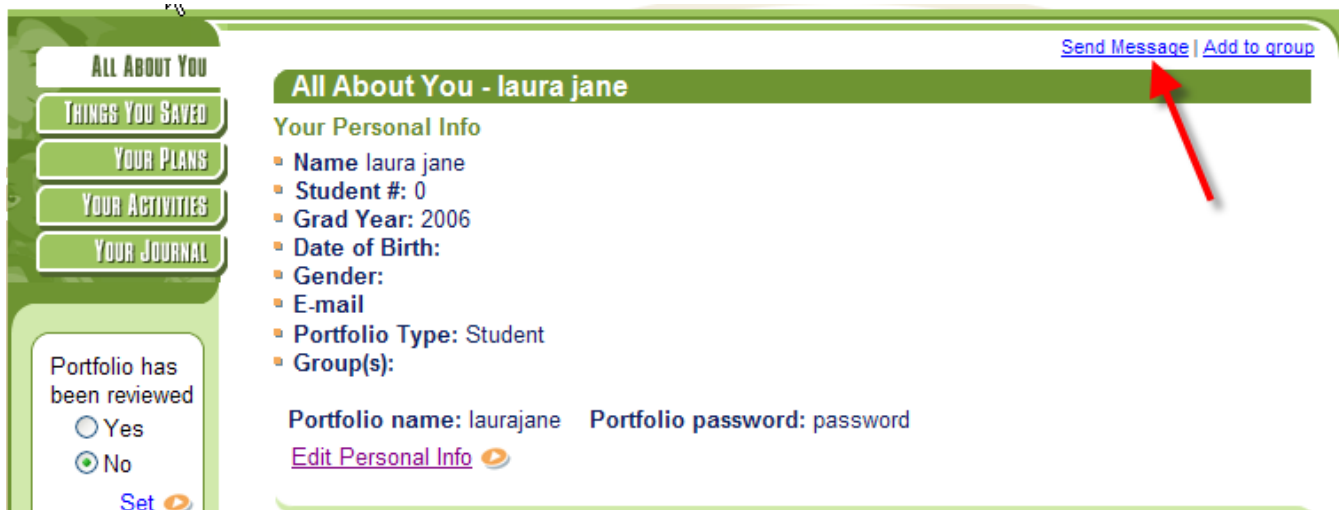


Your Messages: Professionals

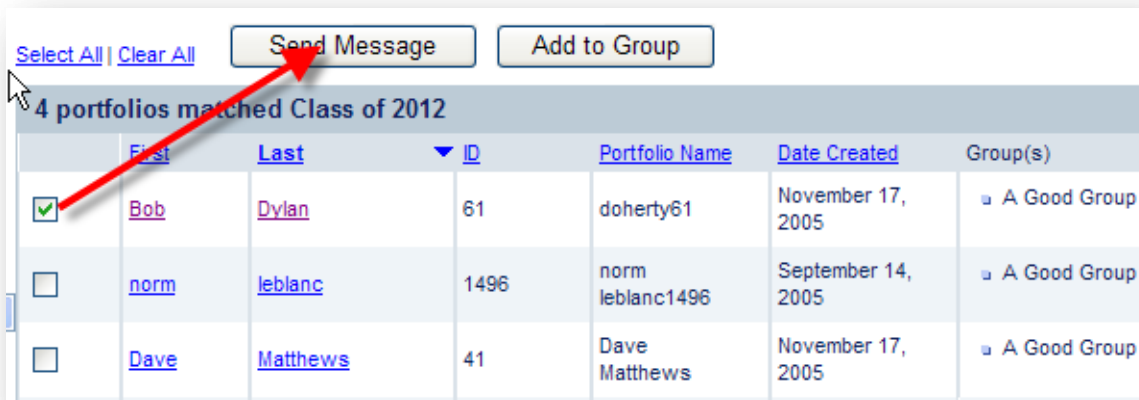
Send Messages:

- 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 group list interface. At the top, there are links for 'Select All' and 'Clear All', followed by a 'Send Message' button and an 'Add to Group' button. Below this is a header for '4 portfolios matched Class of 2012'. The list has columns for 'First', 'Last', 'ID', 'Portfolio Name', 'Date Created', and 'Group(s)'. The first row is selected, indicated by a checked checkbox and a red arrow pointing to the 'Send Message' button. The data for the first row is: First: Bob, Last: Dylan, ID: 61, Portfolio Name: doherty61, Date Created: November 17, 2005, Group(s): A Good Group. The second row has: First: norm, Last: leblanc, ID: 1496, Portfolio Name: norm leblanc1496, Date Created: September 14, 2005, Group(s): A Good Group. The third row has: First: Dave, Last: Matthews, ID: 41, Portfolio Name: Dave Matthews, Date Created: November 17, 2005, Group(s): A Good Group.

	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

A red arrow points to the [Send and review messages](#) link in the Messages section.

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:

Formatting options

Add Recipients

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

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

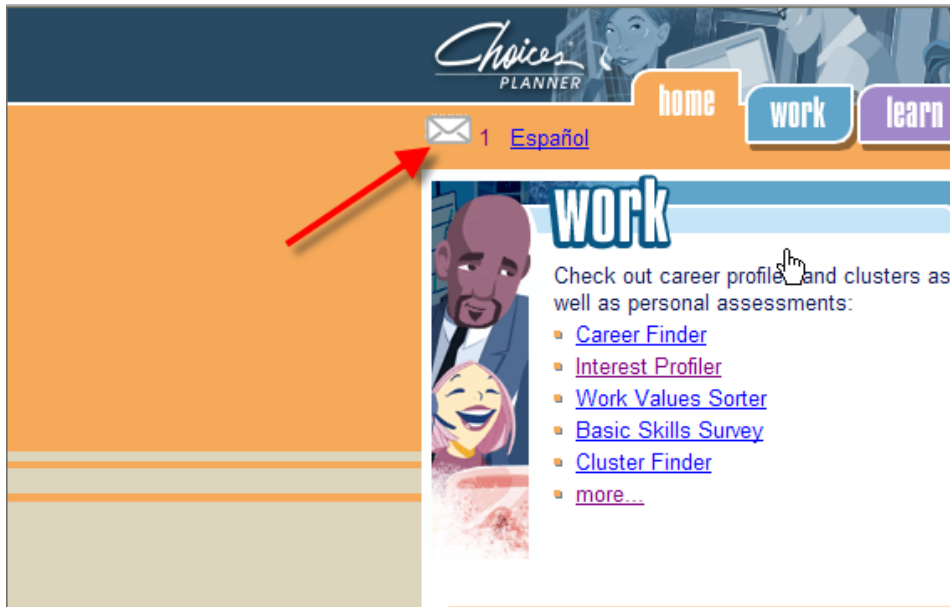
Callouts: "Add attachments" points to the attachment input field. "Find recipients several ways." points to the Add Recipients list. "Formatting options" points to the rich text editor toolbar.

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:



