Al Batool Virtual International School
And
Al Forqan Private School
(Virtual American Program)

Messages and Alerts for Inquires

Messages Page for Students

- Students can use the Messages screen to communicate with teachers for the courses they are actively enrolled in. Students use a dropdown list to select a teacher to message.

The Messages screen cannot be used to communicate with other recipients such as students, mentors, or parents.

- When a student sends a message, a copy is stored on the Messages screen. To view a file attachment activity:

1. On the Messages tab, click a message. The message opens in a new window.
2. In the message header, click the Attachment link to open the file.

- Students can configure message forwarding in their account profiles.

1. In the upper-right corner of the screen, click your name and click My Profile.
2. On the Contact tab, enter an email address and click the Save button.
3. On the Preferences tab, check the Message Center box and click the Save button.
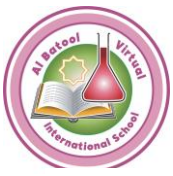
Alerts for Students

Students may choose to receive alerts for new announcements, a perfect score, and a new message from the teacher.

All Users: **Announcement Alert**

Opt in to this alert to be notified when Apex Learning posts a new announcement. Announcements are posted on the Home tab and convey important information such as scheduled maintenance and new features.

Because of the importance of these announcements, and how easily they can be overlooked (for instance, by not signing in while the announcement is posted) Apex Learning strongly recommends opting in to this alert.

Delivery: **Email**, **text message**

Student: **Perfect Score Alert**

Don't let the good news wait — opt in to this alert to be notified right away when you have earned a perfect score on an activity.

Type: Scoring

Delivery: **Apex Learning web site**, **email**, **text message**

Student: **Communication Alert**

Stay in close communication with your teacher by opting in to this alert that notifies you when your teacher has sent a new message to your Messages tab.

Delivery: **Apex Learning web site**, **text message**.

Alerts for Teachers

All Users: Announcement Alert

Opt in to this alert to be notified when Apex Learning posts a new announcement. Announcements are posted on the Home tab and convey important information such as scheduled maintenance and new features.

Because of the importance of these announcements, and how easily they can be overlooked (for instance, by not signing in while the announcement is posted) Apex Learning strongly recommends opting in to this alert.

Delivery: Email, text message

Teacher: Enrollment Alert

Opt in to this alert to be notified when a new student is enrolled in one of your classrooms. This alert is strongly recommended if someone other than you manages enrollments at your school.

Delivery: Email, text message.

Teacher: Mastery–Based Learning Blocking Alert

If you are a teacher who uses Mastery–Based Learning, this alert is a must–have. It notifies you when a student has reached the allowed number of attempts for an activity and cannot progress in his or her course. Opt in to this alert so you can take swift action when this happens.

Type: Scoring

Delivery: Apex Learning web site, email, text message

Teacher: Perfect Score Alert

Opt in to this alert to be notified when one of your students has earned a perfect score on an activity. Use the opportunity to reach out and congratulate the student on their achievement right away.

Type: Scoring

Delivery: Apex Learning web site, email, text message