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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.

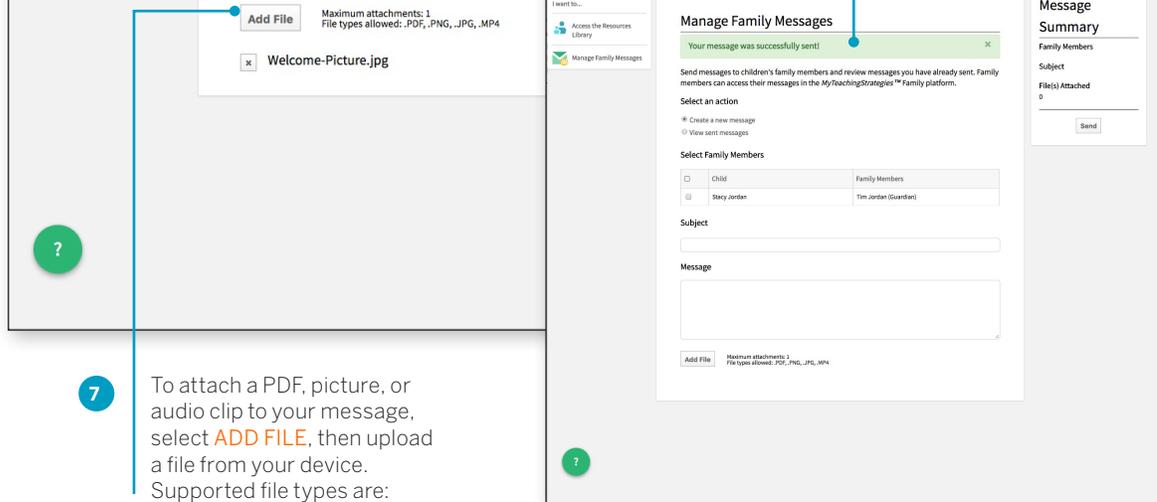
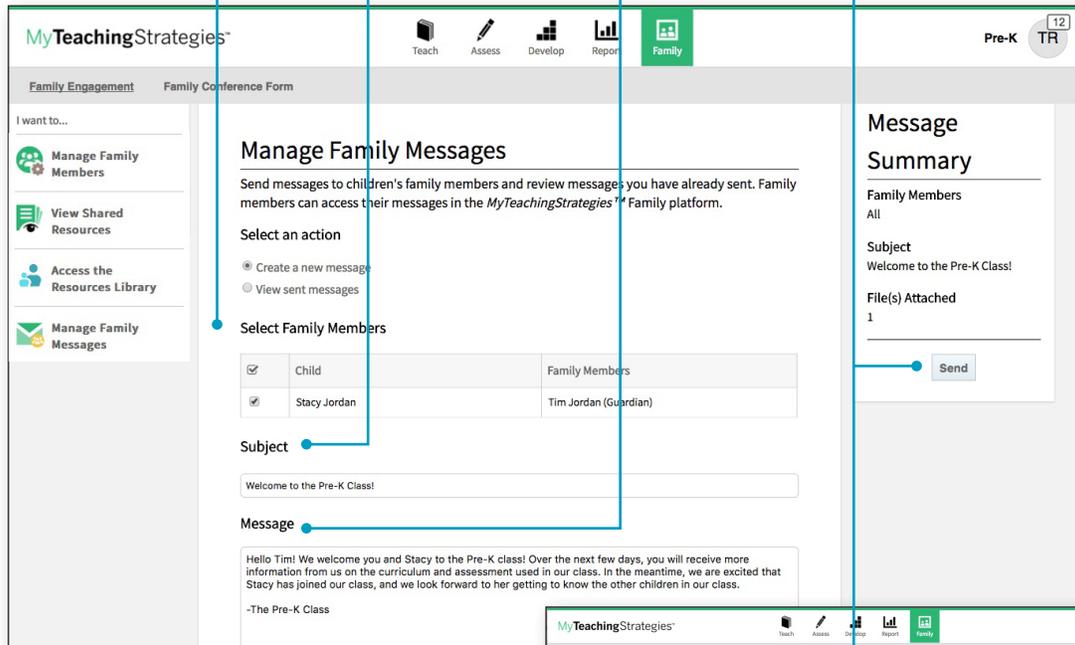
To send a message:

- 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.

