
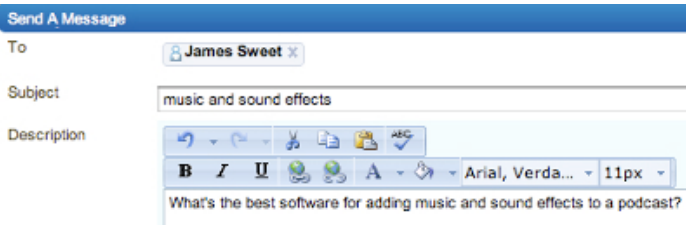
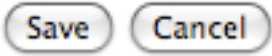
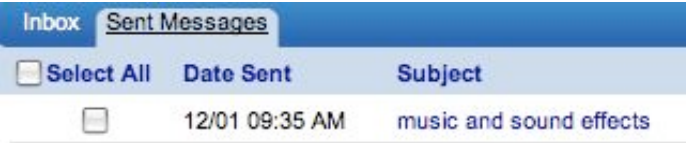


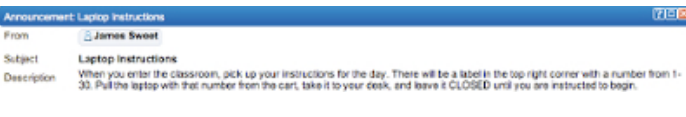


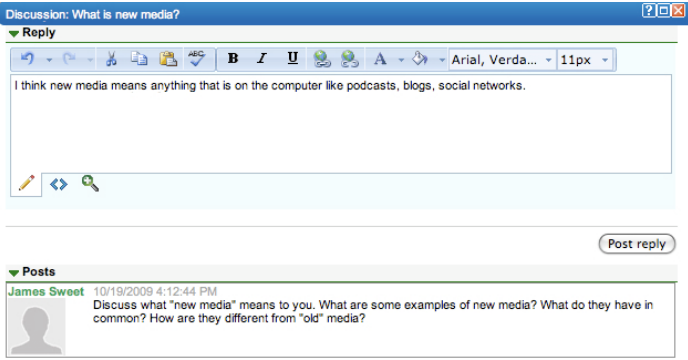


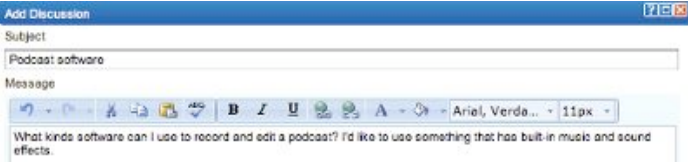


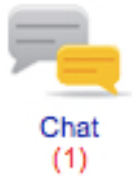

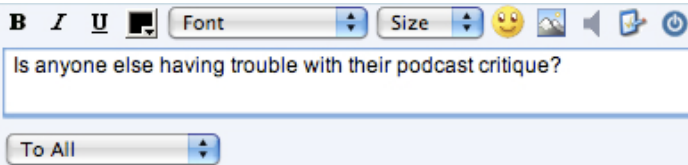





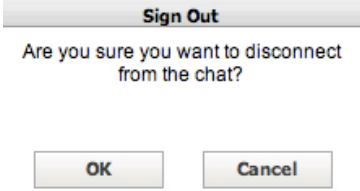


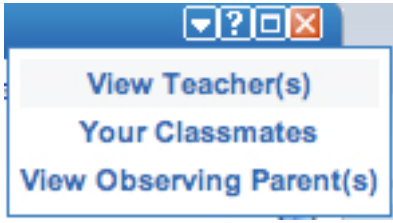
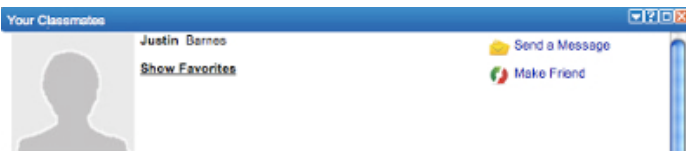

Group Tools

<p>Ask A Question</p> <p>Step 1</p> <p>Click the Ask A Question icon.</p>	 <p>Ask A Question</p>
<p>Step 2</p> <p>School Town automatically opens a message to your teacher.</p> <p>Enter a Subject for the message and your question in the Description.</p>	
<p>Step 3</p> <p>Click Save to send the message, or Cancel.</p>	
<p>Step 4</p> <p>The message displays in your Sent Messages.</p>	
<p>Announcements</p> <p>Step 1</p> <p>Click the Announcements icon.</p>	 <p>Announcements</p>
<p>Step 2</p> <p>You can view an announcement by clicking the Announcement subject link.</p>	
<p>Step 3</p> <p>Announcements are read-only. You cannot respond directly to an announcement.</p>	
<p>Discuss</p> <p>Step 1</p> <p>Click the Discuss icon.</p>	 <p>Discuss</p>
<p>Step 2</p> <p>To view a Discussion, click the subject link.</p>	


