Manage Family Messages

Teachers can send messages to children's family members and review messages they have already sent under Manage Family Messages. Family members can also access the sent messages once logging into *MyTeachingStrategies®* Family.
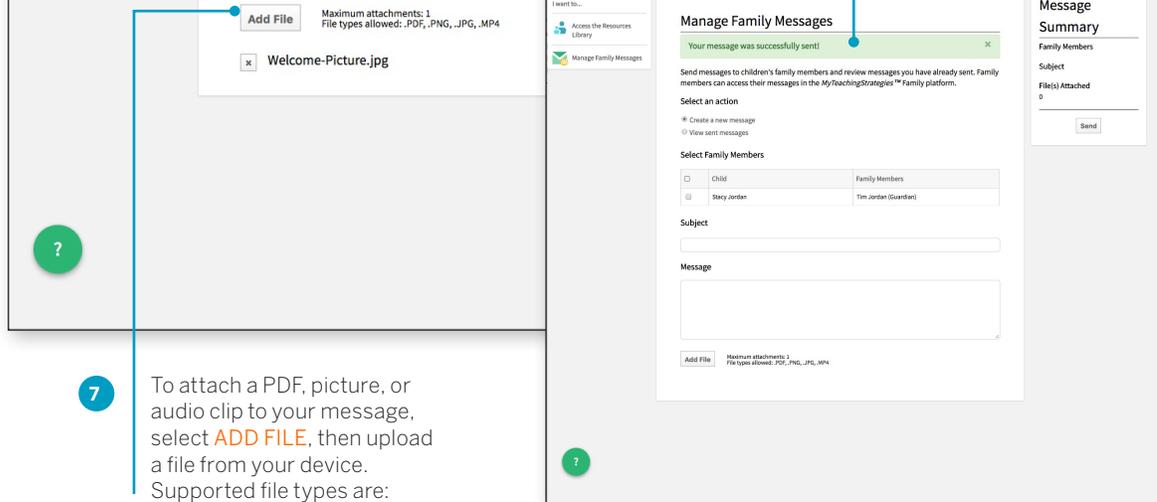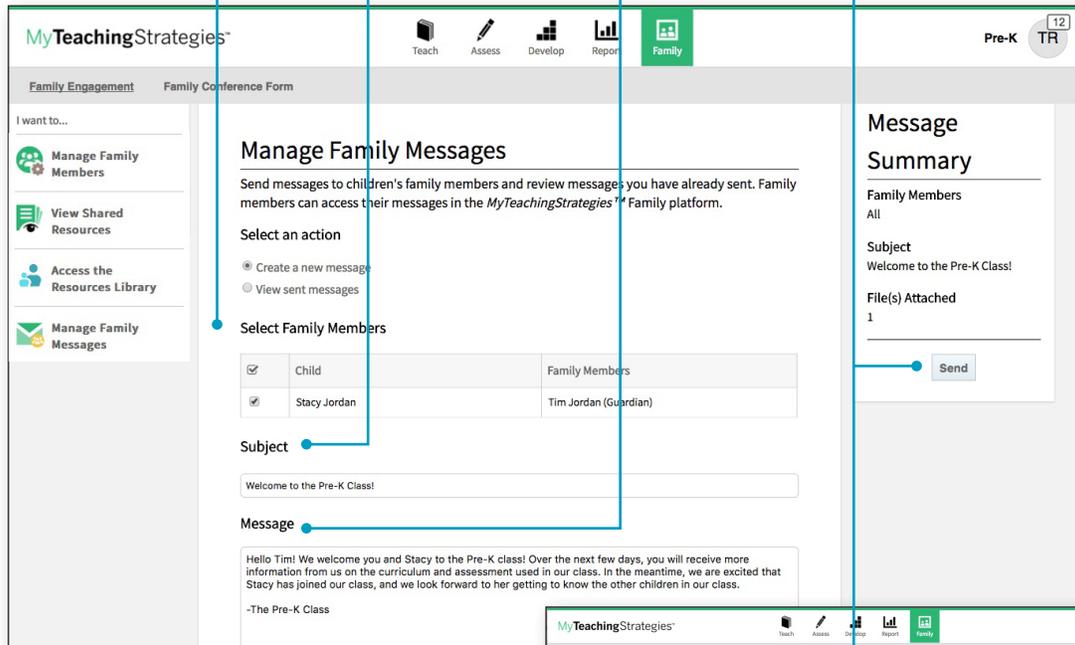
To send a message:

1 In the Family area, navigate to FAMILY ENGAGEMENT in the sub-navigation.

2 Select MANAGE FAMILY MESSAGES in the left-hand navigation.

3 Under SELECT AN ACTION, confirm that "Create a new message" is selected.

4 Select one, multiple, or all family members you wish to send a message to under SELECT FAMILY MEMBERS.

5 Type in a subject to your message under SUBJECT.

6 Type your message under MESSAGE.

Once finished, select SEND in the right-hand side. A confirmation message will appear informing you the message has been sent.

