

Communication Systems

You have 2 different communication systems in your Canvas- K12 School.

One is the **Inbox**. The other is **School Email** and located in **Resources**.

NOTE: Messages sent to your Inbox are copied to School Email for the student

The screenshot displays the K12 Canvas user interface. On the left is a blue sidebar with the K12 logo at the top. Below the logo are icons and labels for: Account, Dashboard, Courses, Calendar, Inbox (highlighted with a red box), History, Commons, Studio, Resources (highlighted with a red box), and Help. The main content area on the right is titled 'Resources' with a globe icon. It contains a list of links: K12 Help, Scholastic Go! (Grolier's Encyclopedia), K12 Skills Arcade, K12 Library, Teacher Training, Teacher Support Center, My Account, School Email (highlighted with a red box and showing a notification badge of '1'), and Service Station.

K12

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Resources

Help

Resources

K12 Help

Scholastic Go! (Grolier's Encyclopedia)

K12 Skills Arcade

K12 Library

Teacher Training

Teacher Support Center

My Account

School Email 1

Service Station

Communication Systems

Inbox messages are only sent by the staff assigned to you. Most often it will be about your progress and class updates.

School Email messages can be sent by all staff.

You will need to check both daily.

The screenshot shows the K12 dashboard interface. On the left is a vertical blue sidebar with icons and labels for various functions: Account, Dashboard, Courses, Calendar, Inbox, History, Commons, Studio, Resources, and Help. The 'Inbox' and 'Resources' items are highlighted with red rectangular boxes. The main content area on the right is titled 'Resources' and contains a list of links: K12 Help, Scholastic Go! (Grolier's Encyclopedia), K12 Skills Arcade, K12 Library, Teacher Training, Teacher Support Center, My Account, School Email (with a small '1' in a box next to it), and Service Station. The 'School Email' link is also highlighted with a red rectangular box.

K12

Account

Dashboard

Courses

Calendar

Inbox

History

Commons

Studio

Resources

Help

Resources

K12 Help

Scholastic Go! (Grolier's Encyclopedia)

K12 Skills Arcade

K12 Library

Teacher Training

Teacher Support Center

My Account

School Email 1

Service Station

Inbox

Select the Reply icon or the 3 small vertical dots for more options.

Access your Inbox and select a message to read it.

Be sure to reply when asked.

The screenshot shows the K12 user interface. On the left is a blue sidebar with navigation links: Account, Dashboard, Courses, Groups, Calendar, **Inbox** (highlighted with a red box and a blue arrow), History, Resources, and Help. The main area displays a list of messages. The top message, dated Jun 27, 2025, is titled 'Study Guides for Topics A, B and C' and includes the text 'Good Morning - Attached are the study gu...'. Below it is a message from 'NJ' dated Jun 27, 2025 at 9:16am, titled 'Study Guides for Topics A, B and C', with the text 'Good Morning - Attached are the study guides for Topics A-C.' and three links: 'Topic A_ Big Bang Theory_ Study Guide.docx', 'Topic B_ Sun and Nuclear Fusion Study Guide.docx', and 'Topic C_ Life Cycle of a Star_ Study Guide.docx'. On the right, a 'Reply' button is visible. A red box highlights the message action icons (reply, reply all, forward, etc.), and a blue arrow points from the 'Select the Reply icon...' text to the 'Reply' button. Another blue arrow points from the 'Be sure to reply when asked.' text to the 'Reply' button.

K12

All Courses ▾ Inbox

✎ ↶ ↷ ⬇ 🗑 ⋮

☒ Jun 27, 2025

☐ Study Guides for Topics A, B and C

Good Morning - Attached are the study gu... ☆

☐ Jun 27, 2025

☒ End of the Week 1 Progress Report

☆

☐ Jun 25, 2025

☐ No submission for Sub Mission 1 Part 1 I...

Good afternoon, This is a friendly remi... ☆

☐ Jun 25, 2025

☐

Study Guides for Topics A, B and C

NJ

SCI116ASD Earth Science CR - J

Jun 27, 2025 at 9:16am

Good Morning -

Attached are the study guides for Topics A-C.

[Topic A_ Big Bang Theory_ Study Guide.docx](#)

[Topic B_ Sun and Nuclear Fusion Study Guide.docx](#)

[Topic C_ Life Cycle of a Star_ Study Guide.docx](#)

Reply

← ↶ ⋮

Reply All

Forward

Archive

Star

Delete

Select **All Courses** at the top of the page to search for messages from the teacher of a specific course.

