

## Compose and Send a Message

The Studywiz Spark Messaging system allows you to send messages to other Studywiz Spark users and receive Messages from other Studywiz Spark users. Using Studywiz Spark Messaging is similar in many ways to using other email applications.

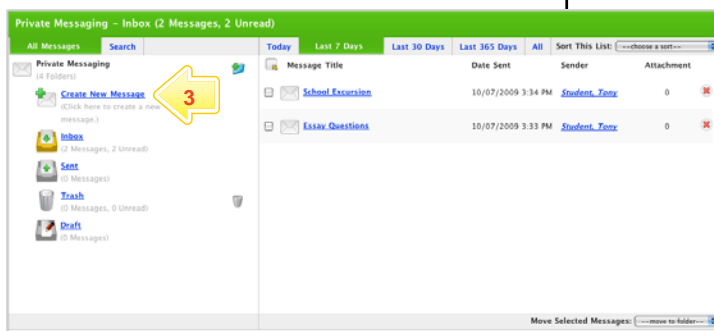


1 Click **Tools**.



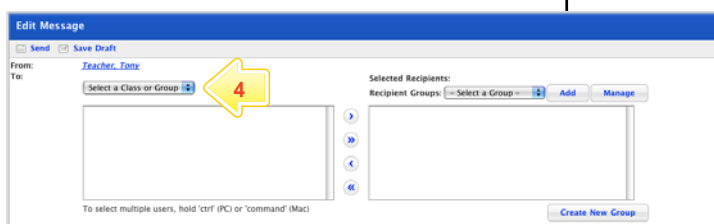
**Note** Your default home page configuration allows you to access Messaging from the **Messages** panel on the home page.

2 Click the **Messages** button. Your Private Messaging – Inbox appears.

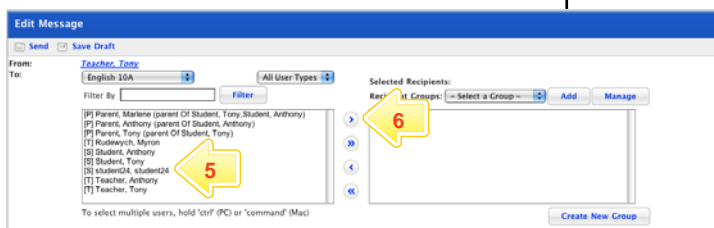


3 Click **Create New Message**.

**Note** To send the message to a recipient group, select the recipient group from the **Select a Group** drop-down list and click the **Add** button. Continue from step 8.



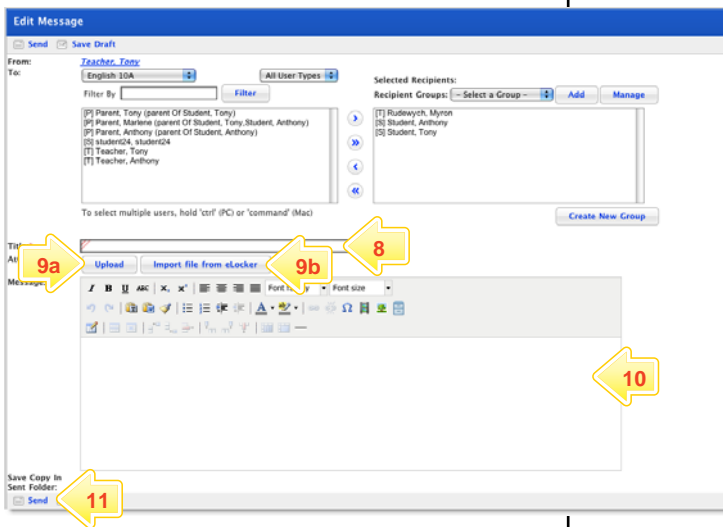
4 From the **To** drop-down list, select the Class or Group that contains the recipients of your message.



5 Select the user or users to whom you want to send the message.

6 Click the **Add Selected Users** button. The recipients are added to the Selected Recipients field.

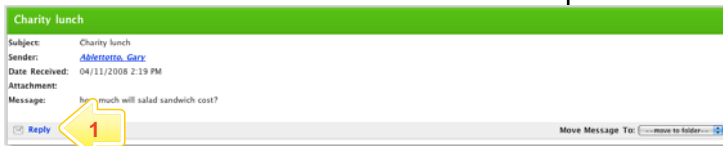
7 If you want to add recipients from another Class or Group, repeat steps 4 to 6.