The screenshot shows the MyTeachingStrategies interface. At the top, there is a navigation bar with icons for Teach, Assess, Develop, Report, and Family (which is highlighted in green). The user's profile 'Preschool SJ' is visible in the top right. Below the navigation bar, the page title is 'Manage Family Messages'. The left-hand navigation menu includes 'Manage Family Messages', 'View Shared Resources', 'Access the Resources Library', and 'Manage Family Messages'. The main content area has a 'Select an action' section with radio buttons for 'Create a new message' (selected) and 'View sent messages'. Below this is a 'Select Family Members' table with columns for 'Child' and 'Family Members'. The table lists 'Bella Fernandez' and 'Tim Reed (Father)'. There are also input fields for 'Subject' and 'Message', and an 'Add File' button. A 'Message Summary' sidebar on the right shows 'Family Members: None', 'Subject: None', and 'File Attached: None', with a 'Send' button at the bottom.

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- 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.

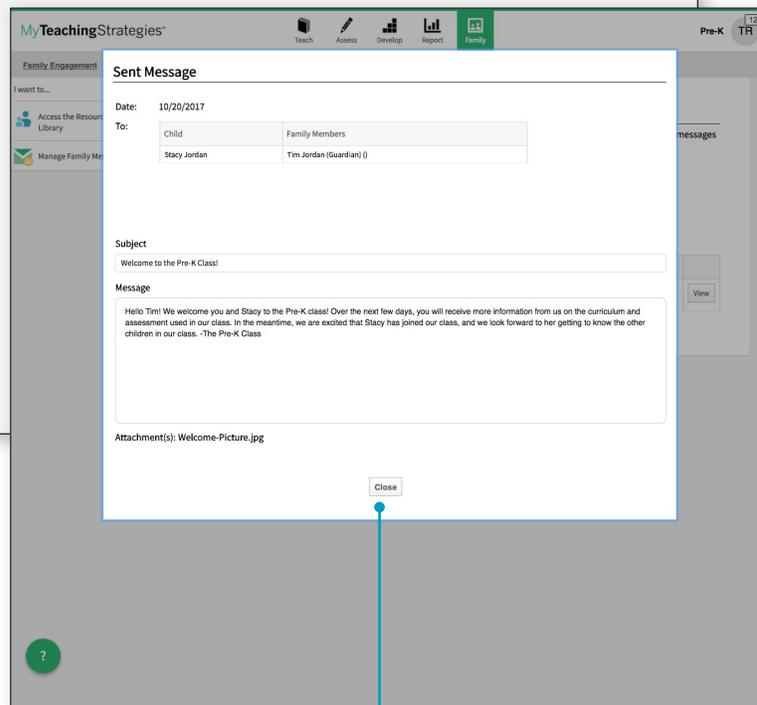
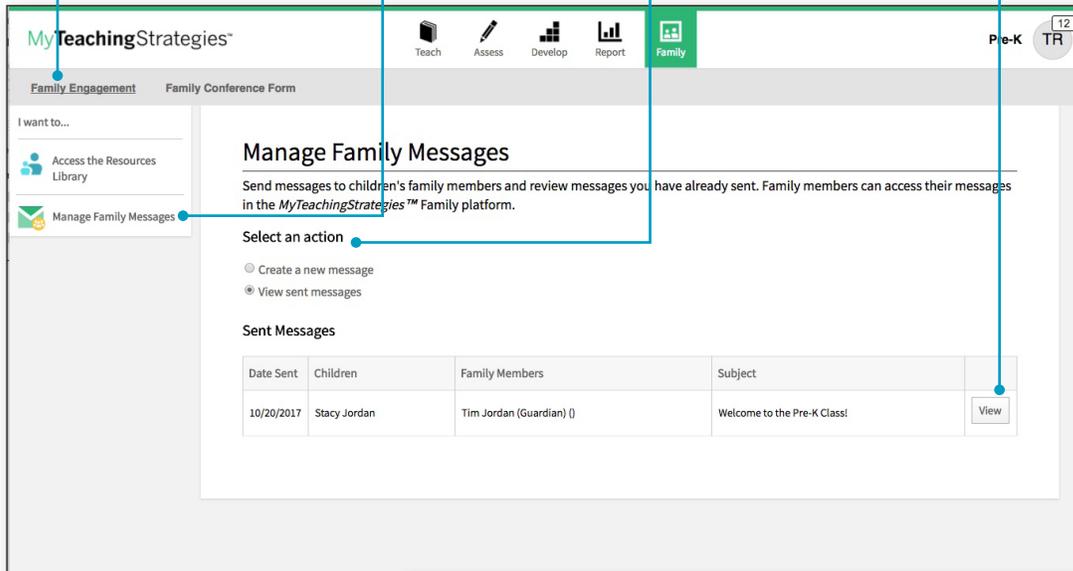


- 7 To attach a PDF, picture, or audio clip to your message, select **ADD FILE**, then upload a file from your device. Supported file types are:
 - PDF
 - PNG
 - JPG

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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.