



Student User Guide

Grades 3-12

NFC Academy

3000 N. Meridian Road
Tallahassee, FL 32312

Phone 850.385.37186

Tech Support – 877-251-6662

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Welcome to NFC Academy Ignitia!

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

A screenshot of the Ignitia login interface. It features a dark grey header with the Ignitia logo. Below the header is a wooden-textured background. In the center, there is a white login box with a grey border. Inside the box, there are two input fields: "Login ID" and "Password", each followed by a dashed line. Below the "Password" field is a "Login" button. At the bottom of the wooden background, there are 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 the **About** link.

- **About** - The **About** page is where you find the active Ignitia **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 "Ignitia End User License".



Home

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

Home

Ask and it will be given to you; seek and you will find; knock and the door will be opened to you. For everyone who asks receives; the one who seeks finds; and to the one who knocks, the door will be opened. Matthew 7:7

In the morning, LORD, you hear my voice; in the morning I lay my requests before you and wait expectantly. Psalm 5:3

Assignments Due

Course	Type	Title
High School Health	LESSON	Anatomy and Physiology
High School Health	PROJECT	Activity: Interviewing an OI
High School Health	PROJECT	Activity: Fetal Development
High School Health	PROJECT	Activity: Your Adaptive Hea
Personal Financial Literacy	PROJECT	Project: Making Decisions
Personal Financial Literacy	PROJECT	Project: Reliable Financial

View 1 - 9 of 9

August 2011

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

New Messages

Date	From	Subject
7/29/2011	admin, admin	Course Schedules
5/31/2011	Abbott, Melissa	Health Projects

View 1 - 2 of 2

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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 **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.

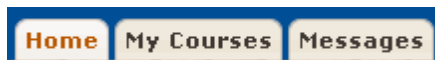
Click **Logout** when you are done. working or leave your computer.

A screenshot of a "Preferences" dialog box with a close button (X) in the top right corner. The "Appearance" tab is selected. The "Theme" section includes the text "Modifies the look of the application" and a "smoothness [Change]" label. Below this is a calendar for December 2008. The "Background" section includes the text "Modify the background of the application" and a dropdown menu currently set to "None". Below the dropdown is a preview of a wood-grain background. At the bottom right are "Cancel" and "Save" buttons.

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



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.

Ignitia™

Logged in as: Karl Schulz My Preferences Logout

Chi Rho Academy

Home My Courses Messages

Home

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Personal Financial Literacy	PROJECT	Project: Making Decisions
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View 1 - 9 of 9

New Messages

Date	From	Subject
7/29/2011	admin, admin	Course Schedules
5/31/2011	Abbott, Melissa	Health Projects

View 1 - 2 of 2

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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

The screenshot shows the 'My Courses' page with the 'Planner' tab selected. The page layout includes a navigation bar at the top with 'Home', 'My Courses', and 'Messages'. Below this, the 'Planner' tab is active, displaying four main sections: 'Overdue', 'Schoolwork', 'Upcoming', and 'Overall Progress'.

Overdue

Course	Unit	Title	Due
English III	1	Standard English	11/1/2010
Earth Science	1	Project: Research	10/29/2010
Earth Science	1	Science Weighs	11/1/2010
High School Health	1	Circulatory System	11/1/2010

View 1 - 4 of 4

Schoolwork

Course	Unit	Title	Due
English III	1	Standard English	11/1/2010
English III	1	Project: Using C	11/3/2010
English III	1	Project: Analyz	11/5/2010
English III	1	Project: Etymol	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: Research	10/29/2010

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Upcoming

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

View 1 - 10 of 30

Overall Progress

Course	Started	Progress	Score
Vietnam Era	10/29/2010		2.6% 100
English III	10/29/2010		1.6% 88.3
High School Health	10/29/2010		1.1% 90
Earth Science	10/29/2010		1.2% 92.1

View 1 - 4 of 4



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.

Home
My Courses
Messages

Planner
Courses

Overdue

Course	Unit	Title	Due
Earth Science	1	<u>Project: Resear</u>	10/29/2010

10
View 1 - 1 of 1

Schoolwork

Course	Unit	Title	Due
English III	1	<u>Nonstandard En</u>	11/1/2010
English III	1	<u>Project: Using C</u>	11/3/2010
English III	1	<u>Project: Analyz</u>	11/5/2010
English III	1	<u>Project: Etymol</u>	11/11/2010
Vietnam Era	1	<u>French Indochi</u>	11/3/2010
Vietnam Era	1	<u>Essay: The U.S.</u>	11/23/2010
Earth Science	1	<u>Project: Resear</u>	10/29/2010

10
View 1 - 10 of 15

Upcoming

Course	Unit	Title	Due
English III	1	Standard English	11/1/2010
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	11/3/2010
Earth Science	1	A Sequence Of Ev	11/3/2010
English III	1	Professional Engli	11/4/2010

10
View 1 - 10 of 28

Overall Progress

Course	Started	Progress	Score
<u>Vietnam Era</u>	10/29/2010	2.6%	100
<u>High School Hez</u>	10/29/2010	1.1%	90
<u>Earth Science</u>	10/29/2010	1.2%	92.1
<u>English III</u>	10/29/2010	1.1%	92.5

