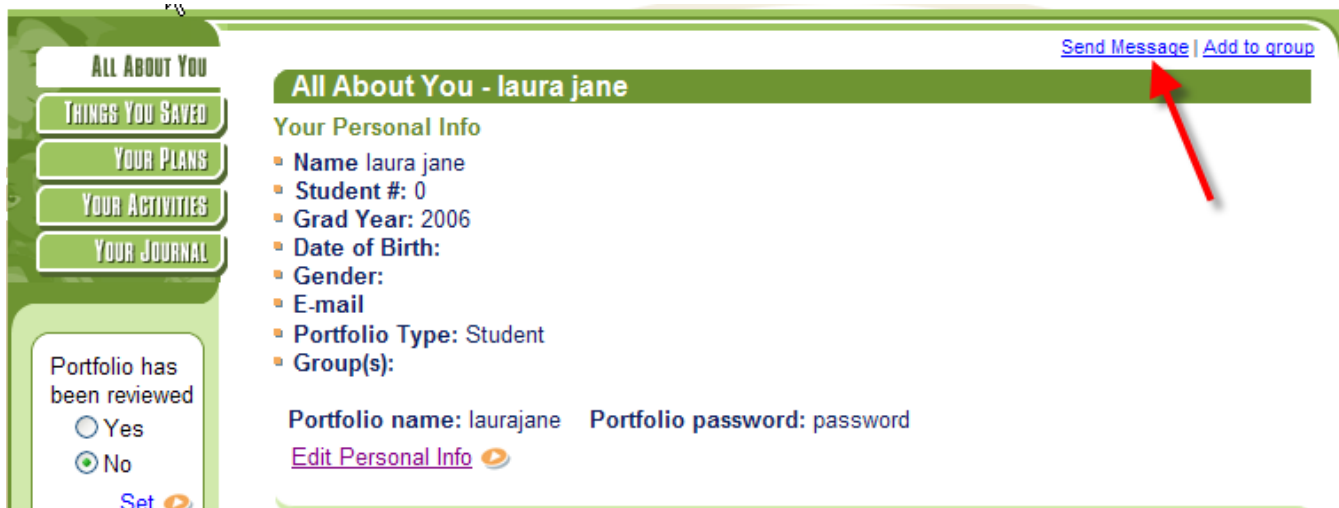


Your Messages: Professionals

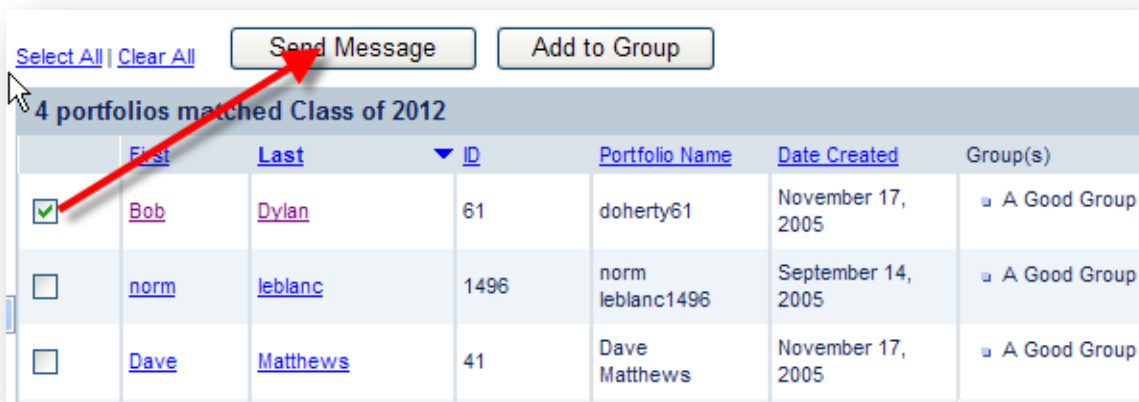
Send Messages:

- 1) To send a message to a student while viewing a portfolio, click on the Send Message link in the portfolio.



The screenshot shows a user interface for a student's portfolio. On the left is a navigation menu with links: ALL ABOUT YOU, THINGS YOU SAVED, YOUR PLANS, YOUR ACTIVITIES, and YOUR JOURNAL. Below the menu is a section titled 'Portfolio has been reviewed' with radio buttons for 'Yes' and 'No', and a 'Set' button. The main content area is titled 'All About You - laura jane' and contains 'Your Personal Info' with the following details: Name: laura jane, Student #: 0, Grad Year: 2006, Date of Birth, Gender, E-mail, Portfolio Type: Student, and Group(s). Below this is 'Portfolio name: laurajane' and 'Portfolio password: password', with an 'Edit Personal Info' link. In the top right corner, there are two links: 'Send Message' and 'Add to group'. A red arrow points to the 'Send Message' link.

