

HOW TO KMAIL A TEACHER OR ADMINISTRATOR

You can KMAIL
any teacher at
MVCA, not just
your
homerom
teacher!

Step 1: Log in to the OLS

Step 2: At the top of the home page, click on KMAIL. A drop down menu will appear.

The screenshot shows the OLS home page interface. At the top, there is a navigation bar with the following items: a logo, a "Welcome, [redacted]" message, a user profile icon, "Sharing (15)", "My Account", "Change User", and "Log Out". Below this is a secondary navigation bar with icons and labels for "Home", "Plan", "Progress", "Courses", "K-Mail", "Community", and "Help". A red arrow points to the "K-Mail" icon. The main content area is divided into three columns. The left column is a purple sidebar with announcements, including "You have no new K-Mail messages", "You have 4 announcements", and several dated items with "Read More" links. The middle column has a green header for "TODAY'S TO DO LIST" dated "Friday, December 13, 2013", followed by tasks like "Attendance", "Class Connect", and "Advance Prep". Below this is a "LESSON SHORTCUTS" section with a list of lessons. The right column contains "Quick Links" and an "APP CONTEST" banner.

Welcome, [redacted] Sharing (15) | My Account | Change User | Log Out

Home Plan Progress Courses **K-Mail** Community Help

You have no new K-Mail messages

You have 4 announcements

12/12 Parent Skills Refresher Workshops [Read More](#)

12/11 Parent2Parent Lifeline is open in December through December 19! [Read More](#)

12/11 New Recording: School at Home Holiday Survival Strategies [Read More](#)

12/11 STILL AVAILABLE! School Effectively at Home Workshop Recordings [Read More](#)

[See All Announcements](#)

TODAY'S TO DO LIST Friday, December 13, 2013

Attendance
Enter Attendance

Class Connect
See Upcoming Class Connect Sessions

Advance Prep
Check Upcoming Advance Prep

LESSON SHORTCUTS

- Welcome to Online Learning (6-8)
- Fundamentals of Geometry and Algebra
- (3-8) Individualized Learning Plan - Get Started with Scantron
- Intermediate Language Skills A: GUM
- Intermediate Language Skills A: Vocabulary
- Intermediate Literature A
- Intermediate World History A

Quick Links

- Family Directory
- Class Connect Sessions
- Contact Our Teachers
- My Info
- Study Island
- Grolier's Encyclopedia
- eCollege Dashboard

APP CONTEST

Theme: The World of Science
Build a mobile app and you could win an iPad Mini!

[Learn More](#)

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Step 3: click on CREATE NEW MESSAGE

The screenshot displays a web interface with a top navigation bar containing icons and labels for 'Progress', 'Courses', 'K-Mail', 'Community', and 'Help'. Below this, a green banner reads 'MY'S TO DO LIST'. The main content area is divided into three sections: 'Attendance' (with sub-link 'Enter Attendance'), 'Class Connect' (with sub-link 'See Upcoming Class Connect Sessions'), and 'Advance Prep' (with sub-link 'Check Upcoming Advance Prep'). A callout box, outlined in green, is positioned over the 'K-Mail' menu, listing 'Create New Message', 'Inbox', 'Drafts', 'Archive', 'Outbox', and 'Contact Our Teachers'. A red arrow points to the 'Create New Message' option. To the right, a 'Quick Links' section lists several resources: 'Family Directory', 'Class Connect Sessions', 'Contact Our Teachers', 'My Info', 'Study Island', 'Grolier's Encyclopedia', and 'eCollege Dashboard'.

Progress ▾ Courses ▾ K-Mail ▾ Community ▾ Help ▾

MY'S TO DO LIST

Attendance
Enter Attendance

Class Connect
See Upcoming Class Connect Sessions

Advance Prep
Check Upcoming Advance Prep

Create New Message
Inbox
Drafts
Archive
Outbox
Contact Our Teachers


Quick Links

- * Family Directory
- * Class Connect Sessions
- * Contact Our Teachers
- * My Info
- * Study Island
- * Grolier's Encyclopedia
- * eCollege Dashboard

Step 4: Click on the “To” box. It will say click to search.

