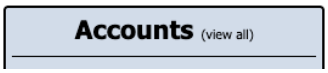
AET Message Center

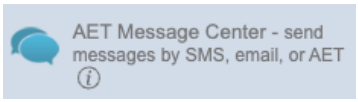
Purpose: This guide provides the steps for teachers to be able to send messages to students by SMS, email, or to their AET account.

Step 1: Go to AET Accounts:

1. Click the "Accounts" tab at the top
2. Click (View All) next to "Accounts"

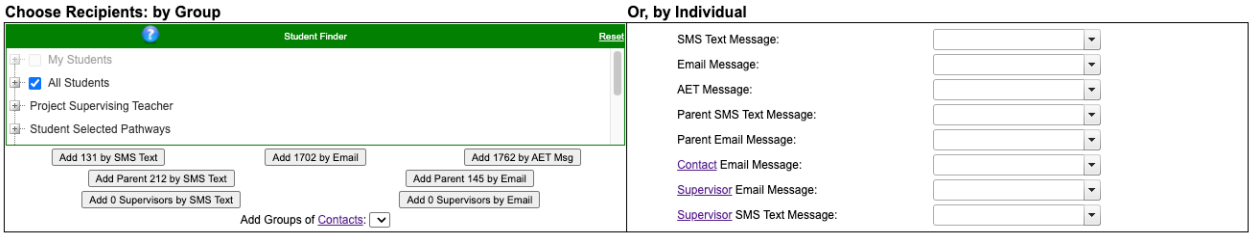


Step 2: Click AET Message Center



Step 3: Choose the Recipients in "Student Finder"

1. You can send a message to all students, my students, by teacher, by class, custom group, or individually.
2. Then pick how you would like the message to be sent out (text, email, AET msg) you can also add the parent of those students.



Step 4: Type your message in the Message box



Step 5: Choose who the message is from and hit "Send Message"

****It will come from a generic number so in your message you might want to add AET, class name, or WBL, so the students know who the message is from.**