

How to Contact the Teacher

1. The instructor contact information, office hours, and/or other notes is available by clicking on the yellow note icon beside the instructor's name (anywhere the instructor's name appears; e.g. the Summary, Attendance, and Grades pages). This is only available if the teacher has added the information to their grade book.
2. The parent can click the icon to see the information.
3. The email will be display as a link to the teachers e-mail address anywhere the instructor's name appears.

How to View Course Notes

1. If the instructor has provided a note about the course, a yellow note icon appears beside the course name anywhere the course name appears (e.g. the Summary, Attendance, and Grades pages).
2. The parent can click to see the information, and then click **close** to close.