- 2) You can also send a message from a group list:



The screenshot shows a table of portfolios with a red arrow pointing to the 'Send Message' button. The table has columns for 'First', 'Last', 'ID', 'Portfolio Name', 'Date Created', and 'Group(s)'. The first row is selected, indicated by a checked checkbox in the first column. The 'Send Message' button is located above the table, and the 'Add to Group' button is to its right. The table title is '4 portfolios matched Class of 2012'.

	First	Last	ID	Portfolio Name	Date Created	Group(s)
<input checked="" type="checkbox"/>	Bob	Dylan	61	doherty61	November 17, 2005	A Good Group
<input type="checkbox"/>	norm	leblanc	1496	norm leblanc1496	September 14, 2005	A Good Group
<input type="checkbox"/>	Dave	Matthews	41	Dave Matthews	November 17, 2005	A Good Group

3) You can send messages from Messages section of the Reviewer page in Professional Tools.

Reviewer

Find Portfolios	Manage Portfolios
<p>Search and Browse</p> <ul style="list-style-type: none">Search by name or student numberBrowse by last nameBrowse by class listsBrowse portfolios by group <p>Portfolio Finder Use the Portfolio Finder to build lists of students based on results and data stored in their portfolios.</p> <ul style="list-style-type: none">Portfolio Finder <p>Messages Send and review messages.</p> <ul style="list-style-type: none">Send and review messages	<p>Manage Your Groups Put portfolios in groups for reports, tracking and reviewing.</p> <ul style="list-style-type: none">Group BuilderView Groups <p>Create Student Portfolios Copy data from a spreadsheet to create many portfolios at once</p> <ul style="list-style-type: none">Create Student Portfolios <p>Change Schools Move Student portfolios from your school to a different school.</p> <ul style="list-style-type: none">Change Schools

4) The Messages section gives several options for finding recipients and formatting messages. You can add up to 50 attachments to a message.

Reviewer

Send Message

Send To: Use the links on the right to select message recipients

Subject:

Attachment(s): [Attach a file](#) (maximum 50 attachments and 10MB file size)

Message:

Add Recipients

- [Search by name or student #](#)
- [Browse portfolios by last name](#)
- [Browse by group](#)
- [Browse by class](#)
- [Find professionals to send to](#)

Formatting options

B I U ABC | |

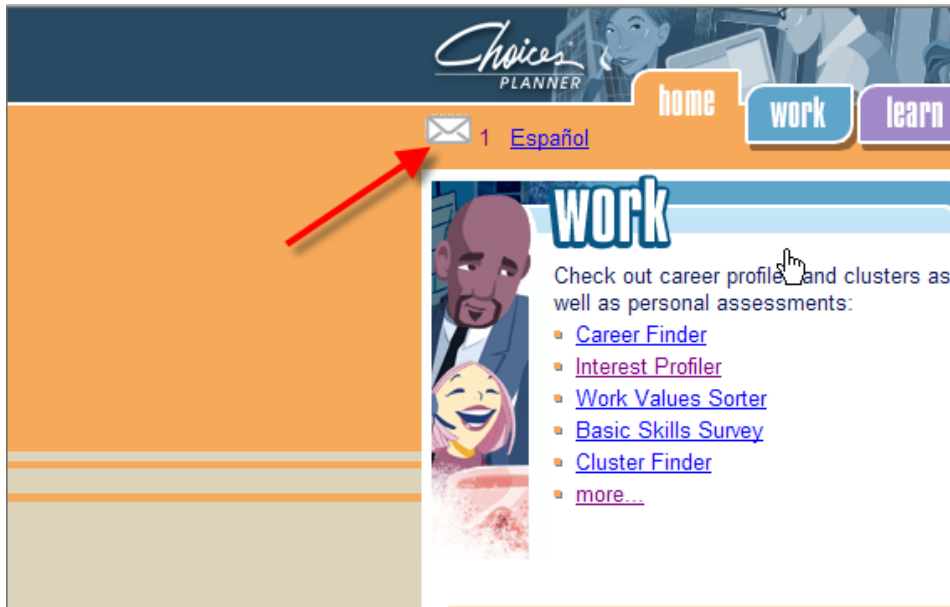
[Send Message](#) [Cancel](#)

Your Messages: Professionals

Receive Messages:

- 1) When you receive a message, an email will be sent to the email address attached to your Choices account.

You will also see an envelope on the home page of your Choices product.



- 2) You can access your inbox from the main page of the Professional Tools:



