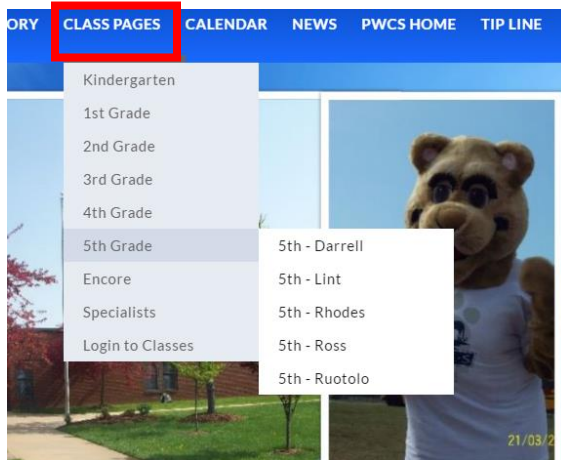


## Using School Messenger Website

- Please bookmark our new MVES website: <https://mountainviews.pwcs.edu>
- To find your teachers' webpages, click on Class Pages, then select the appropriate grade level and teacher name. \*Remember to visit Specialist and Encore pages!



- Each teacher page will contain a main area for information and schedules, as well as subpages on the left hand side for Useful Links, Files and Documents, and a Calendar where the teacher will add homework assignments and other events. There is also a "Contact Me" subpage that you can use to email questions or concerns to the teacher.

A screenshot of a teacher's class website. On the left, a sidebar menu is highlighted with a red box, containing links for '3rd Grade', '3rd - Hankins', 'Calendar', 'Class photos', 'Files and Documents', 'Login to class', 'Useful Links', 'Hankin's News', and 'Contact Me'. Two callout boxes with arrows point to the 'Calendar' and 'Contact Me' links. The main content area features a 'RESPECT SuperDeKind' banner, an 'Announcements' section with a welcome message, a 'Supplies' section with a supply list, and a 'Daily Schedule' table. A calendar widget is visible on the right side of the page.

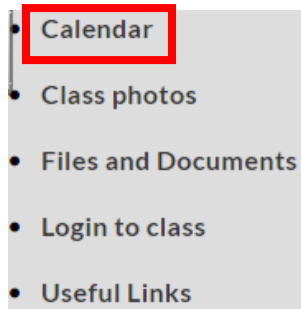
**Click on the Calendar to subscribe to homework, events, and other information.**

**Click on Contact Me to send an email to the teacher.**

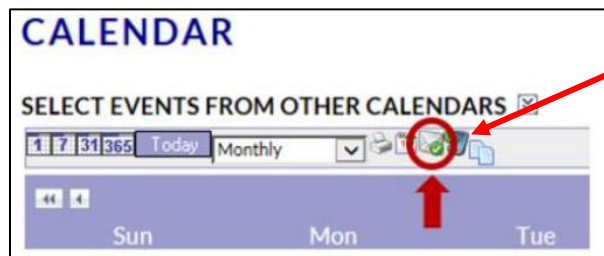
Time	Activity
9:00 - 9:20	Morning Work
9:20 - 10:35	Math
10:35 - 10:45	Snack/Bathroom
10:50 - 11:35	Encore
11:35 - 12:20	Science/SS
12:25 - 12:55	Lunch
12:55 - 1:15	Recess
1:20 - 1:50	Science/SS
1:50 - 2:15	Writing/Mini Lesson
2:15 - 3:25	Reading
3:25 - 3:50	Closure/Dismissal

In order to receive email notifications for Calendar events, subscribe to the calendar on **each teacher's page**. Please follow the instructions below:

1. Click on the Calendar link on the left hand side of the teacher's main page:

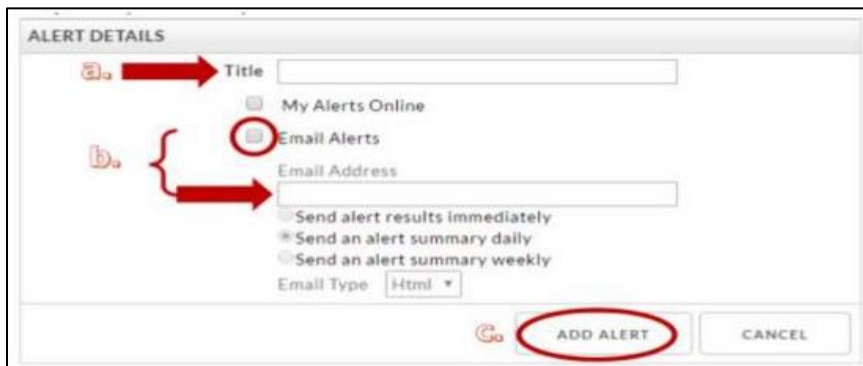



2. Click on the icon for "Subscribe to email alerts" or "Subscribe via iCal/RSS"



3. When the next menu opens, complete the following:
  - Enter a **Title** for your alert. You may wish to include your child's first name and the class name as you will receive a separate email alert for each class you subscribe to.
  - Click the check box next to **Email Alerts**, then enter your email address.
  - Click **ADD ALERT** to save your changes.
  - Repeat these steps for each calendar you wish to subscribe to.

**To subscribe to iCal – copy the link for your child's teacher to use in your calendar program.**



Announcements –  subscribe to the RSS feed (use Internet Explorer).

- Also check out our new “Audience Icons” on the top right of each school’s homepage. These Audience Icons provide quick links to some of our most useful resources.

