



MESSAGE CENTER

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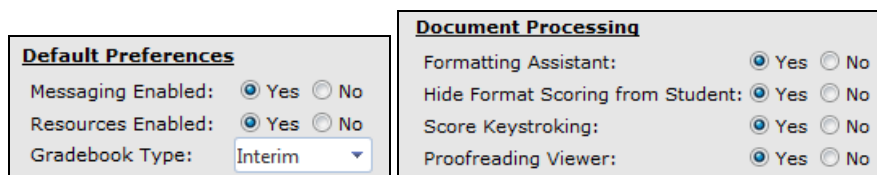
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Note! The screen shots in this handout in some cases represent Classes and Sections in which the Interim Gradebook is enabled and in use. If you do not have a Gradebook enabled, your views and some features will vary. The enabling or disabling of Messaging, Resources, Formatting Assistant, Hide Format Scoring from Student, Score Keystroking, and Proofreading Viewer also affects the appearance of GDP screens:

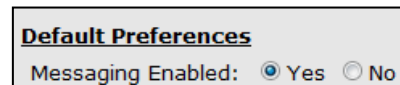


MESSAGE CENTER—INSTRUCTOR

In Course Manager, **Messaging Enabled** in Class/Section Preferences is the default; therefore, Message Center appears as an item in the USERS pane. When a new message arrives, instructors will see a number by **Message Center** in the **USERS** pane.

To enable or disable the Message Center:

1. Click **Classes**; for the desired Class and Section, from the **Actions** menu, click **Edit**.



2. From the **Preferences** tab, under **Default Preferences, Messaging Enabled**, click **Yes** (or **No**), **Save**.
3. Note that a confirmation message, “Your changes have been saved.” appears at the bottom of the screen.
4. Repeat if needed for the desired Section. **Message Center** should now appear (or disappear) as an item in the **USERS** pane.

To open the Message Center:

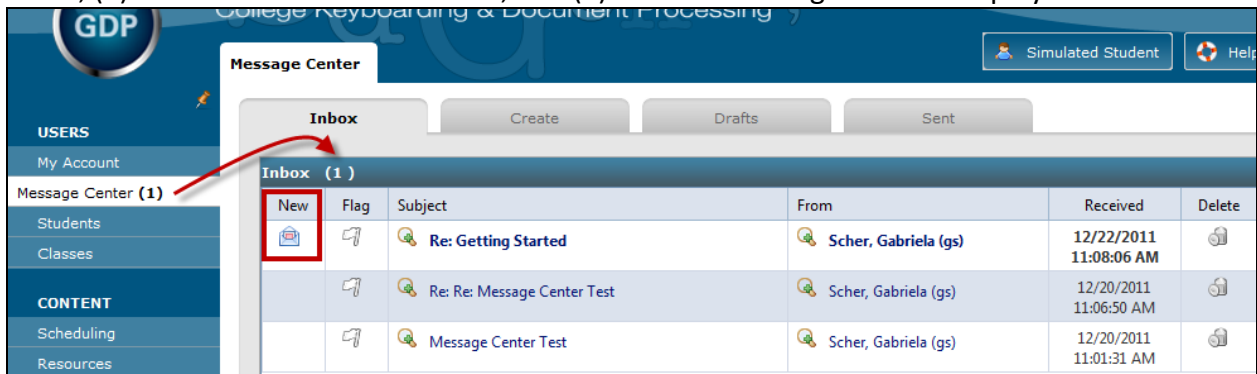
- From the **USERS** pane, click **Message Center**.

Or:

- From the **Students** tab, click the **Actions** menu, **Send Message**.

Note: If you are sending a message to an individual student, [using the Actions menu, Send Message, from the Students tab](#) for that student is seamless—when you use Message Center, Create tab, and click Add Recipient in the To User box, you’ll have to search for the desired student.

When you have mail, you will see: (1) a number by Message Center in the USERS pane and by Inbox, (2) a New icon on the Inbox tab, and (3) the new message link will display in bold.



Inbox tab

Click the **Flag** to flag this item, click the message line to open and read the message, and click **Delete** to delete the message.