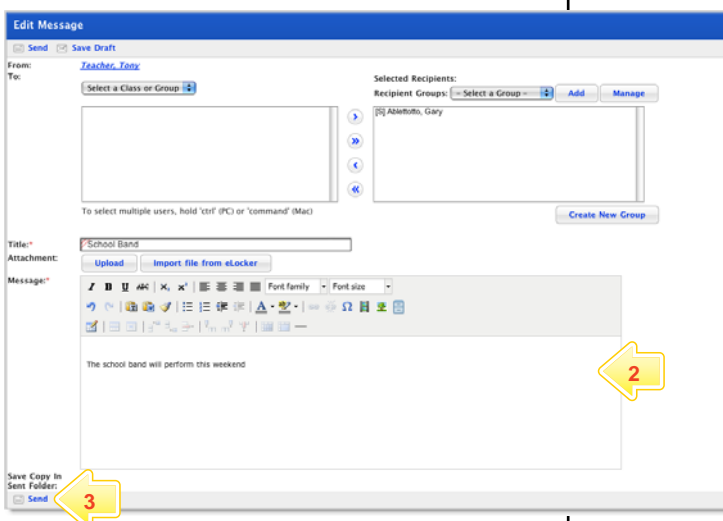
- 8 In the **Title** field, type the title of your message.
  - 9 If you want to include an attachment:
    - a To upload a file, click the **Upload** button.
    - b To import a file from your eLocker, click the **Import from eLocker** button.
  - 10 In the **Message** field, type the text of your message.
  - 11 Click **Send**.
- Note** To save a copy of the message in your Sent Folder, select the **Save Copy in Sent Folder** checkbox.

## Reply to a Message

There are two ways to reply to a message in Studywiz Spark. If the message appears on the Studywiz Spark Home page, you can reply directly from there, or you can open the message and then reply.



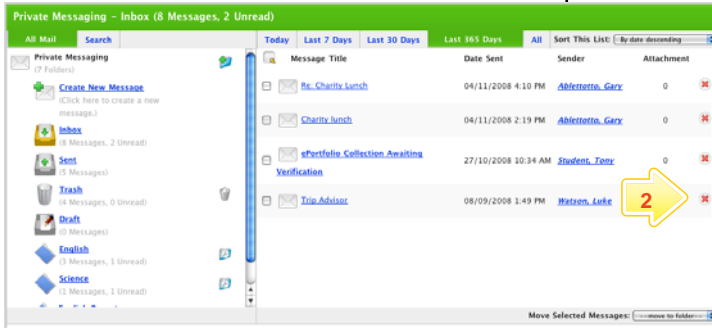
- 1 Click **Reply**.



- 2 Click in the **Message** field and type your reply.
- 3 Click **Send**. The Message is sent.

# Messaging

## Delete a Message

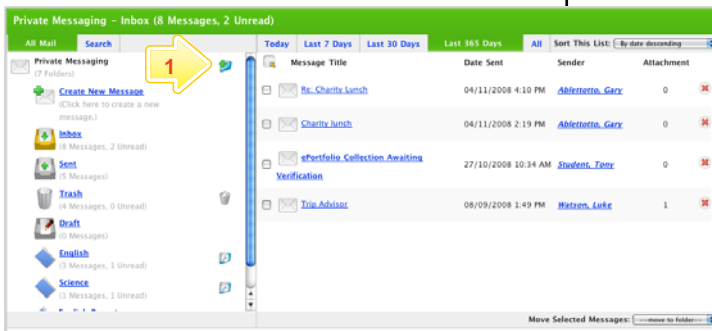


- 1 Open the Private Messaging – Inbox.
- 2 Click the **Delete** button adjacent to the message you want to delete. The message is moved to the trash folder.

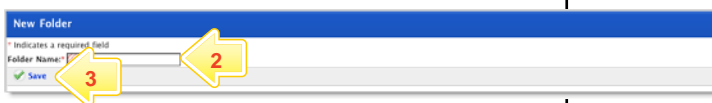
**Hint** To bulk delete messages, click the **Select All** checkbox and then select **trash** from the **Move Selected Messages** drop-down list.