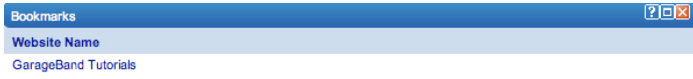


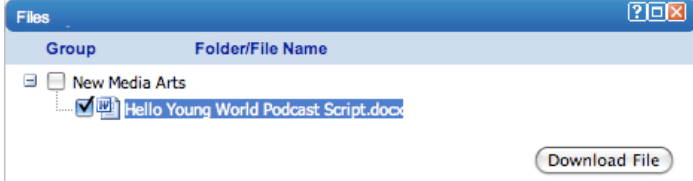
Group Tools

<p>Step 3</p> <p>Read the topic posted by your teacher or another student and all the replies that have been already been posted.</p> <p>Gather your ideas and compose your Reply.</p> <p>Click Post reply to add your ideas to the Discussion.</p>	
<p>Step 4</p> <p>To start a new Discussion, click  and then click Add.</p>	
<p>Step 5</p> <p>Enter a Subject and Message that describe the topic you want to discuss.</p>	
<p>Step 6</p> <p>Click Save to post the subject and message to the discussion forum or Cancel.</p>	
<p>Step 7</p> <p>View the discussion by clicking on the Discuss icon and then clicking the subject link.</p>	
<p>Chat</p> <p>Step 1</p> <p>Click the Chat icon. The number of users currently connected is shown below the icon.</p>	
<p>Step 2</p> <p>After you connect, you can see a list of all users currently connected to the chat room.</p>	
<p>Step 3</p> <p>Compose a message and choose whether to send To All or to an individual user.</p>	

Group Tools

<p>Step 4</p> <p>Click Send to send your message.</p> <p>Click Disconnect to leave the chat room.</p>	
<p>Step 5</p> <p>Click OK to confirm that you want to disconnect, or Cancel to remain connected.</p>	
<p>Classmates</p> <p>Step 1</p> <p>Click the Classmates icon.</p>	
<p>Step 2</p> <p>Click  to see a list of possible actions.</p> <ul style="list-style-type: none"> • Click View Teacher(s) to see only teacher members of the group. • Click Your Classmates to see only student members of the group. • Click View Observing Parents to see parent members of the group. 	
<p>Step 3</p> <p>Click Send a Message to send a message to another member of the group.</p> <p>Click Make Friend to add another member of the group to your friends list.</p>	
<p>Step 4</p> <p>When you add someone to your friends list, the Friends tab displays. Click the tab to see your friends list at any time.</p>	

Group Tools

<p>Bookmarks</p> <p>Step 1</p> <p>Click the Bookmarks icon.</p>	 <p>The icon shows a blue globe with a white mouse cursor pointing at it, and the word "Bookmarks" written below in blue.</p>
<p>Step 2</p> <p>View a bookmark by clicking the Website Name link.</p>	 <p>The screenshot shows a blue toolbar with the title "Bookmarks". Below the title is a list with the heading "Website Name" and one entry: "GarageBand Tutorials".</p>
<p>Step 3</p> <p>Read the Description to see why your teacher bookmarked the website and click the URL to visit the website.</p>	 <p>The screenshot shows a blue window titled "Bookmark: GarageBand Tutorials". It contains the following information: Website Name: GarageBand Tutorials; URL: http://www.apple.com/ifa/tutorials/fgarageband; Description: These tutorials explain everything you will need to know about GarageBand for this class.</p>
<p>Group Files</p> <p>Step 1</p> <p>Click the Files icon.</p>	 <p>The icon shows three yellow folders of varying sizes, with the word "Files" written below in blue.</p>
<p>Step 2</p> <p>You can select a file by clicking on the file name or its check box.</p> <p>With the file name selected, click Download File to save the file to your computer.</p>	 <p>The screenshot shows a blue toolbar titled "Files". It has a table with two columns: "Group" and "Folder/File Name". The table contains one row: "New Media Arts" with a sub-row "Hello Young World Podcast Script.docx" that has a checked checkbox. A "Download File" button is located at the bottom right.</p>