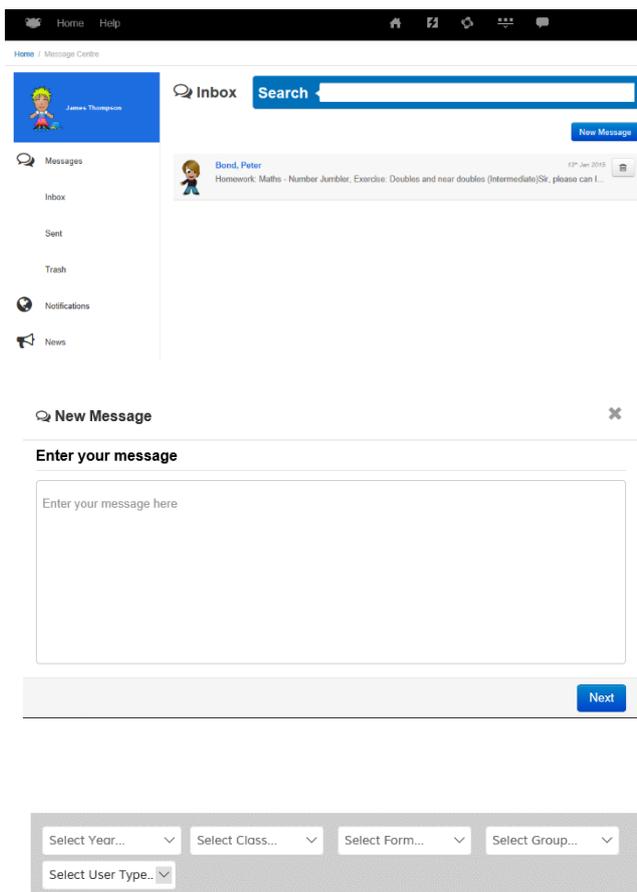To view messages you have been sent from students or to send out a new message click on [icon] on the navigation bar and then [Messages icon]

This will allow you to see messages you have received from students and teachers and also allow you to send messages.

Sending messages

a) Click on "New Message" and it will load a new window up for you.

b) Within the window, type in the message you want to send

c) Once the message has been typed, click on **Next**

d) Use the filters to narrow down your search of which users you want to send the message to.
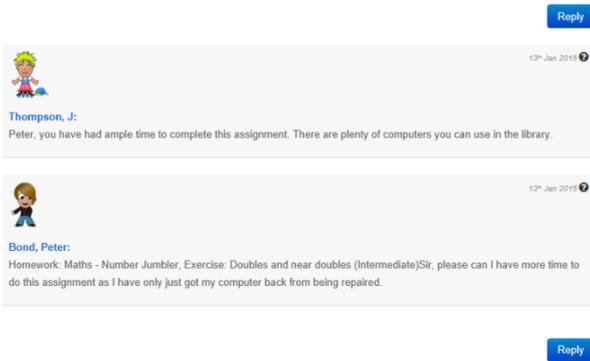
NOTE: You can send messages to Students or other Teachers

e) Once the users have been selected and the message has been finalised, click **Send** to send your message.

Viewing received messages
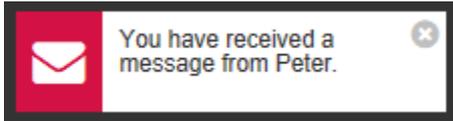
When a new message has been received, you will receive a notification that it has been received by clicking on the ☑ icon on the navigation bar

a) In the messages window, click on "Messages" to view all of your messages.

The most recent message will appear at the top of the page

b) Click on the newest message to view it. This will show you a complete message trail that you have sent to a user with the latest at the top.

If you want to reply back to the message, scroll to the bottom of the page and click on
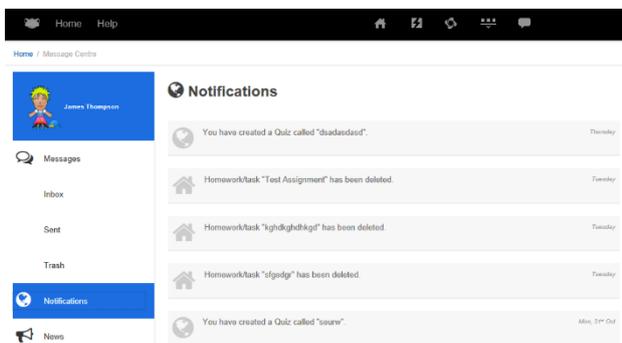
Deleting messages

a) Find the message that you want to delete

b) Once you have found the message you want to delete, click on the 🗑 icon to delete the message.
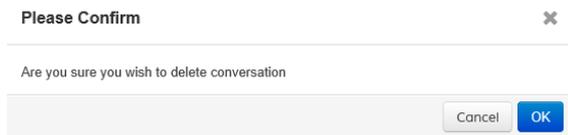
c) A window will load asking you to confirm you want to delete, click "Ok" to delete the message.

NOTE: Deleted messages will show up in the "Trash" sub-folder

Notifications

The notifications tab informs you of your recent actions within Frog Play, from the assignments you have set to the exercises you have created, the information can be viewed from this tab.

News

This tab gives you all the news from the I am learning / Frog Play team to keep you up to date with latest developments and important notices.