How to View, Send or Reply to a Message

With CTLS Parent, you are able to view **posts** that are sent by the school, your child's grade level(s), classes, and groups you are associated with. You can also send a **message** to your child's teacher or a school staff member.

View Your Messages

1. **Select "Messages"** on the left (found on the homepage).

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2. The left column will display your active conversations. Click on the message to display the entire conversation, which will appear on the right.

You may delete the conversation by clicking the trash can icon. *(This will delete it from your view only.)*
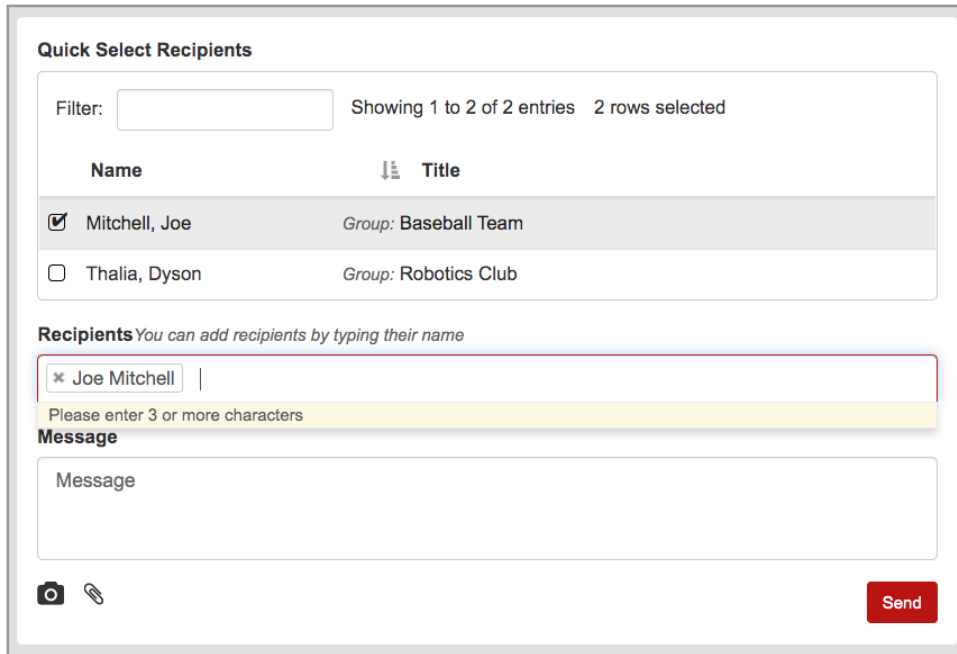
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Send a Message

1. Open your messages (see instructions above) and **click "New Message"** to start a conversation.

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2. Select your child's teacher from your Quick Select Recipients list to send to that teacher. You can also type in a staff name directly into the Recipient Box.

Quick Select Recipients

Filter: [   ]   Showing 1 to 2 of 2 entries   2 rows selected

Name	Title
☑ Mitchell, Joe	*Group:* Baseball Team
☐ Thalia, Dyson	*Group:* Robotics Club

Recipients *You can add recipients by typing their name*

[× Joe Mitchell |]
Please enter 3 or more characters

Message

[Message   ]

📷 📎   **Send**

3. If you select two or more individuals to send your message to, you will have the choice to send as a:

- **Private Message** (default): A separate conversation will be created for each participant, like BCC. Each participant will only see messages from you.
- **Group Message**: There will be one conversation for all participants, like CC. Each participant will see messages from everybody else.

4. Write your message in your native language. CTLS Parent will automatically translate your message into the preferred languages of your recipients!

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5. Add any photos or attachments via the camera and paperclip icons, which you can find below the message field. When you're done, click the "Send" button.

Recipients *You can add recipients by typing their name*

| ✕ Joe Mitchell | ✕ Demo Tailia |

- 🔘 **Private Message** *A separate conversation will be created for each participant, like BCC. Each participant will only see messages from you.*
- ⚪ **Group Message** *There will be one conversation for all participants, like CC. Each participant will see messages from everybody else.*

Message

Hi,

What time does the showcase end tomorrow?

📷 📎   Send

How to View, Send or Reply to a Message

Reply to a Message

1. Click on the notification and you will be directed to CTLS Parent to respond.

2. Here, you will see the conversation thread. Type in your message, include any optional photos or files, and click "Reply".