far right column of a row with a message and click this button to move the message out of your inbox and into the archive folder.





### Inbox

Each message appears in a row of your **Inbox**. To simply read the message, double-click the row containing the above information. Each row offers information about the message:

- **Selection column** – click the checkbox (  ) in the first column to select the message. Use this column to quickly perform the same action to multiple messages, for example, move several messages to the archive folder.
- **New Message Indicator** – displays a dot as a new message indicator ( ● ). If the column is blank, this message has already been viewed.
- **Date**: the date the message was received (Notice the arrowheads to the right of Date? This indicates you can sort your inbox in ascending or descending order based on the date the message was received.)
- **From**: Tells you who sent the message.
- **Subject**: Title of the message sent
- **Preview**: Gives you the first few words of the message.
- **Actions**: Click one of the three links, **Reply**, **Forward**, or **Archive** to handle the message.

Messages

Please double click a row to view message

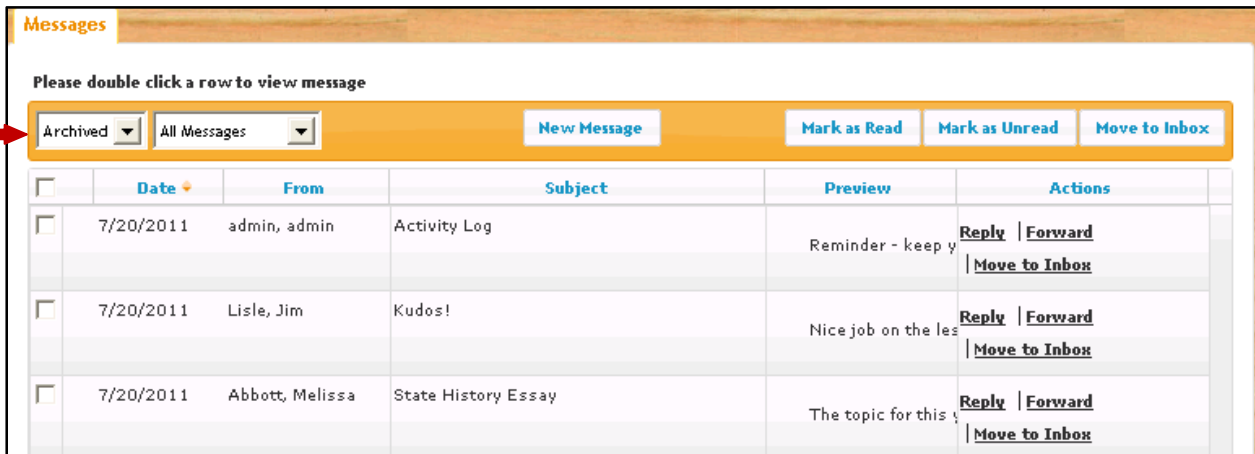
Inbox All Messages New Message Mark as Read Mark as Unread Archive

<input type="checkbox"/>	Date	From	Subject	Preview	Actions
<input type="checkbox"/>	● 7/20/2011	admin, admin	Activity Log	Reminder - keep y	<a href="#">Reply</a>   <a href="#">Forward</a>   <a href="#">Archive</a>
<input type="checkbox"/>	● 7/20/2011	Lisle, Jim	Kudos!	Nice job on the les	<a href="#">Reply</a>   <a href="#">Forward</a>   <a href="#">Archive</a>
<input type="checkbox"/>	● 7/20/2011	admin, admin	Schedule Change - next week		<a href="#">Reply</a>   <a href="#">Forward</a>   <a href="#">Archive</a>
<input type="checkbox"/>	● 7/20/2011	Hunter, Dave	Projects	Hi Cassie,	<a href="#">Reply</a>   <a href="#">Forward</a>   <a href="#">Archive</a>
<input type="checkbox"/>	● 7/20/2011	Abbott, Melissa	State History Essay	Just a friendly rem The topic for this	<a href="#">Reply</a>   <a href="#">Forward</a>   <a href="#">Archive</a>

## Archived

Since you cannot delete messages from your **Inbox**, one way to manage the number of messages in your **Inbox** is to move them to your **Archive Messages** page. It looks much like your **Inbox** and just as with the **Inbox**, each message is on a separate row. The columns are all the same, the two differences are:

1. The last link in the **Actions** column allows you to move the message back to the **Inbox**
2. The **Move to Archive** button is now **Move to Inbox**.