Create tab

Use the **Create** tab to send messages to a **Class**, **Section**, or **User** (student). See [To create and send a message to a Class](#), [To create and send a message to a Section](#), and [To create and send a message to a User](#) for details.

Drafts tab

Use the **Drafts** tab to review saved drafts of messages. Click **Edit Message** for the desired message to edit it. Click **Delete** to delete the draft.

Edit Message	Subject	Saved	Delete
	Test Next Week	12/22/2011 11:21:38 AM	

Sent tab

Use the **Sent** tab to review archives of saved messages. Click a **Subject** hyperlink to open the message. Click on **click for recipient(s)** to display recipients for that message.

Subject	Recipient(s)	Sent
Welcome to Class	click for recipient(s)	12/22/2011 12:57:51 PM
Getting Started	click for recipient(s)	12/22/2011 11:44:21 AM
Getting Started	click for recipient(s)	12/22/2011 11:12:23 AM
Welcome to Message Center	click for recipient(s)	12/20/2011 4:44:38 PM

To create and send a message to a Class:

You can use the Message Center, Create tab, to broadcast a message to a Class; but you'll need to search for the Class when you click Add Recipient from the To Class box. Using the Classes tab to broadcast a message to class is seamless.

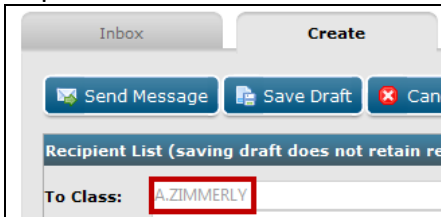
To send a message from the Class tab:

1. From **USERS, Classes, Classes** tab, click the **Actions** menu for the desired Class.

Class Name	Campus	Closed	Actions
A.ZIMMERLY <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
▶ A.ZIMMERLY	Default	<input type="checkbox"/>	

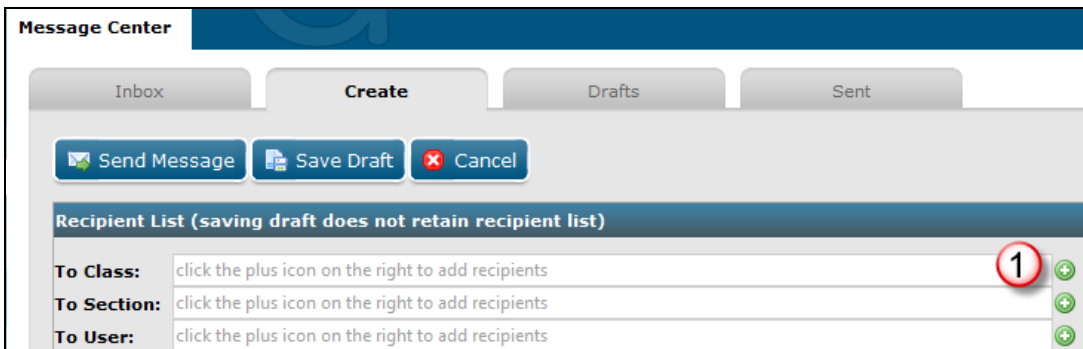
- Add Section
- Class Snapshot
- Print Class Snapshot
- Edit
- Copy to Class
- Export Class Roster
- Send Message
- View Progress Report
- Send Message to class.

2. Click **Send Message** to open the **Message Center, Create** tab.
3. Note that the Class name has been inserted in the **To User** box automatically—no searching required.

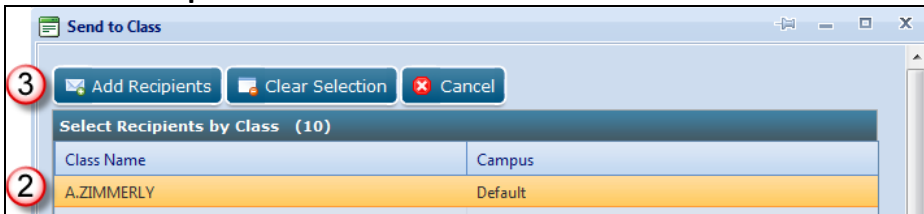


To send a message from the Message Center, Create tab:

