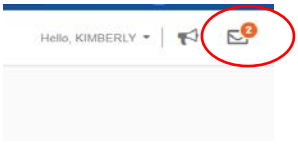
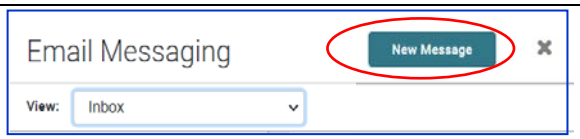
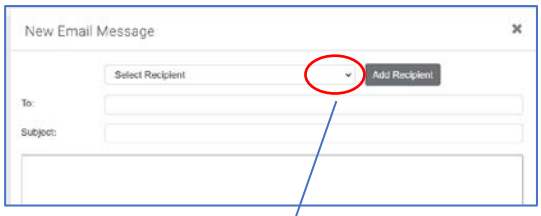
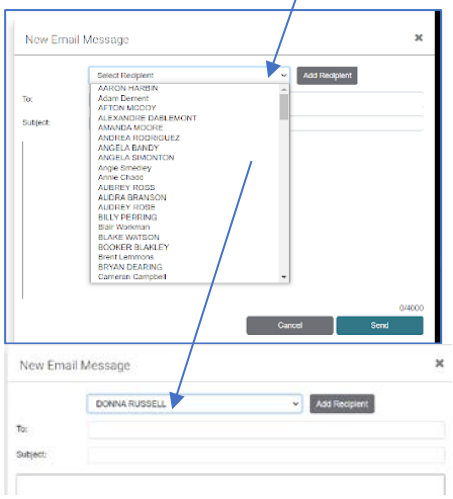
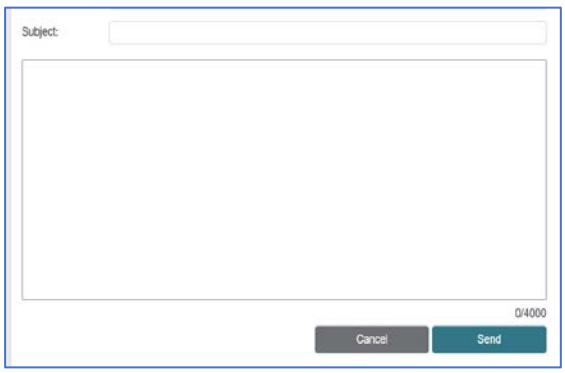
How to Use the Communications Portal – E-mail in Edgenuity

To contact a teacher for specific course help or to set up an appointment for help on your coursework.

Log in to Edgenuity and click the Envelope icon in the upper right corner.	
The Email Messaging window will appear. Click New Message.	
Click the dropdown arrow next to Select Recipient.	
Start typing the teacher's name: **Kim Barrett** (English, Social Studies, & History help) **Donna Russell** (Math help) **Eric Woodard** (Science help) **Teacher Advisers** are for "generic questions" or questions on your elective courses. They are also the ones who send your weekly updates home. *12th & 11th Gr: Mrs. Barrett* *10th Gr: Mr. Woodard* *9th Gr: Mrs. Russell* *8th & 7th Gr: Mrs. Henson* *6th Gr: Mrs. Russell*	 Click on the correct teacher's name when you see it - -you might have to scroll. Do not choose one of the other teachers. They do not have access to your account.
Include a subject line such as "Need help with Algebra I" or "Need to set appointment for History help." Type the body of your e-mail. Use proper grammar including capitalization, punctuation, etc. In the email body, tell the teacher specifically what question you have or what you need help with. Click **Send.**	

Subject Line: Chemistry class assignment help *E-mail body:* Mr. Woodard, I am confused about the chemistry "Plan an Investigation" lab requirements. I am not sure what it expects me to do or if I am to do anything. If you could help clear that up, I would appreciate it. Thank you, Charlie Brown	or…. *Subject Line:* English 2 class help *E-mail body:* Mrs. Barrett, I am currently working on my _____ class and am stuck on _____ lesson. The instructions ask for _____. I am not clear on what is expected of me. Thank you, Lucy Van Pelt
You will need to check your Edgenuity e-mail every day to make sure you have not missed any information.	
Also, make sure you read the **Announcements** that display in Edgenuity as you log in each time!!!!	