10
View 1 - 4 of 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.

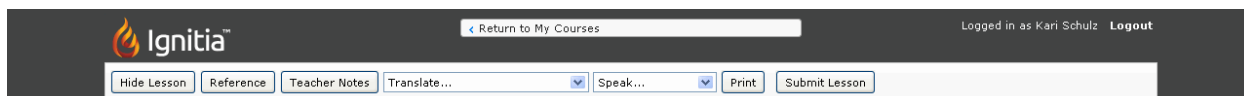
The assignments that are in **bolded blue** text are either assignments you have already completed or ones available for you to work on. Click the **blue title** to open the assignment.

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
▶ 1. Course Overview	Reference	--	Assigned		--
▶ 2. Principles of Training	Lesson	Jul 13, 2011 10:26 AM	Graded		88.0
▶ 3. Your Role in Business	Lesson	Jul 13, 2011 11:21 AM	Graded		80.0
▶ 4. Project: Your Role in the Business	Project	Jul 20, 2011 3:34 PM	Assigned		--
▶ 5. Business Career Choices	Lesson	Jul 13, 2011 11:42 AM	Graded		80.0
▶ 6. Project: Business Career Choices	Project	--	Assigned		--
▶ 7. Selling Yourself	Lesson	Jul 13, 2011 1:42 PM	Graded		70.0
▶ 8. Project: Selling Yourself	Project	--	Assigned		--
▶ 9. Market-Based Economy	Lesson	--	Assigned		--
▶ 10. Business Economics Wants vs. Needs	Lesson	--			--
▶ 11. Unlimited Wants vs. Limited Resources	Lesson	--			--
▶ 12. Project: Unlimited Wants vs Limited Resources	Project	--	Assigned		--
▶ 13. Human Resources	Lesson	--			--
▶ 14. Marketing and Advertising	Lesson	--			--
▶ 15. Project: Marketing and Advertising	Project	--	Assigned		--
▶ 16. Sales Techniques and Careers	Lesson	--			--
▶ 17. Project: Sales Techniques and Careers	Project	--	Assigned		--
▶ 18. Business Structures	Lesson	--			--
▶ 19. Management	Lesson	--			--
▶ 20. Finance Options, Credit Use, and Banking	Lesson	--			--
▶ 21. Project: Finance Options, Credit Use, and Banking	Project	--	Assigned		--
▶ 22. Recordkeeping Money and Asset Management	Lesson	--			--
▶ 23. Consumer Rights	Lesson	--			--
▶ 24. Project: Consumer Rights	Project	--	Assigned		--
▶ 25. Business Leadership Skills	Lesson	--			--
▶ 26. Project: Business Leadership Skills	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

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

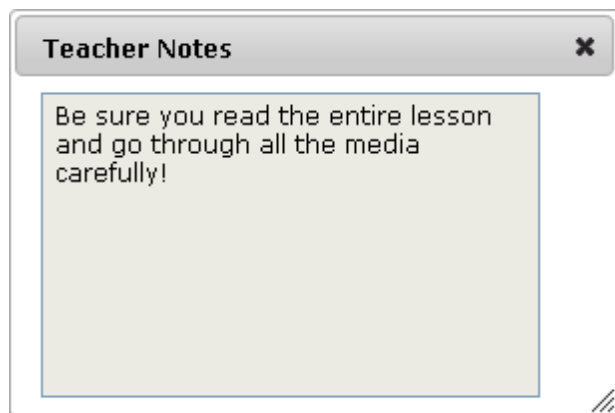
Return to My Courses button - Use this button to go back to your **My Courses** page without submitting your assignment as finished.

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

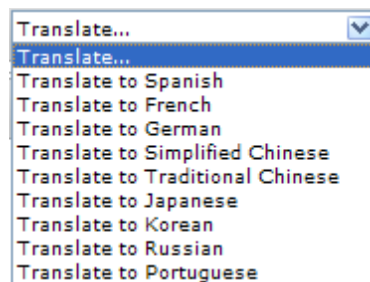
Reference button - This button lets you access an online encyclopedia to look up additional information about a subject or item. Highlight the word, name, phrase, etc. you want to look up and click the **Reference** button. A small window opens with additional information. Simply click the **X** in the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



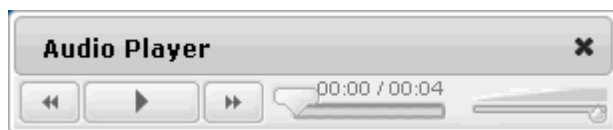
Teacher Notes button - Sometimes your teacher may leave you notes about the assignment. When you open a lesson with notes from your teacher, the note opens automatically. Use the **X** in the upper right corner of the **Teacher Notes** window to close it when you have read them. Click this **Teacher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



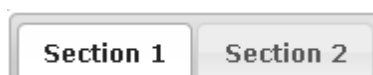
Speak menu - If you want (or need) to hear all or part of a lesson read out loud, Highlight the text you want read aloud and click the dropdown arrow on the **Speak** menu to select the voice you want to use. The Audio Player appears at the top of your screen. Use the controls to pause, rewind, or fast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

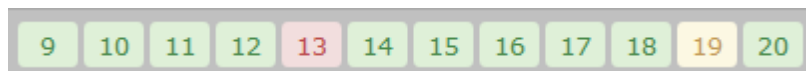
Be aware, though, this problem is graded as a zero until it is answered; and it is included in your overall score!