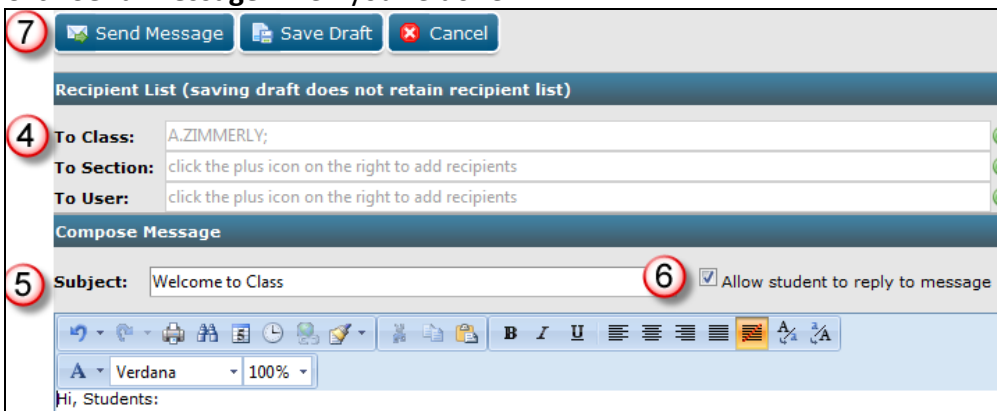
1. From the **Message Center, Create** tab, under **Recipient List**, click the green plus sign at the end of the **To Class** box.



2. From the **Send to Class** dialog box, click the desired Class.
3. Click **Add Recipients** to return to the **Create** tab.



4. Note that the **Class** name now appears in the **To Class** box.
5. Type a subject and message and format as desired.
6. Check or uncheck **Allow student to reply to message** as desired.
7. Click **Send Message** when you're done.



To create and send a message to a Section:

You can use the Message Center, Create tab, to broadcast a message to a Section; but you'll need to search for the Section when you click Add Recipient from the To Section box. Using the Classes tab, Sections Actions menu, to broadcast a message to class is seamless. Follow the same steps for sending a message to a Section, except:

- From the **Classes** tab, you will use the **Actions** menu for the desired **Section**
- From the **Message Center, Create** tab, you will use the **To Section** box and select a **Section** rather than a Class.

The screenshot shows the 'Classes' interface with the 'Create' tab selected. A table displays search results for 'A.ZIMMERLY' in the 'Default' campus. The table has columns for 'Class Name', 'Campus', 'Closed', and 'Actions'. The 'A.ZIMMERLY' class is expanded to show a list of sections: 'Keyboarding 1, Spring 11' and 'Keyboarding 2, Spring 11'. An 'Actions' menu is open for the selected section, listing options such as 'Section Snapshot', 'Print Section Snapshot', 'Edit', 'Copy to Section', 'Import Students', 'Gradebook', 'Export Section Roster', and 'Send Message' (highlighted in yellow).

Below the table is a 'Recipient List (saving draft does not retain recipient list)' section with three rows:

To Class:	click the plus icon on the right to add recipients	+
To Section:	A.ZIMMERLY Keyboarding 1, Spring 11;	+
To User:	click the plus icon on the right to add recipients	+

The 'Send to Section' dialog box features three buttons at the top: 'Add Recipients', 'Clear Selection', and 'Cancel'. Below the buttons is a table titled 'Select Recipients by Section (12)'. The table has two columns: 'Class' and 'Section'.

