

# Sending Class, Group and Individual Messages

## What Is The Messaging Function and How Do I Use It?

The messaging function on Reading Plus allows Educators to send messages to whole Classes, Groups, or individual pupils.

Once logged in to Reading Plus as an Educator, you will need to select a class/group and then go to the **Usage Report** that displays your pupils' weekly progress. You will see a green speech bubble icon located in the top left of the screen, as well as one next to each pupil's name.

Student Name	Visual Skills (%)	Vocabulary (%)	Reading (%)	Avg Reading Comp %	Combs	Total Transcribed	Items
Message All Students	75%	88	89%	3	147		
Message Selected Students	-	0	-	-	0		
Message Students w/ Incomplete Assignments	73%	101	-	-	0		
Message Students w/ Complete Assignments	-	0	-	-	0		
Pupil 1	79%	56	87%	1	61		
Pupil 2	80%	61	88%	1	61		
Pupil 3	84%	128	93%	3	101		
Pupil 4	81%	51	87%	1	51		
Pupil 5	93%	51	93%	2	51		
Pupil 6	83%	38	83%	1	38		
Pupil 7	74%	63	74%	-	63		

## Sending Class/Group Messages

Clicking the icon located in the far top left will allow you to message your whole class/group. You will see there are also options to send a message to manually selected pupils, pupils that have completed their weekly assignments, or pupils that are yet to complete their weekly assignments.

You can then compose your message and send it to the pupils.

## Sending Individual Pupil Messages

To send individual pupil messages, simply click the speech bubble icon next to their name.

The box will appear for you to compose your message and then you can send it to that pupil only.

