



LingroHub: Student How-To Guide

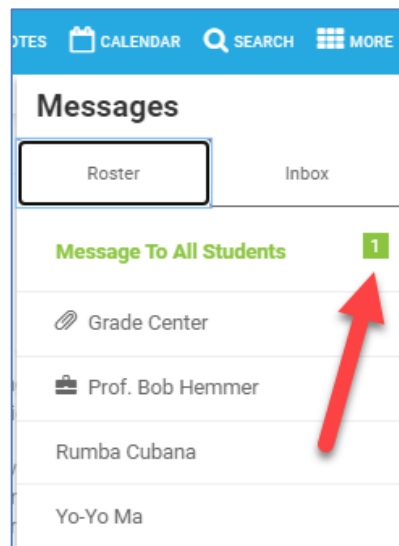
Messages

From time to time, your instructor or a classmate may send a message within LingroHub to you individually or to the entire class.

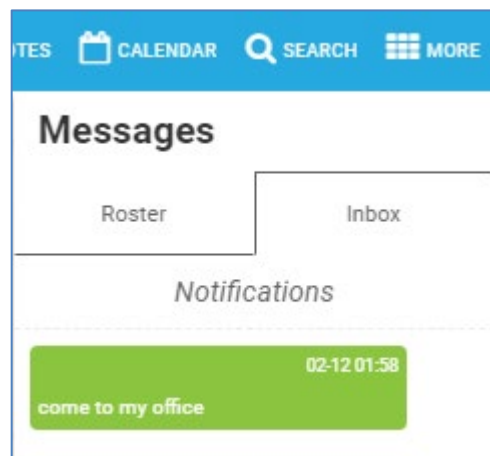
If you have a message, you will see a number next to the **MESSAGES** icon in the blue bar at the top of the screen. The presence of a number indicates that you have a LingroHub message or system notification.



Click the **MESSAGES** button.



For messages, you will see the number 1 in a square box next to the name of the instructor or classmate who sent the message. The number 1 can also be next to **MESSAGE TO ALL STUDENTS**. Click the person's name or **MESSAGE TO ALL STUDENTS** to open the message.

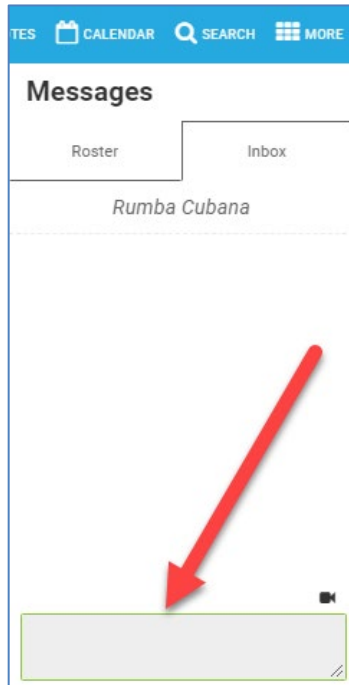




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To respond to your instructor or classmate, type your message in the box at the bottom and click **ENTER** to send. You cannot respond to a Message To All Students.

Sending a message works the same way. Click **MESSAGES** in the blue bar at the top of the screen as shown above. Select the name of the person you wish to message. A new window opens.



Type your message in the box at the bottom. Click **ENTER** to send.

For information about the Grade Center, which is also accessed through Messages, see *the Grade Center*.