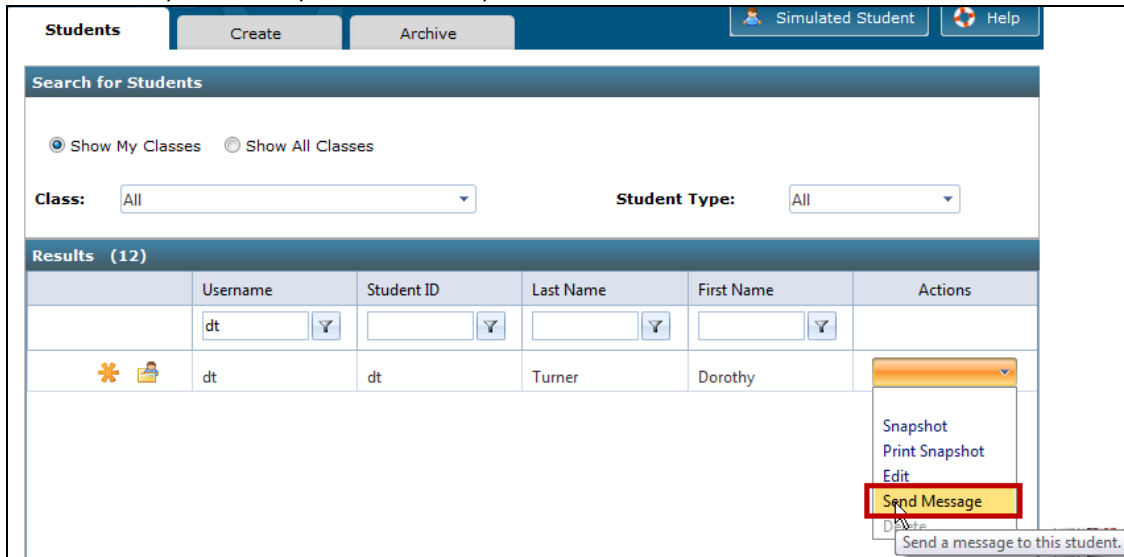
Class	Section
A.ZIMMERLY	Keyboarding 1, Spring 11
A.ZIMMERLY	Keyboarding 2, Spring 11

To create and send a message to a User (student):

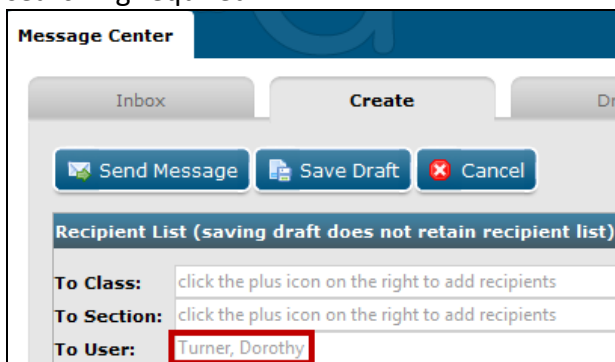
You can use the Message Center, Create tab, to send a message to a student; but you'll need to search for the student when you click Add Recipient from the To User box. Using the Student tab to send a message to an individual student is seamless.

To send a message from the Students tab:

1. From **USERS, Students, Students** tab, click the **Actions** menu for the desired student.

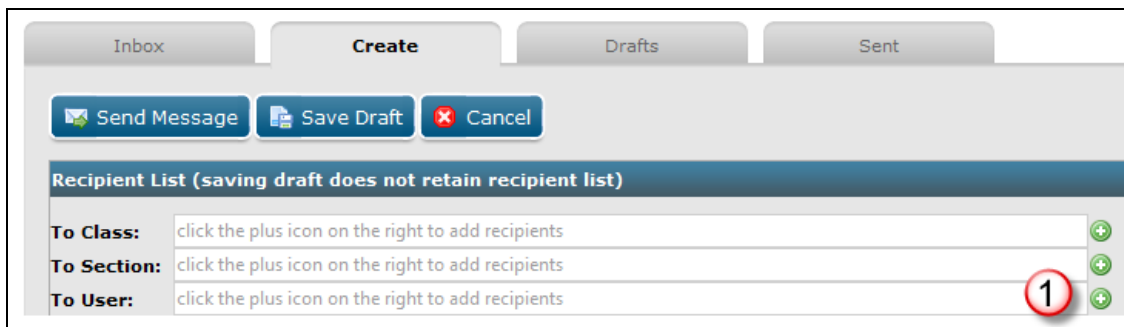


2. Click **Send Message** to open the **Message Center, Create** tab.
3. Note that the student's name has been inserted in the **To User** box automatically—no searching required.

