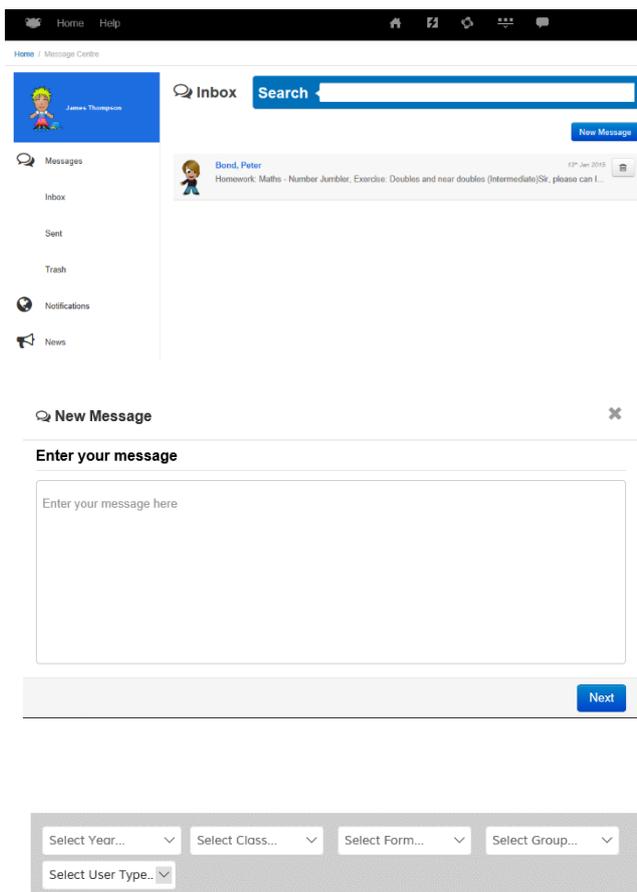


To view messages you have been sent from students or to send out a new message click on  on the navigation bar and then



This will allow you to see messages you have received from students and teachers and also allow you to send messages.

### Sending messages



The screenshot shows the 'Message Centre' interface. At the top, there is a navigation bar with 'Home' and 'Help' links. Below this, the 'Inbox' is visible with a search bar and a 'New Message' button. A message from 'Bond, Peter' is shown in the inbox. Below the inbox, there is a 'New Message' window with a text area for entering the message and a 'Next' button. At the bottom, there are filter options for 'Select Year...', 'Select Class...', 'Select Form...', 'Select Group...', and 'Select User Type...'.

a) Click on “New Message” and it will load a new window for you.

b) Within the window, type in the message you want to send

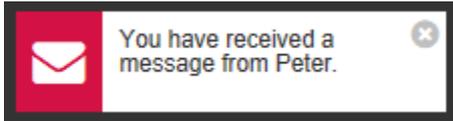
c) Once the message has been typed, click on 

d) Use the filters to narrow down your search of which users you want to send the message to.

**NOTE:** You can send messages to Students or other Teachers

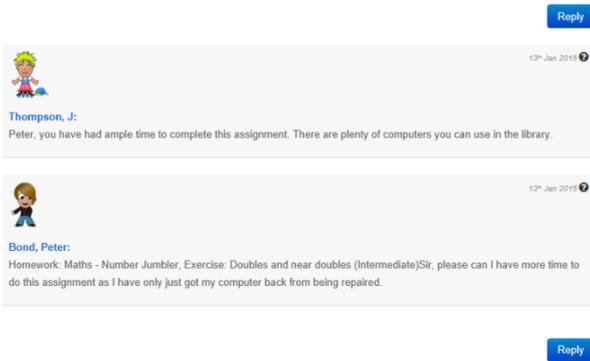
e) Once the users have been selected and the message has been finalised, click  to send your message.

## Viewing received messages



When a new message has been received, you will receive a notification that it has been received by clicking on the  icon on the navigation bar

### Messages to Bond, Peter



- a) In the messages window, click on "Messages" to view all of your messages.

The most recent message will appear at the top of the page

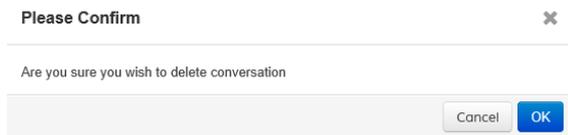
- b) Click on the newest message to view it. This will show you a complete message trail that you have sent to a user with the latest at the top.

If you want to reply back to the message, scroll to the bottom of the page and click on

## Deleting messages



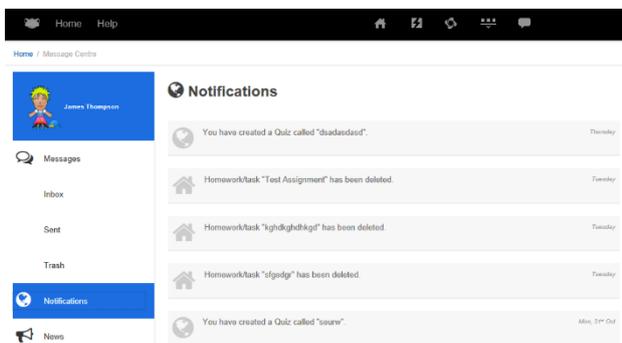
- a) Find the message that you want to delete
- b) Once you have found the message you want to delete, click on the  icon to delete the message.



- c) A window will load asking you to confirm you want to delete, click "OK" to delete the message.

NOTE: Deleted messages will show up in the "Trash" sub-folder

## Notifications



The notifications tab informs you of your recent actions within Frog Play, from the assignments you have set to the exercises you have created, the information can be viewed from this tab.

# News

The screenshot shows a web application interface with a dark navigation bar at the top containing 'Home' and 'Help' links, and several icons. Below the navigation bar, the page title is 'Home / Message Centre'. On the left side, there is a vertical menu with options: 'Messages', 'Inbox', 'Sent', 'Trash', 'Notifications', and 'News' (which is highlighted in blue). The main content area is titled 'News Feed' and displays two news items. The first item is dated '5 Jul' and titled 'Scheduled Maintenance', with the text: 'The site will be down for approx 15 minutes from 10:00 pm tonight for scheduled maintenance, apologies for any inconvenience.' The second item is dated '18 Jul' and titled 'Would you like to discuss your schools I am learning license?'. The text for this item reads: 'Recently we wrote to you to tell you about our free professional development conferences in Birmingham and London. At the conference, you can book 1:1 time with a member of our team. To book a free 1:1 with a school account manager, you can register here: <http://www.frogeducation.com/frog16>. Not able to make the conference? Contact us and we can arrange to come and see you: <http://www.frogeducation.com/connect/peak-to-us>. Many thanks. I am learning team.'

This tab gives you all the news from the I am learning / Frog Play team to keep you up to date with latest developments and important notices.

Contact our Technical support team on **01422 395939**  
or visit <https://www.frogeducation.com/community>