This view also shows the last name of all staff assigned to you.

Inbox

The screenshot shows a user interface for an inbox. On the left is a blue sidebar with icons and labels for 'Courses', 'Groups', 'Calendar', 'Inbox' (with a '32' badge), 'History', 'Resources', and 'Help'. The main area at the top has a search bar with a magnifying glass icon and the text 'Search...'. Below the search bar, a dropdown menu is open, highlighted with a red rectangle. The dropdown menu has a title bar 'All Courses' with an upward arrow. It contains two sections: 'Courses' with a link to 'All Courses', and 'Favorite Courses' with three entries: 'ENG206AS English 10 CR - Mitzel', 'SCI116ASD Earth Science CR - Janelli', and 'MTH146ASD Integrated Math I CR - Sarber'. Below the dropdown, the inbox list shows messages. The first message is from 'SCI116ASD Earth Science CR - J...' dated 'Jun 27, 2025 at 9:16am'. The message body says 'Good Morning - Attached are the study guides for Topics A-C.' and lists three attachments: 'Topic A_ Big Bang Theory_ Study Guide.docx', 'Topic B_ Sun and Nuclear Fusion Study Guide.docx', and 'Topic C_ Life Cycle of a Star_ Study Guide.docx'. Below this message, another entry shows a date 'Jun 25, 2025' and a status 'No submission for Sub Mission 1 Part 1 I...' with a 'Good afternoon, This is a friendly remi...' note.

All Courses

Courses

All Courses

Favorite Courses

ENG206AS English 10 CR - Mitzel

SCI116ASD Earth Science CR - Janelli

MTH146ASD Integrated Math I CR - Sarber

Search...

Study Guides for Topics A, B and C

SCI116ASD Earth Science CR - J...

Jun 27, 2025 at 9:16am

Good Morning -

Attached are the study guides for Topics A-C.

[Topic A_ Big Bang Theory_ Study Guide.docx](#)

[Topic B_ Sun and Nuclear Fusion Study Guide.docx](#)

[Topic C_ Life Cycle of a Star_ Study Guide.docx](#)

Jun 25, 2025

No submission for Sub Mission 1 Part 1 I...

Good afternoon, This is a friendly remi...

Inbox

To send a new message from your Inbox, select new message button.

Type a few letters of the teacher's name and select it from the drop-down menu.

Or use the Course drop down menu to

The screenshot shows the K12 inbox interface. On the left is a blue sidebar with icons for 'Dashboard', 'Inbox', 'History', 'Resources', and 'Help'. The 'Inbox' icon is highlighted. The main area shows a list of messages. Overlaid on this is a 'Compose Message' dialog box. At the top of the dialog is the title 'Compose Message'. Below it is a 'Course' section with a dropdown menu labeled 'Select Course' and a checkbox for 'Send an individual message to each recipient'. The 'To' field is highlighted with a red border and contains the text 'Re'. Below the 'To' field is a dropdown menu with a blue header bar labeled '< Back' and two options: 'Rebecca J...' and 'Rebecca M...'. At the bottom of the dialog are icons for attaching files and videos, and 'Cancel' and 'Send' buttons.

K12

All Courses

☒ Jun 27, ...

☐ Study C...

Good M...

End of t...

☐ Jun 25, ...

☐ No sub...

Good at...

☐ Jun 25, ...

☐ ...

Compose Message

Course

Select Course

☐ Send an individual message to each recipient

To *

Re

< Back

Rebecca J...

Rebecca M...

Cancel Send

Inbox

After choosing a name, enter the **Subject**, which is the topic of your email.

Write a message using complete sentences. Check your spelling, grammar, and punctuation.

Compose Message

Course

Select Course

Send an individual message to each recipient

To

Fa Ruiz x

Subject

Study Guide Review Session

Message *

Hi Ms. Ruiz,
I had a doctor appointment yesterday and missed the Study Guide review session. I watched the recording but some of the review was done in table mode, and I cannot see that part. Can you help to understand what I missed so I am ready for the test?
Thank you,

When finished, select **Send**.

Send

School Email

Also, check
School Email
messages daily.

Select
Resources and
School Email to
access.