**7** To attach a PDF, picture, or audio clip to your message, select ADD FILE, then upload a file from your device. Supported file types are:
- PDF
- PNG
- JPG

To view sent messages:

1 In the Family area, navigate to FAMILY ENGAGEMENT in the sub-navigation.

2 Select MANAGE FAMILY MESSAGES in the left-hand navigation.

3 Under SELECT AN ACTION, confirm that "View sent messages" is selected. A list of previously sent messages will then appear.

4 Select VIEW next to the message you'd like to see. The selected message will then appear.
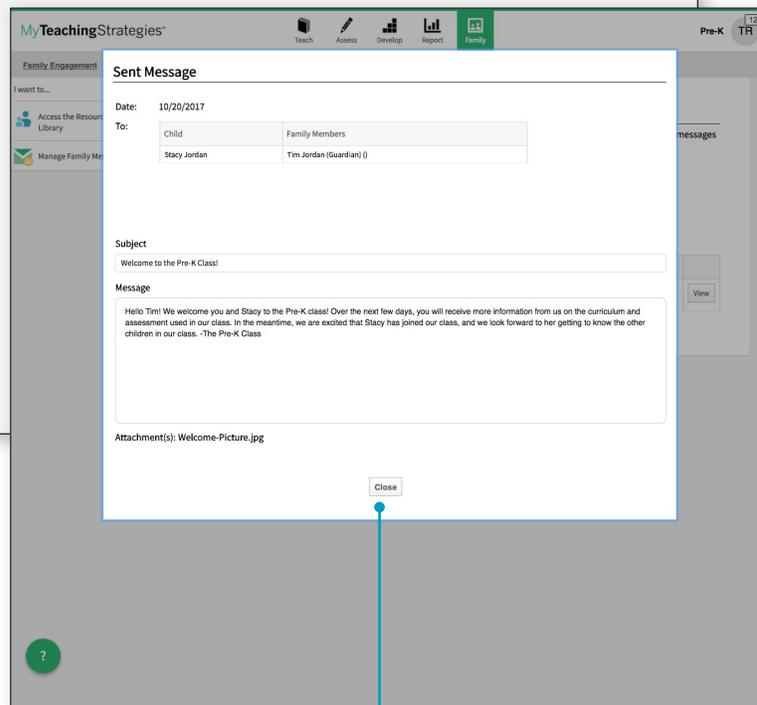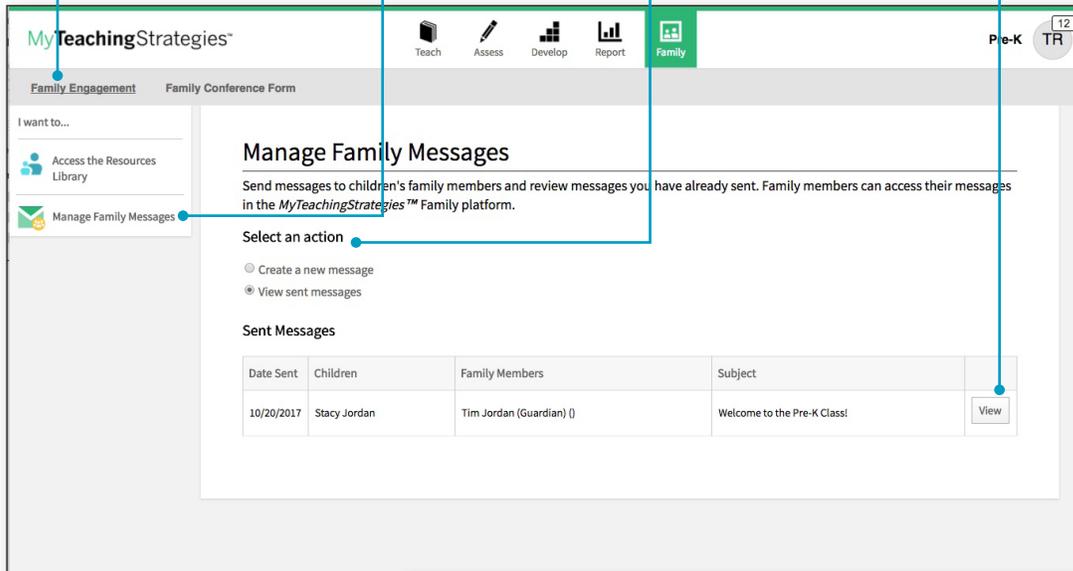
5 Select CLOSE to return to the "View sent messages" screen.