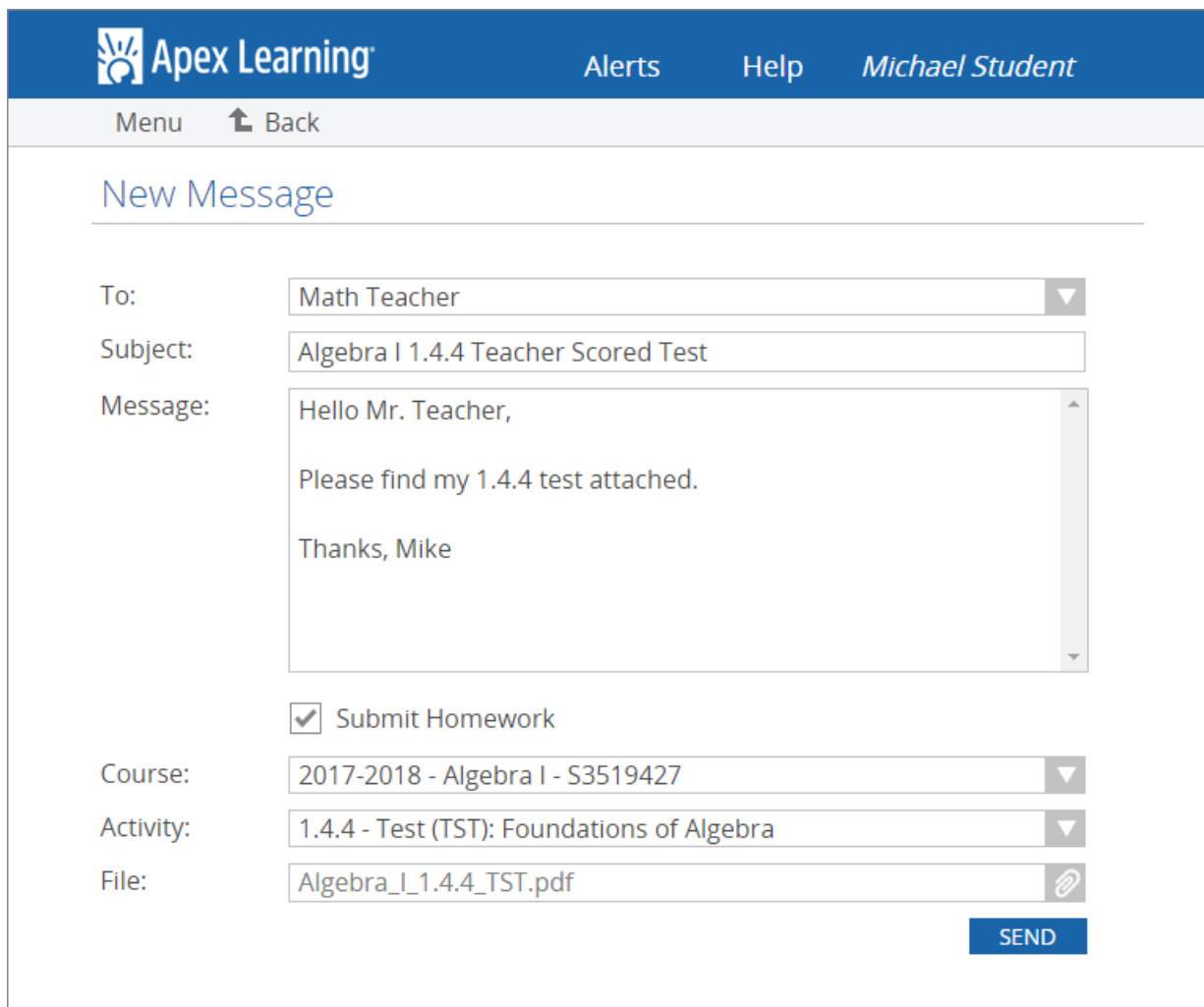


# Send an Attachment

How to use the Messages page to submit handwritten activities to your teacher.

1. Start a new message to your teacher and check the Submit Homework box. The Homework Information section expands.
2. Use the dropdown lists to select the course and activity you are submitting.
3. Click the Browse button to locate and attach your file.
4. Once you are finished, click the Send button. The dialog closes and a copy of your message and attachment are displayed on the Messages screen.



The screenshot shows the Apex Learning interface for sending a message. At the top, there is a blue header with the Apex Learning logo, 'Alerts', 'Help', and the user name 'Michael Student'. Below the header is a navigation bar with 'Menu' and 'Back' buttons. The main content area is titled 'New Message' and contains the following fields:

- To:** A dropdown menu with 'Math Teacher' selected.
- Subject:** A text input field containing 'Algebra I 1.4.4 Teacher Scored Test'.
- Message:** A text area containing the message: 'Hello Mr. Teacher, Please find my 1.4.4 test attached. Thanks, Mike'.
- Submit Homework:** A checkbox that is checked.
- Course:** A dropdown menu with '2017-2018 - Algebra I - S3519427' selected.
- Activity:** A dropdown menu with '1.4.4 - Test (TST): Foundations of Algebra' selected.
- File:** A text input field containing 'Algebra\_I\_1.4.4\_TST.pdf' and a paperclip icon for attachments.

A blue 'SEND' button is located at the bottom right of the form.

**RECOMMENDATION:** Save documents as a Rich-Text-File (RTF) to ensure the document can be viewed across many operating systems.