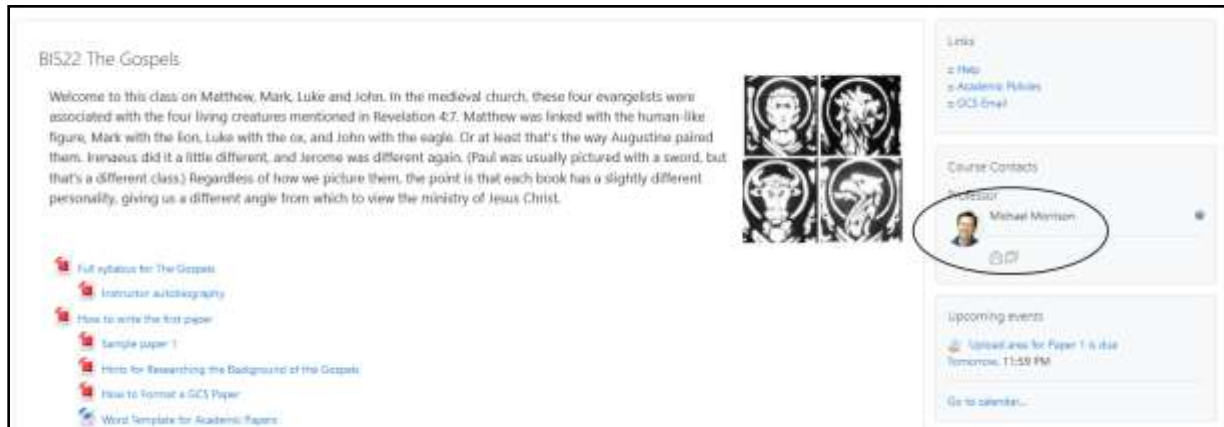


## Send a message to your instructor

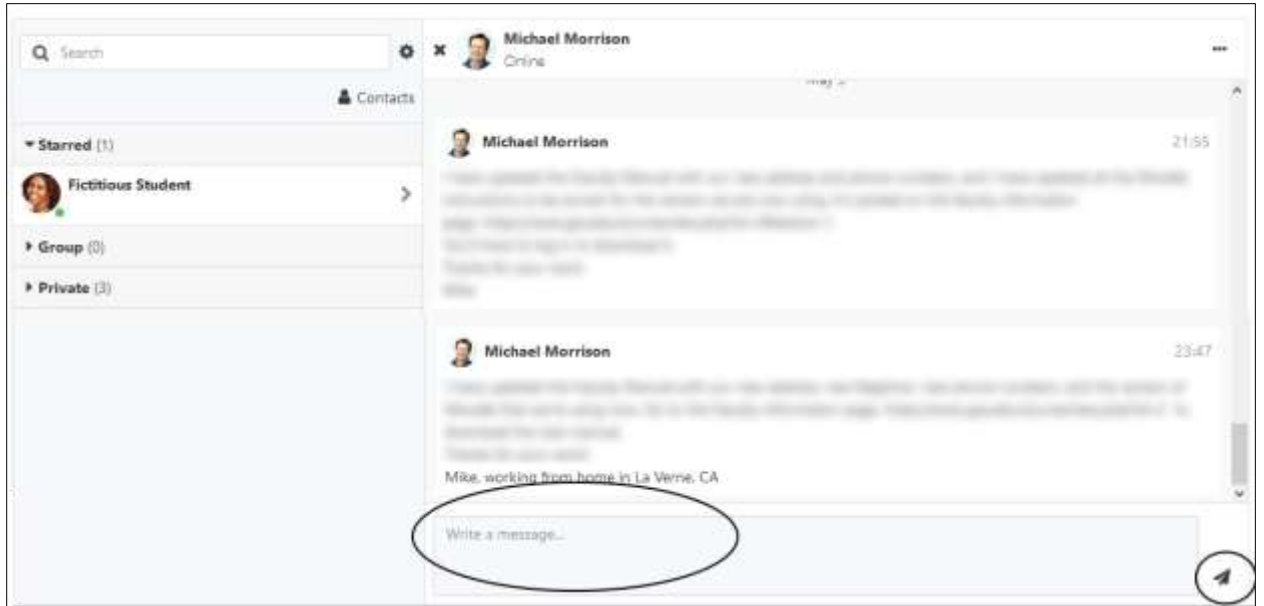
To make it easier to send a message to your instructor, every course home page has a “Course contacts” in the right-hand column:



If you click on the picture, you’ll see the instructor’s profile, and at the top of that page, you can click on “message” to send a message. There is a quicker way, though:

There are two icons under the instructor’s name. The one on the left will send an email to the instructor (if your computer is set up for handling such links). But don’t use it – we want all course-related messages to be sent through the website, rather than email, so all course-related materials can be found in one place, and can be archived together.

Click the icon on the right (depicting two messages) to be taken to the messaging app (shown on the next page). It will show all the messages you have sent and received from the instructor. Type your message into the small box at the bottom, then click the “paper airplane icon” to send the message. (If you prefer to send by pressing “enter” on the keyboard, you can change your message preferences. Click on your name in the upper right corner, then preferences, then message preferences.)



You cannot attach files.

Some of our instructors work only part-time, and may not be able to check their messages every day. If the instructor has not responded within 48 hours, please phone us or email [registrar@gcs.edu](mailto:registrar@gcs.edu) and we'll try to find out if there's a problem.