K12™



Account



Dashboard



Courses



Calendar



Inbox



History



Commons



Studio



Resources



Help



Resources

K12 Help

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K12 Skills Arcade

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Teacher Training

Teacher Support Center

My Account

School Email 1

Service Station

School Email

You will be redirected to another window. You may be asked to choose your account.

Be sure to select the account ending with **agoracyber.net**

Outlook



Pick an account

to continue to Outlook



(Agora Student)
@agoracyber.net

Signed in

School email



(Student)
@student.agora.org

Signed in

ClassLink

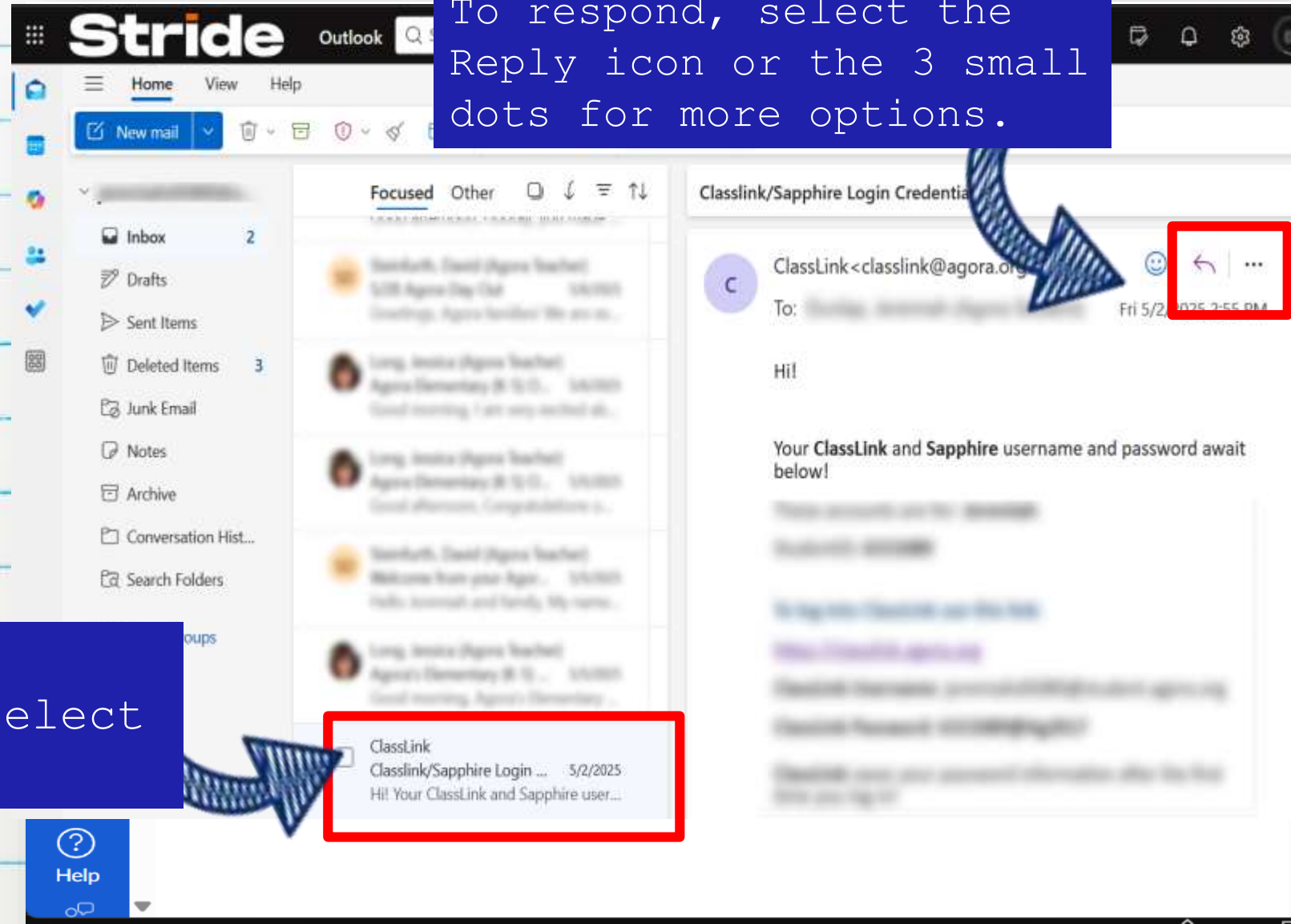


Use another account

School Email

To respond, select the Reply icon or the 3 small dots for more options.

