

Using the Dialogue Tool (eTeachers)

The **Dialogue** tool allows eTeachers, GCs, and System Users (such as DeLCs) to converse on matters pertinent to the particular student. It is very important to **monitor your Notifications**  for new messages received via the **Dialogue** tool each time you log in to PRISM.

To dialogue, there are two options... Please:

Option 1

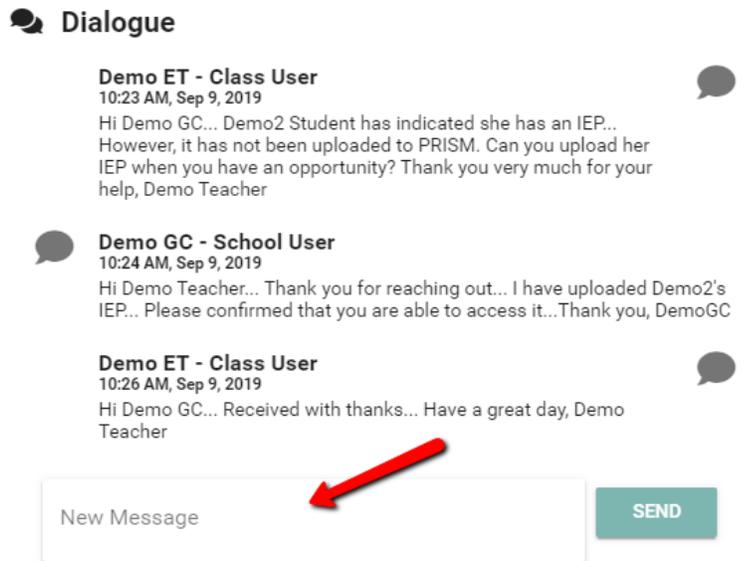
Go to **Classes**, click the action button  next to one of your classes, and select **View**. (Note: if you have several classes, you can choose to **Filter by Semester** by clicking the **Show Filters** button).

Click the action button  next to the appropriate student and select **Dialogue**.

Scroll down to review past conversation regarding the student, then enter your new message or response into the dialogue box and click **Send**. Click anywhere outside of the Dialogue window to close it.

Option 2

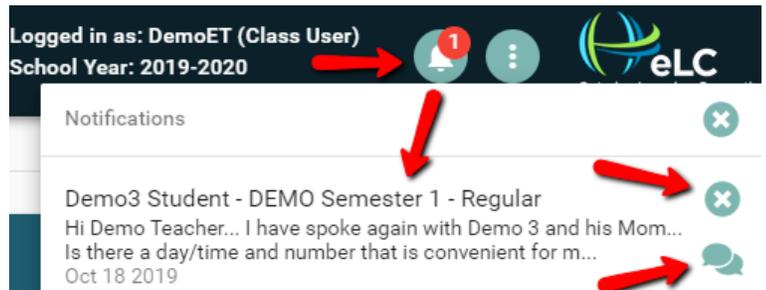
Click on your **Notifications**  icon. Here, you will see the latest unread message(s) received, along with the options to **Mark as Read** or to **Enter the Dialogue**.



The screenshot shows the Dialogue tool interface. At the top, it says "Dialogue". Below that, there are three messages:

- Demo ET - Class User** (10:23 AM, Sep 9, 2019): Hi Demo GC... Demo2 Student has indicated she has an IEP... However, it has not been uploaded to PRISM. Can you upload her IEP when you have an opportunity? Thank you very much for your help, Demo Teacher
- Demo GC - School User** (10:24 AM, Sep 9, 2019): Hi Demo Teacher... Thank you for reaching out... I have uploaded Demo2's IEP... Please confirmed that you are able to access it...Thank you, DemoGC
- Demo ET - Class User** (10:26 AM, Sep 9, 2019): Hi Demo GC... Received with thanks... Have a great day, Demo Teacher

At the bottom, there is a text input field labeled "New Message" and a "SEND" button. A red arrow points to the "New Message" field.



The screenshot shows the Notifications dropdown menu. At the top, it says "Logged in as: DemoET (Class User)" and "School Year: 2019-2020". Below that, there is a "Notifications" section with a close button (X). The notification content is:

- Demo3 Student - DEMO Semester 1 - Regular**
- Hi Demo Teacher... I have spoke again with Demo 3 and his Mom... Is there a day/time and number that is convenient for m... Oct 18 2019

There are three red arrows pointing to the notification icon, the notification title, and the notification content.