K-Mail

New K-Mail

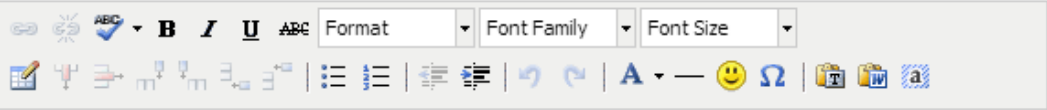
* To: 
Show CC

About:

Add Tag:

* Subject:

Attachment: + Attach files

* Content: 

Step 5: A small search window will pop up. Select the role of the person you want to KMAIL. Either TEACHER or ADMINISTRATOR.

The screenshot shows the K-Mail interface with a 'Select Recipients' dialog box open. The dialog box contains the following elements:

- *School:** A dropdown menu with 'Michigan Virtual Charter Academy' selected.
- *Role:** A dropdown menu with 'Administrator' and 'Teacher' options. An orange arrow points to this menu.
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Buttons:** 'Return to Message', 'Show All', and 'Search' buttons are located at the bottom of the dialog.

The background interface shows a 'New K-Mail' form with fields for 'To:', 'About:', 'Subject:', and 'Content:', along with a rich text editor toolbar.

Step 6: Type in the person's last name and/or first name . You can search by using only one.

Step 7: Click on the SEARCH.

The screenshot shows a dialog box titled "Select Recipients" with a close button (x) in the top right corner. It contains the following elements:

- *School: Michigan Virtual Charter Academy (dropdown menu)
- *Role: Administrator (dropdown menu), with Teacher selected below it.
- First Name: Holly (text input field)
- Last Name: Stewart (text input field)
- Buttons: Return to Message, Show All, and Search.

Annotations:

- An orange arrow points from the left to the "First Name" input field.
- An orange arrow points from the right to the "Last Name" input field, with the text "Step 6" below it.
- An orange arrow points from the bottom to the "Search" button, with the text "Step 7" below it.

Step 8: Click on the box next to the name of the person you want to KMAIL.
This will select that person to be KMAILED in your message.

Step 9: Click on RETURN TO MESSAGE

Step 9



Return to Message Show All Search

Step 8



	Name	Role	School
<input checked="" type="checkbox"/>	Holly Stewart	Teacher	MVCA

(1 Result)

Number of items per page: 5 Update

Step 10: Now you should have returned to your KMAIL message. The person you want to KMAIL should now be by the “To.” Type in a subject for the KMAIL.

Step 11: Write your KMAIL.

Step 12: Click on **SEND NOW!**

The screenshot shows the 'New K-Mail' interface. At the top is a blue header with the text 'New K-Mail'. Below the header, the 'To:' field contains 'Holly Stewart' with a red oval around it and a red arrow pointing to it from the top right. Below 'To:' are links for 'Change' and 'Delete', and a 'Show CC' link. The 'About:' field contains 'Click to Search'. Below that is an 'Add Tag:' field with an empty input box and a 'Tag' button. The '* Subject:' field contains 'Astronomy Club' with a red arrow pointing to it from the right and the text 'Step 10' next to it. Below the subject field is an 'Attachment: + Attach files' link. The '* Content:' field has a rich text editor toolbar with options for link, unlink, bold, italic, underline, text color, background color, paragraph, font family, font size, bulleted list, numbered list, indent, outdent, undo, redo, text color, background color, and link. Below the toolbar, the content area contains the text 'Mrs. Stewart,' followed by 'I would love more information about the Astronomy Club!'. At the bottom of the form are two buttons: 'Send Now' and 'Save As Draft'. A red arrow points from the left to the 'Send Now' button, with the text 'Step 12' next to it.

Step 11

Step 12