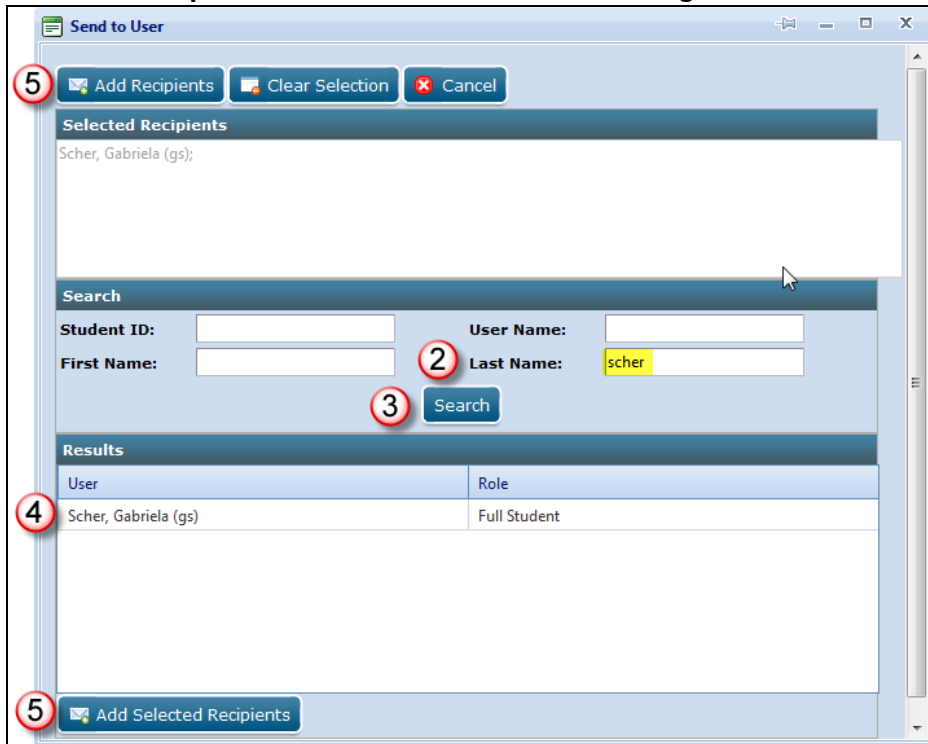


To send a message from the Message Center, Create tab:

1. From the **Message Center, Create** tab, under **Recipient** List, click the green plus sign at the end of the **To User** box.



- From the **Send to User** dialog box, under **Search**, type any relevant information in any of these boxes: **Student ID**, **First Name**, **User Name**, and/or **Last Name**.
- Click **Search** until your search returns the desired student name in the **Results** pane.
- From the **Results** pane, click the desired recipient(s).
- Click **Add Selected Recipients** to move that recipient name into the **Selected Recipients** pane at the top. Continue in like manner until all recipients are added.
- Click **Add Recipients** to close the **Send to User** dialog box and return to the **Create** tab.



- Note that the recipient name now appears in the **To User** box.

To clear Recipients:

- From the **Message Center**, **Create** tab (or any dialog box in which a Recipient List is present), under **Recipient List**, click the **Add Recipient** button (green plus sign).
- From the Send to Class, Send to Section, or Send to User dialog box, click the Clear Selection button.
- Click Add Recipients.
- Note that all recipients are cleared from the **To Class**, **To Section**, or **To User** boxes.

MESSAGE CENTER—STUDENT

To open the Message Center:

From **My GDP**, click **Message Center**. When a new message arrives, students will see a red number by **MY GDP** and by **Message Center** and an icon under the **New** column.

The screenshot shows the top navigation bar with 'My GDP' highlighted and a red notification badge. Below it, the 'Message Center' interface is displayed. A red arrow points from the 'My GDP' badge to the 'Message Center' link in the left sidebar. The main area shows an 'Inbox' dropdown menu, 'Refresh', and 'Compose Message' buttons. Below these is a table of messages:

New	Flag	Subject	From	Received	Delete
		Getting Started	Arlene Zimmerly	12/22/2011 9:44 AM	
		Re: Message Center Test	Arlene Zimmerly	12/20/2011 9:02 AM	

The **Inbox**, **Drafts**, and **Sent** features are accessed via a drop-down menu.

This close-up shows the 'Inbox' dropdown menu with options for 'Inbox', 'Drafts', and 'Sent'. The 'Inbox' option is currently selected.

