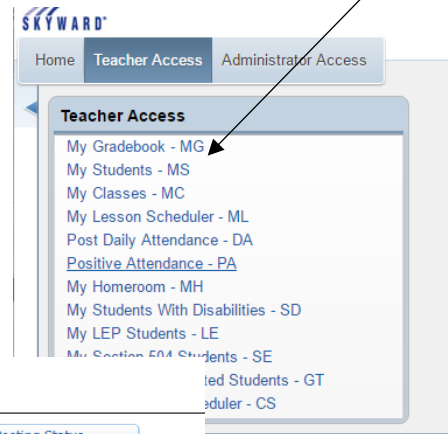


MESSAGE CENTER – For the Teacher

Step #1: Select "My Gradebook" from the "Teacher Access" Tab.



Step #2: Select the Gradebook that you want.

Current Year Classes | **Prior Years Classes**

Classes: All Current [Show Grades Posted Message](#) Reports for All Classes Posting Status

450 PROSSER HIGH SCHOOL

Dept	Subject	Terms	Period	Days Meet	Class	Description	
ELE	ELE	1 - 2	1	MTWRF	AVD201 / 111	AVID 10 S1	Secondary Gradebook
ELE	ELE	3 - 4	1	MTWRF	AVD202 / 211	AVID 10 S2	Secondary Gradebook
WOR	WOR	1 - 2	3	MTWRF	WOR101 / 132	SPANISH I S1	Secondary Gradebook
WOR	WOR	3 - 4	3	MTWRF	WOR102 / 232	SPANISH I S2	Secondary Gradebook
ELE	ELE	1 - 2	4	MTWRF	AVD401 / 14	AVID 12 S1	Secondary Gradebook
ELE	ELE	1 - 2	4	MTWRF	IND103 / 14	IND ST STUDY SKILLS S1	Secondary Gradebook
ELE	ELE	3 - 4	4	MTWRF	AVD402 / 24	AVID 12 S2	Secondary Gradebook
ELE	ELE	3 - 4	4	MTWRF	IND104 / 24	IS STUDY SKL S2	Secondary Gradebook
WOR	WOR	1 - 2	5	MTWRF	WOR101 / 15	SPANISH I S1	Secondary Gradebook
WOR	WOR	3 - 4	5	MTWRF	WOR102 / 25	SPANISH I S2	Secondary Gradebook
WOR	WOR	1 - 2	6	MTWRF	WOR101 / 16	SPANISH I S1	Secondary Gradebook
WOR	WOR	3 - 4	6	MTWRF	WOR102 / 26	SPANISH I S2	Secondary Gradebook
ELE	ELE	1 - 2	7	MTWRF	AVD401 / 17	AVID 12 S1	Secondary Gradebook
ELE	ELE	3 - 4	7	MTWRF	AVD402 / 27		
ELE	ELE	1 - 2	8	MTWRF	ADV101 / 137		
ELE	ELE	3 - 4	8	MTWRF	ADV102 / 237		

Main Screen

Other Access | **Classes** | Assignments | Attendance

Students

Wed 10/19
Atnd
Taken

Step #3: Choose "Other Access" and select "Message Center" from the drop down.

You can attach documents. Post to family access. Send emails to all classes, just one class, or just selected students.

(00) WSIPC Educational Materials
 (SM) Student Management
 (MC) Message Center
 (GU) Guides

Guides

WSIPC Guide to Message Center for Office Personnel
 (December 2015)
 WSIPC Guide to Message Center for Teachers, Advisors, and
 Activity Leaders (December 2015)

My Print Queue Back

Filter Options

Add Message for Multiple Classes

Add Message for Current Class

Edit

Clone

Recall