Similar to the other communication tool, select a message to read it.



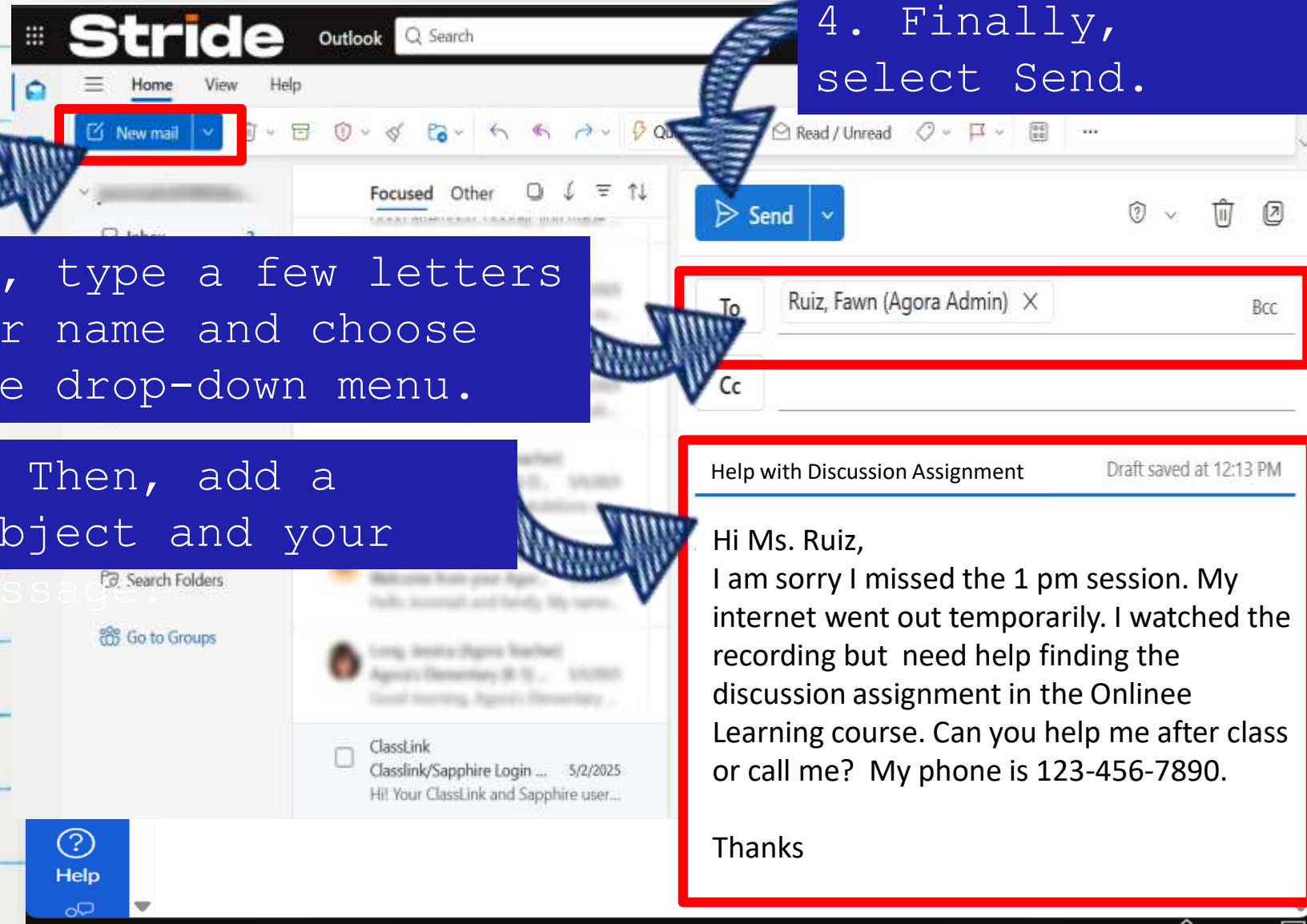
School Email

1. To send a new message, select New mail at the top left.

2. Next, type a few letters of their name and choose from the drop-down menu.

3. Then, add a subject and your message.

4. Finally, select Send.



School Email

New students: The email with your ClassLink and Sapphire login credentials is sent to your School Email account.

New students: Access your School Email now to find and write down your Sapphire login

credentials you will need

