

# Teacher Access Center

## The Home Screen - My Messages

The **My Messages** area of the Home Screen displays notices about student schedule changes for the courses that you teach.

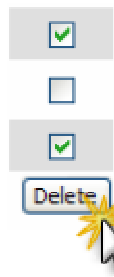
You will receive a notification in **My Messages** when students are added to or withdrawn from your courses, or when a student's schedule has been modified.

| My Messages  |   |                          |                          |
|--|---|--------------------------|--------------------------|
| Date   | Message   | Delete                   |                          |
| <b>Building:</b> <input type="text"/> <b>Staff:</b> <input type="text"/> |   |                          |                          |
| 10/7/2008  | <input type="text"/> has been withdrawn from your <input type="text"/> class as of 9/26/2008. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/7/2008  | <input type="text"/> has been withdrawn from your <input type="text"/> class as of 9/27/2008. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/7/2008  | <input type="text"/> has been withdrawn from your <input type="text"/> class as of 9/22/2008. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/6/2008  | <input type="text"/> has been withdrawn from your <input type="text"/> class as of 10/3/2008. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10/3/2008  | <input type="text"/> has been withdrawn from your <input type="text"/> class as of 10/3/2008. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9/23/2008  | <input type="text"/> has been withdrawn from your <input type="text"/> class as of 9/23/2008. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9/23/2008  | <input type="text"/> has been withdrawn from your <input type="text"/> class as of 9/23/2008. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="button" value="Delete"/>                                    |   |                          |                          |

| Date             |
|------------------|
| <b>Building:</b> |
| 10/7/2008        |
| 10/6/2008        |
| 10/3/2008        |
| 9/23/2008        |

Messages are in chronological order.

New messages will appear at the top of the **My Messages** list.

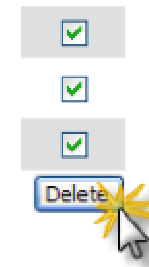


All messages will remain in the **My Messages** section until you delete them. You can delete selected messages or all messages.

To delete a message click in the square on the right hand side for the desired messages, then **scroll to the bottom** and click the **Delete** button.



To delete all messages, at the top of the right hand column, click the **All** button. A check mark will appear in every message box.



Then **scroll to the bottom** and click the **Delete** button.