## Create a new Message Folder

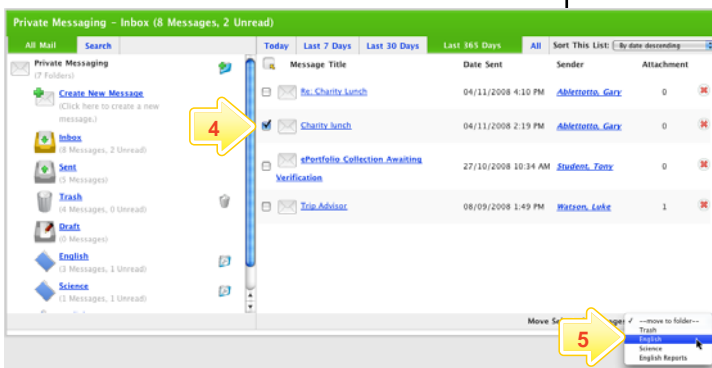
To organize your Studywiz Spark Messages, create folders to store your different message types. For example, you could create a 'student' folder and store all student messages in it.



- 1 Adjacent to Private Messaging, click the **Create Folder** button.



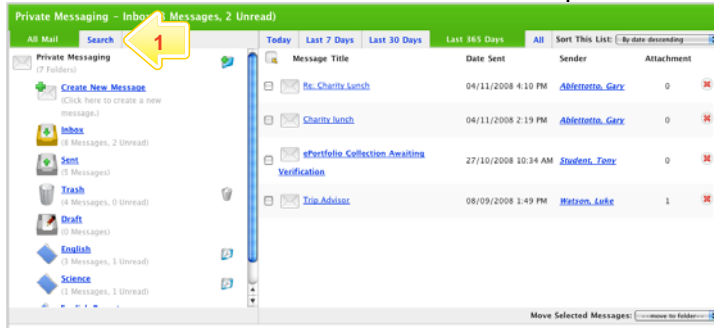
- 2 In the **Folder Name** field, type the name of the folder.
- 3 Click **Save**.



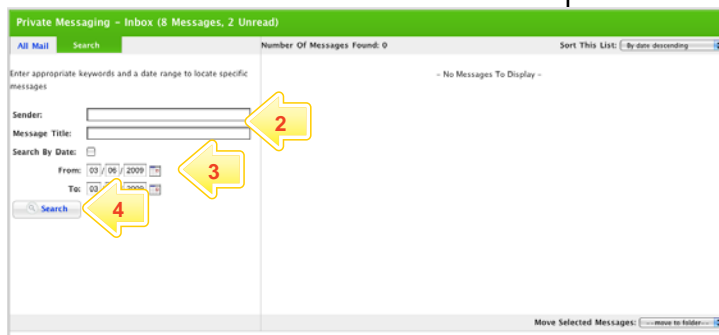
- 4 Select the message or messages you want to move into the folder by selecting message checkboxes.
- 5 In the **Move Selected Messages** drop-down list, select the folder.

# Messaging

## Search for Messages



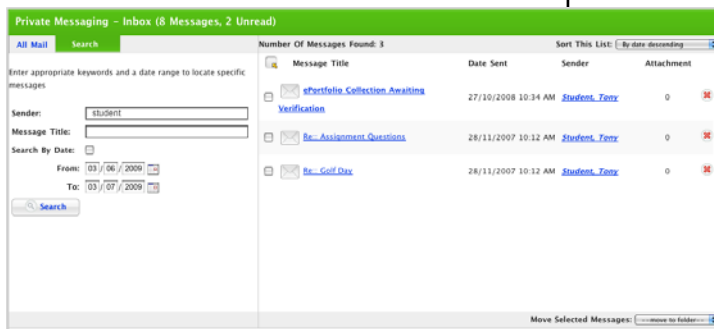
1 Click the **Search** tab.



2 Type the name of a **Sender** or a **Message Title**, or both.

3 If you want to limit the search by date, select the **Search By Date** checkbox and select the dates.

4 Click the **Search** button. Search results appear in the right-hand panel.



## Tips and Hints

- 1 Use Studywiz Spark Messaging to communicate with students, parents or other teachers.
- 2 Use message folders to organize your Studywiz Spark messages and prevent clutter.

If you have any ideas for ways to use Studywiz Spark Messaging you're invited to share it with other teachers at the Studywiz Global Community – <http://studywizgc.org/>.