


Using the Dialogue Tool

The **Dialogue** tool allows eTeachers, GCs, and System Users (such as DeLCs) to converse on matters pertinent to the particular student. It is very important to **monitor your Notifications**  **for new messages received** via the **Dialogue** tool each time you log in to PRISM.


NOTE:

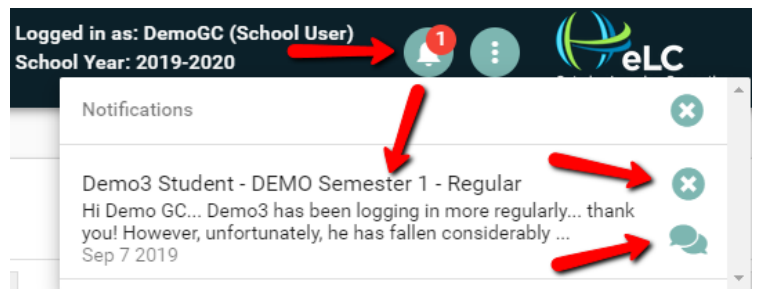
When an eTeacher uses the Dialogue tool, the message is sent to student's GC. When a GC uses the Dialogue tool, the message is sent to the student's eTeacher. In each case, a notification appears on the dashboard **AND an email is also sent** (continuing the contents of the dialogue message as well as instructions on how to respond).

System Users also have access to and can participate in these conversations. However, they do not receive the notifications or emails.

To dialogue, there are several options... Please:

OPTION 1

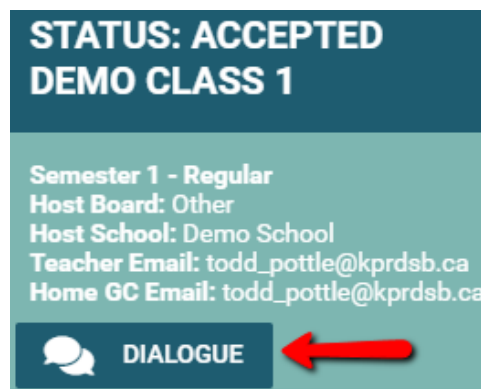
Click on your **Notifications**  icon. Here, you will see the latest message(s) received, along with the options to **Mark as Read** or to **Enter the Dialogue**.



OPTION 2

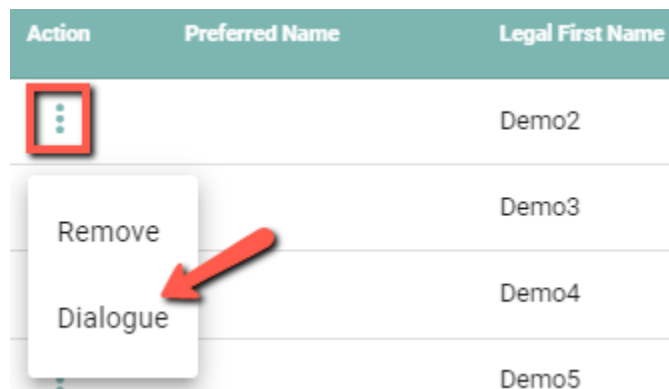
Go to **Students** and **Search by Name** or **OEN**, then click on the name of the student. In the right side bar, locate the appropriate course and click the **Dialogue** button.

Scroll down to review past conversation regarding the student, then enter your new message or response into the dialogue box and click **Send**. Click anywhere outside of the Dialogue window to close it.



OPTION 3

Go to **Registration – Verify, Remove, Cancel, and Move** and **Search By Name** or **OEN**. Click the action button and select **Dialogue**.



OPTION 4

On the dashboard of PRISM there is a box entitled, **Accepted Students Awaiting IEP Upload**. Check this regularly by clicking the expand arrow.

To open the **Dialogue** tool, click the action button and select **Dialogue**.

Once opened, this is how a **Dialogue** appears....

Notice that it shows:

- Past Messages / Conversation
- Sender
- Time and Date Stamp
- Dialogue Box (for new messages, responses, comments, etc.)

It also contains an **EXPORT DIALOGUE** button if you want to export a transcript of the current and past dialogue.

Action	Semester	Course	Name	Current Progress	Midterm
Dialogue	Semester	DEMO	Demo3 Student	Not Engaged	52%

DIALOGUE

Demo ET - Class User
10:46 AM, Sep 10, 2019
Hi Demo GC... Demo3 has not logged in for over a week... Please investigate and let me know if I can help... Thank you, Demo Teacher

Demo GC - School User ←
11:39 AM, Sep 10, 2019
Hi Demo Teacher... I have spoken with the student and his Mom and he has a plan for logging in more regularly... Please keep me posted... Thank you, Demo GC

Demo ET - Class User
9:06 AM, Oct 1, 2019
Hi Demo GC... Demo3 has been logging in more regularly... thank you! However, unfortunately, he has fallen considerably behind and has yet to complete tasks, submit assignments, or take part in discussions for Module 2 (which started on September 23rd and ends on October 4th_. I have sent him a number of reminders via D2L and also have left a voicemail at home but, as of yet, there has not been any response. Any assistance is most appreciated... Thank you, Demo Teacher

New Message → **SEND**