



## Learning Tree Quick Start Guide

### COMMUNICATING WITH STUDENTS IN YOUR COURSE

- ❑ **Message Tab**—Use the Message Tab to send private messages across students in your courses.
  - Select the Menu Tab located in the top left corner of the page.
  - Select the Messages Tab in the menu bar.
  - Select the 'New Message' Tab in yellow.
  - Select the 'Participants' Tab and scroll down to the student or type their name in the 'Participant's box.
  - Give the message a 'Subject title'.
  - Enter the message and submit.
  
- ❑ **General Discussions**—Use the Discussions Tab within each course to communicate with your class. This is a non-graded discussion board allowing for communication to flow across all members assigned to the course.
  - Click on a course where you wish to communicate via discussions.
  - Select the 'Discussions Tab' in the green header at the top of the page.
  - Enter your message and select 'Post'.
  
- ❑ **Feedback on Learning Activities**—Instructors may wish to provide specific communication and feedback within specific learning activities (assessments, assignments, discussions, resources).
  - Click on a course.
  - Click on a particular learning activity.
  - Click on the performance/activity/scoring band located to the right of the student you wish to provide feedback to on the activity.
  - Select the communication tab in the green header.
  - Provide feedback/message to the student.
  - Click 'Post' to send the feedback.