Inbox

Inbox displays a list of incoming messages. Unread messages display in bold. Click the **Flag** to flag this item, click the message line to open and read the message, and click **Delete** to delete the message.

The screenshot shows the 'Inbox' view with 'Inbox', 'Refresh', and 'Compose Message' buttons. Below is a table of messages:

New	Flag	Subject	From	Received	Delete
		Getting Started	Arlene Zimmerly	12/22/2011 9:44 AM	
		Re: Message Center Test	Arlene Zimmerly	12/20/2011 9:02 AM	

Draft

Draft displays a list of message drafts. Click the **Flag** to flag this item, click the message line to open and read the message, and click **Delete** to delete the message.

The screenshot shows the 'Drafts' view with 'Drafts', 'Refresh', and 'Compose Message' buttons. Below is a table of draft messages:

Edit Message	Subject	Saved	Delete
	Lesson 30	12/28/2011 3:32 PM	

Sent

Sent displays a list of sent messages.

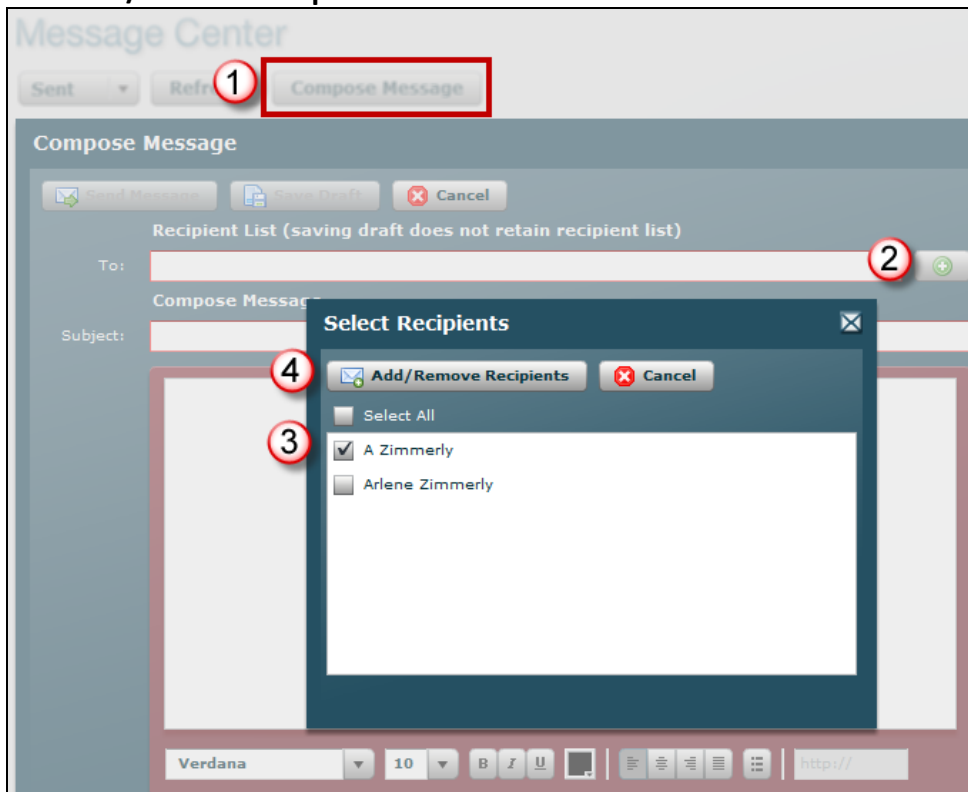
Subject	Sent
Re: Getting Started	12/22/2011 9:08 AM
Re: Re: Message Center Test	12/20/2011 9:06 AM

Refresh

Click **Refresh** to refresh the screen and display any new messages since the student last logged on to GDP.

Compose Message

1. Click **Compose Message** to display the **Compose Message** window.
2. Click the green plus sign by the **To** box to open the **Select Recipients** window.
3. From the **Select Recipients** window, check the box(es) next to the desired recipient(s). (The list of recipients will vary.)
4. Click **Add/Remove Recipients**.



5. Type a subject and message and click **Send Message**.

