

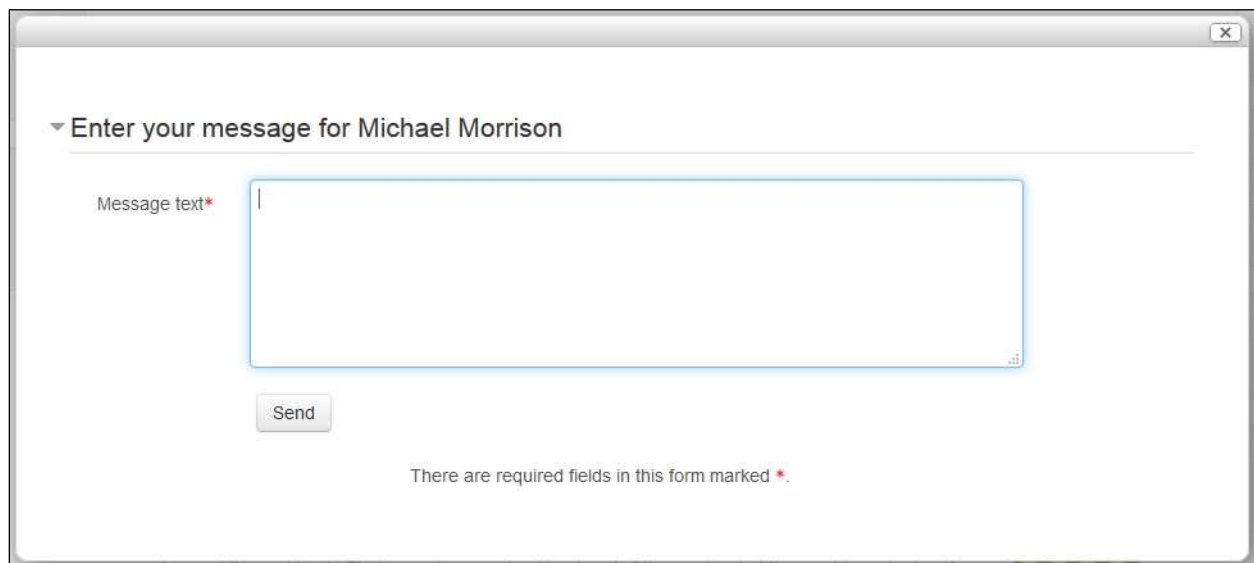
Send a message to your instructor

We prefer that all course-related messages be sent by using the website, rather than email, so all course content can be found in one place, and can be archived together. To make it easier to send a message to your instructor, every course home page has a “Message my professor” in the right-hand column:



The screenshot shows a course dashboard for "BI520 New Testament Survey". On the right-hand side, there is a "MESSAGE MY PROFESSOR" button with the name "Michael Morrison" below it. This button is circled in red. Other elements visible include a navigation menu on the left, a central content area for "Week 1: January 16 - January 21", and a "LINES" section with links for "Help", "Academic Policies", and "CCO Email".

When you click the instructor’s name, a simple message box will pop up:



The screenshot shows a message box titled "Enter your message for Michael Morrison". It contains a text input field labeled "Message text*" and a "Send" button. Below the input field, there is a note: "There are required fields in this form marked *." The message box has a close button (X) in the top right corner.

Type your message into the box, then click “Send.” You cannot attach files. An email will be sent to the instructor. Some of our instructors work only

part-time, and may not be able to check their messages every day. If the instructor has not responded within 48 hours, please phone us or email registrar@gcs.edu and we'll try to find out if there's a problem.