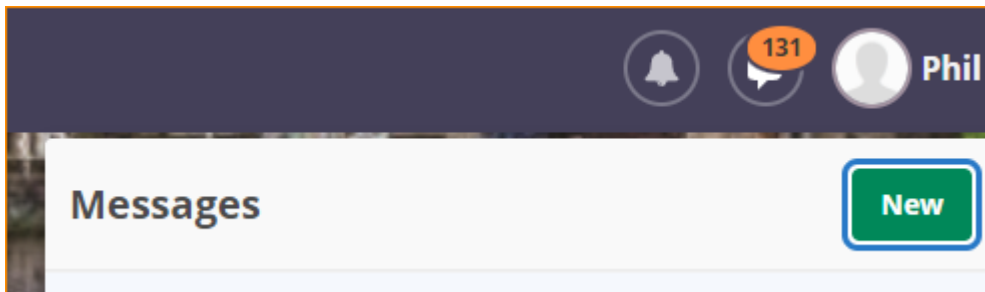


Initiating a chat with your teacher on ItsLearning

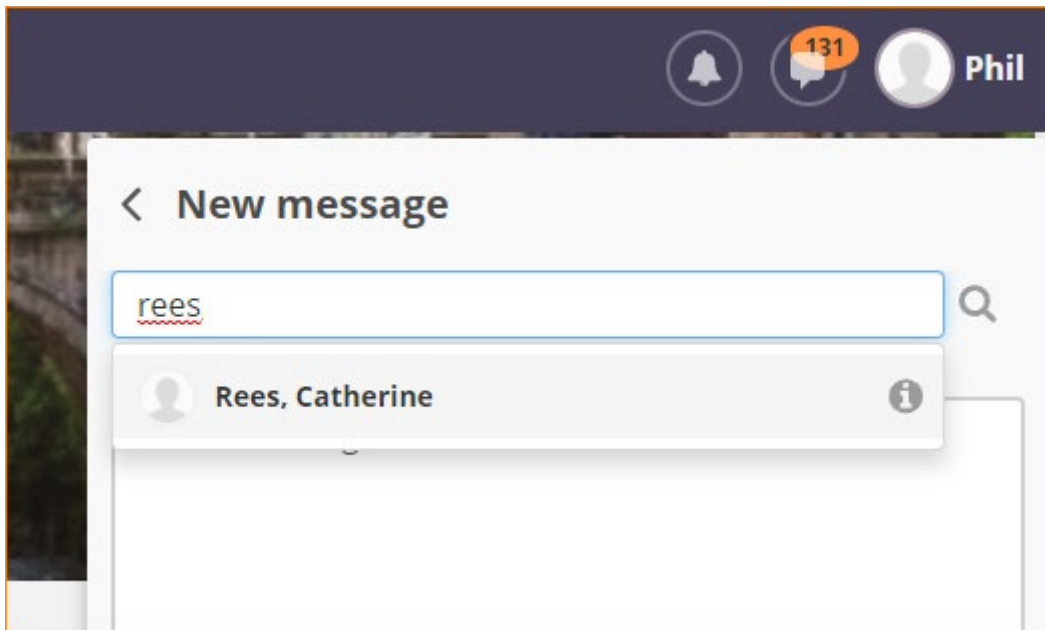
- 1) Click on the speech bubble icon at the top right of the ItsLearning window



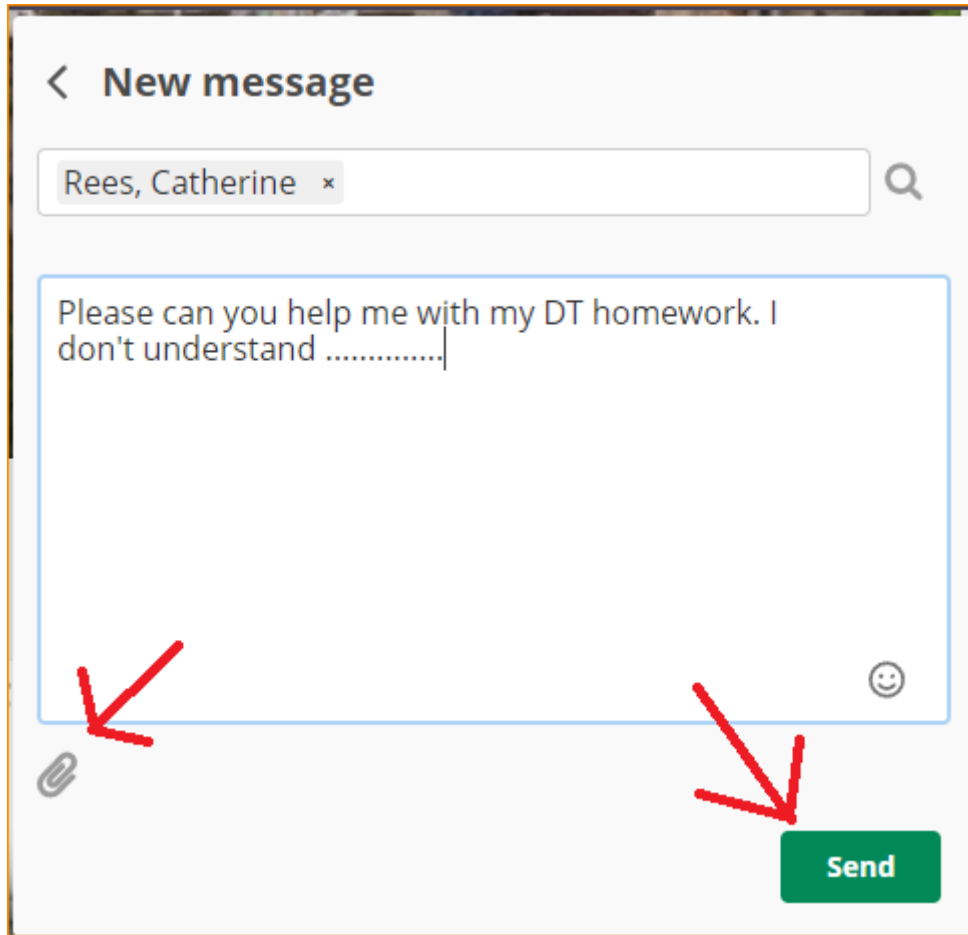
- 2) Click on the green 'New' button to start a new conversation



- 3) In the address box, start typing the surname of the teacher you want to contact. Their name will be suggested for you. You cannot use this feature to contact other students.



- 4) Enter your message, similar to how you would write an email, in the box below. When you are ready you can click the green 'Send' button to submit your message. If you need to also add an attachment, you can click the paperclip icon as shown to browse for a file.



- 5) When your teacher replies, you will receive a notification number on the speech bubble to show you have received a message. Click the speech bubble to view the response.