A screenshot of a web-based help dialog box. The title bar is orange and contains the text "Help - Question #3" and a close button (X). Below the title bar is a large, empty text input field with a blue border. At the bottom right of the dialog is a "Send" button. The dialog has a light gray background and a subtle drop shadow.

Once you have submitted a lesson as complete and it has been graded, you can click the Courses tab then click the plus sign beside a course name, and then the plus sign beside the unit title. You should now see the titles of all of the assignments in that unit. The ones in blue are either completed or available to you to open. If you click a completed assignment title, you can open the lesson and see how you did on each question in the problem section.

Your completed questions are color-coded, so you can easily see which questions you answered correctly, which were incorrect, and any questions you got partially correct.

For example:



- Green means the answer to this question is correct.
- Red tells you the answer is incorrect or your teacher has not graded it yet.
- Yellow tells you the answer was partially correct.
- Gray means the question was skipped. You do not need to answer it.



Question Types

Ignitia 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		a tax on imported goods
2. demographics		a society based around agriculture rather than industry
3. agrarian		a crop grown to be sold at market, rather than used for livestock feed or personal use
4. cash crop		characteristics of a population; size, density, and distribution, etc.
5. tariff		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 #3 TextMultipleChoice

Help

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

Submit Answer

systemic
atrium
muscular

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.

The image shows a population pyramid titled "Population". The vertical axis lists three age groups: "0-14", "15-64", and "65+". The horizontal axis represents the percentage of the population. The "0-14" group is represented by two red bars extending to the left and right. The "15-64" group is represented by a single red bar extending to the left. The "65+" group is represented by five yellow bars extending to the right. A key at the bottom indicates that one bar represents 10%.

Age Group	Percentage
0-14	20%
15-64	70%
65+	10%

Key: [Bar] 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.

© 2006 OdysseyWare, Inc.

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

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



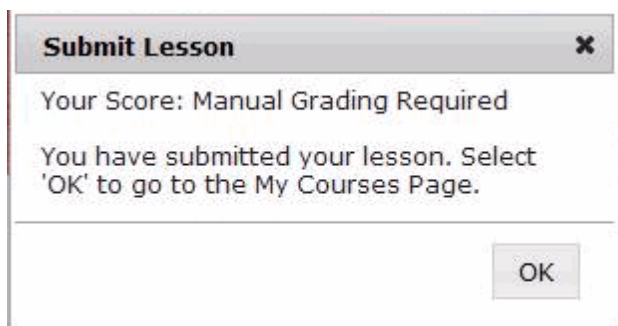
Essays / Projects

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:

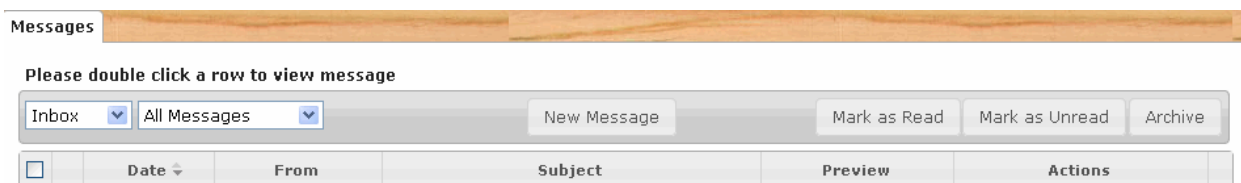




Messages

Your administrator may have established a messaging system for use within Ignitia. 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.

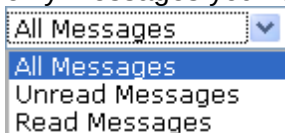
When you click the **Messages** tab, your **Inbox** automatically displays. Notice across the top row there are several drop-down menus and buttons. Let's briefly walk through each.



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



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

☐	Date ↕	From	Subject	Preview	Actions
☐	7/20/2011	admin, admin	Activity Log	Reminder - keep y	Reply Forward Move to Inbox
☐	7/20/2011	Lisle, Jim	Kudos!	Nice job on the les	Reply Forward Move to Inbox
☐	7/20/2011	Abbott, Melissa	State History Essay	The topic for this	Reply Forward Move to Inbox

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

☐	Date ↕	To	Subject	Preview	Actions
☐	7/20/2011	Abbott, Melissa	Re:State History Essay	On 2011-07-20 1	Forward
☐	7/19/2011	Carney, Audrey	Help Needed - Why Do We Study Digital Art? - Megan Tanner: I'm not		Forward
☐	7/19/2011	admin, admin	my password		Forward



Additional Notes for the student.