

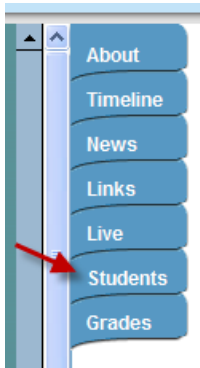


Eastern Arizona College

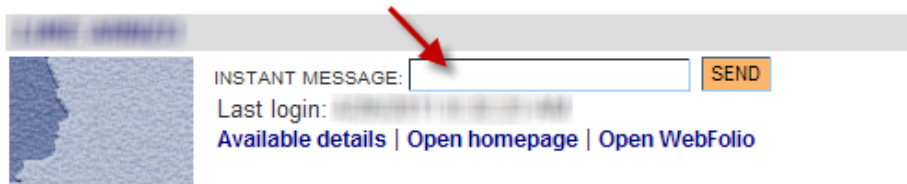
NAVIGATING: STUDENTS TAB (INSTANT MESSAGING)



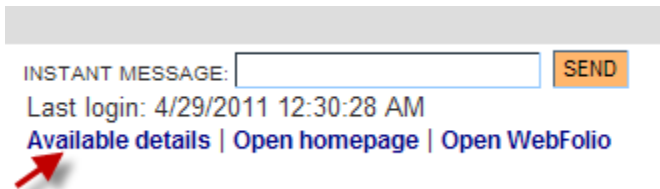
- Go to your course.
- Go to the Students tab on the right hand side of the screen.



- Find the student's name that you wish to IM.
- Click in the text box next to the student's name.

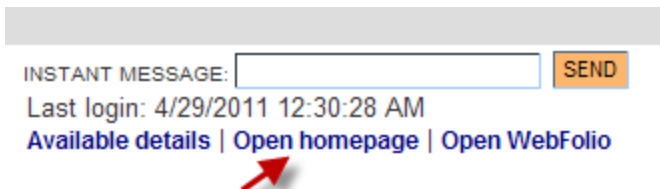


- Type your message and click Send.
- ****Within the Student tab you also have the option of viewing student information (phone number, email address, etc.) if they have provided that information within WebStudy.***
- To view available student information, go to **Available details**.



****You can also view a student's homepage if they have created one.***

- To view a student's homepage, go to **Open homepage**.



****You can also view a student's presentation if available.***

- To create a presentation, go to the bottom screen.
- Give your presentation a title name
- Use the drop down arrow to indicate what kind of file you are using.

! Presentation title:

! Presentation type: ▾

- Click on Submit and you're done!

****Students have the option of providing a compilation of work they have completed within the course, this can be viewed within the WebFolio.***

- To view a student's WebFolio, go to **Open WebFolio**.

INSTANT MESSAGE:

Last login: 4/29/2011 12:30:28 AM

[Available details](#) | [Open homepage](#) | [Open WebFolio](#)