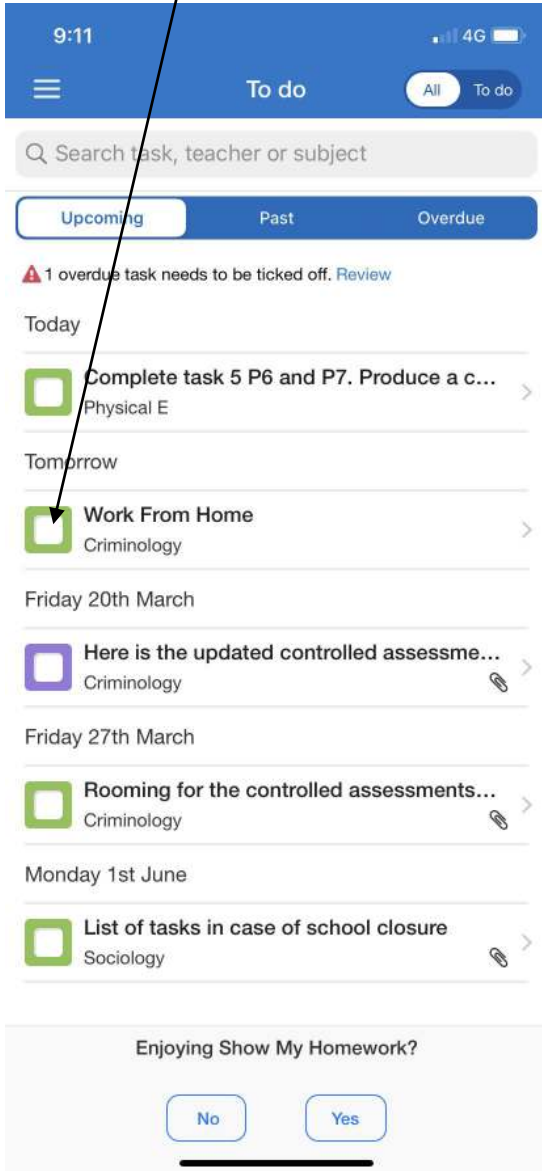


A Student Guide For Communicating With Staff VIA SMHW (COVID 19)

Please remember that all communications with staff should be treated as if you and the member of staff were in a classroom environment.

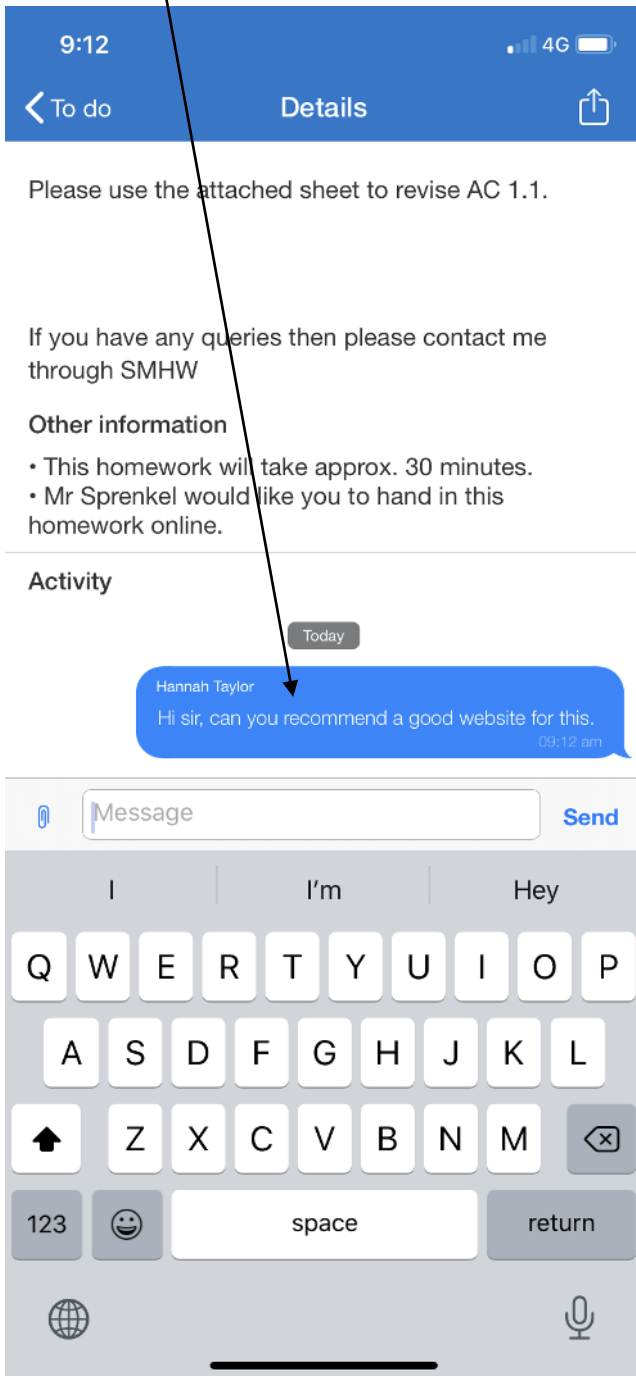
Step 1: In the 'to do section' select the homework that you wish to talk to the teacher about.



Step 2: Click on the comment box and write your question (remember, you are speaking as if you were in class). When you have finished. Click on 'Send'



Step 3: Your comment should now appear in blue. This means that it has been sent to your teacher.



Step 4: Wait for the teacher to reply. When they do the comment will appear here. You can then continue the conversation if you want to.

