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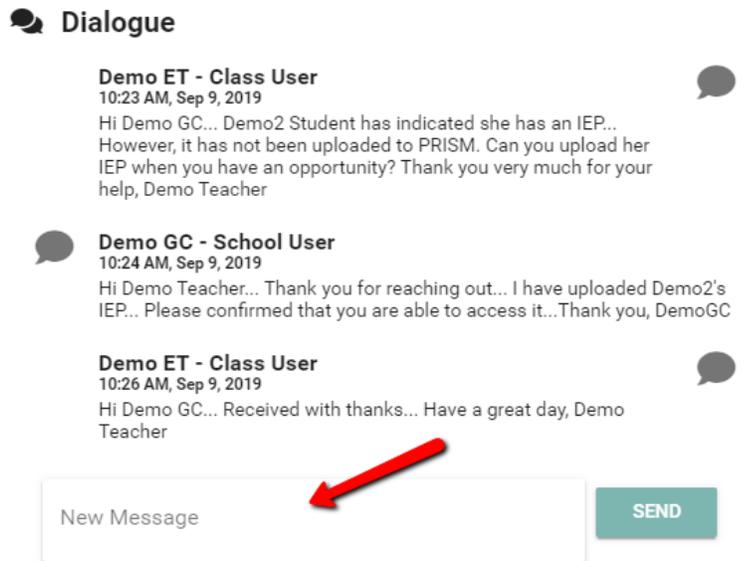
Go to Classes, click the action button ⋮ next to one of your classes, and select View. (Note: if you have several classes, you can chose to Filter by Semester by clicking the Show Filters button).

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.
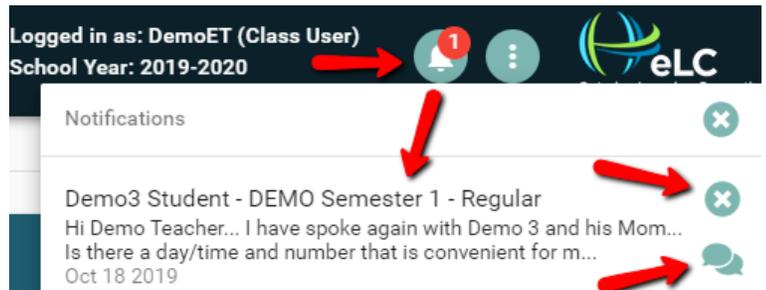
Option 2

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.