**Messages**

Please double click a row to view message

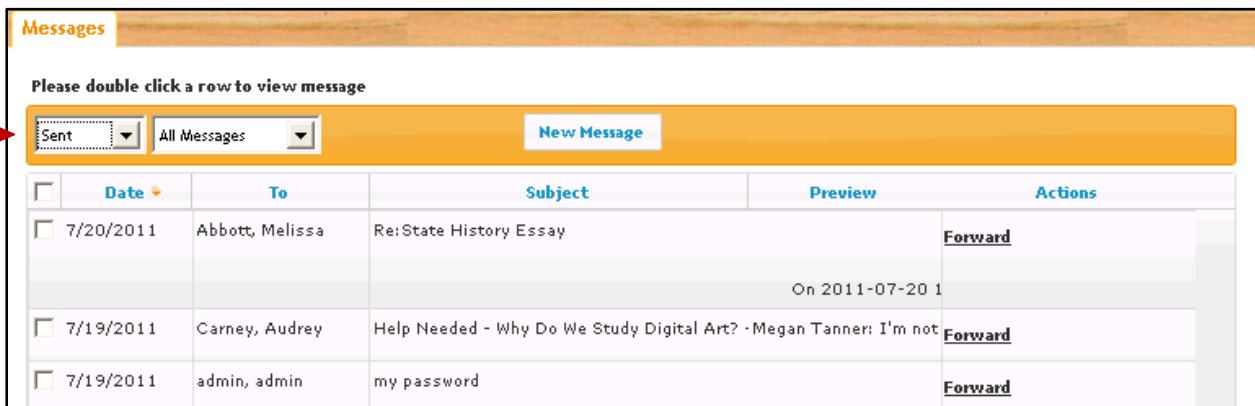
Archived | All Messages | New Message | Mark as Read | Mark as Unread | Move to Inbox

<input type="checkbox"/>	Date	From	Subject	Preview	Actions
<input type="checkbox"/>	7/20/2011	admin, admin	Activity Log	Reminder - keep y	<a href="#">Reply</a>   <a href="#">Forward</a> <a href="#">Move to Inbox</a>
<input type="checkbox"/>	7/20/2011	Lisle, Jim	Kudos!	Nice job on the les	<a href="#">Reply</a>   <a href="#">Forward</a> <a href="#">Move to Inbox</a>
<input type="checkbox"/>	7/20/2011	Abbott, Melissa	State History Essay	The topic for this	<a href="#">Reply</a>   <a href="#">Forward</a> <a href="#">Move to Inbox</a>

## Sent

The **Sent Messages** page contains a list of each message you have sent. Again, as with the **Inbox**, each message appears on a separate row. The columns are the same. There are a few differences:

1. The only link in the **Actions** column allows you to forward the message to someone else within the system.
2. **New Message** is the only button available.



**Messages**

Please double click a row to view message

Sent | All Messages | New Message

<input type="checkbox"/>	Date	To	Subject	Preview	Actions
<input type="checkbox"/>	7/20/2011	Abbott, Melissa	Re: State History Essay		<a href="#">Forward</a>
				On 2011-07-20 1	
<input type="checkbox"/>	7/19/2011	Carney, Audrey	Help Needed - Why Do We Study Digital Art? - Megan Tanner: I'm not		<a href="#">Forward</a>
<input type="checkbox"/>	7/19/2011	admin, admin	my password		<a href="#">Forward</a>

To access the **Archive** or **Sent** mail boxes, use the drop-down menu on the far left-hand side of the top row of the **Inbox**.