How to message students from a tutoring session

1. Once logged into the Slug Success system navigate to the “Calendar” tab.

2. Now the calendar will show all of the sessions that have students signed up for them. You will need to click on the appropriate session (green box).

3. Once you click the session box, a window will pop up with the details of the session.

4. From this window you can either message some or all attendees from the session.

5. When you message attendees you will be prompted with a message window. This specific prompt says all attendees, however the individual message looks the same.

6. To message a student from the session you will need to click the drop down arrow next to the student that you’re looking to message or drop. Just make sure you are following the correct process.