



Messaging and Notifications

Messaging refers both to automatic alerts from eLearn about new forum posts, assignment submission notifications, etc, and to conversations using the instant messaging feature that occur between users within the system.

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Instant Messaging

Users in eLearn have the option to send each other messages. Messages can be sent from the following places:

- from the **Participants** list;
- from the **Messages block** or **Online Users** block;
- from the **Message** page, which can be accessed by clicking on **My profile** → **Messages** in the **Navigation** block; or
- from the **Teacher Profile block**.

To send a message to an individual

From the Participants list or Online Users block

1. Click the name of one of the person you want to message and you will see their profile. Then click on the **Send message** link in their profile.
2. Type the message in the box and then click on the **Send a message** button.

From the Messages block or Messages page

1. Click on the blue link **Messages** in the Messages block or click the **Messages** link from **Navigation** → **My profile** and then type a name into the **Search people and messages** box.
2. To narrow the search down further, click the blue **Advanced** link to search for a person "only in my courses" or with keywords in messages:
3. Type the message in the box and click the **Send a message** button.

From the Teacher Profile block

If the teacher has allowed it, you should be able to click on either the teacher’s profile name, then send a message, or directly onto the send message link in the teacher profile block.

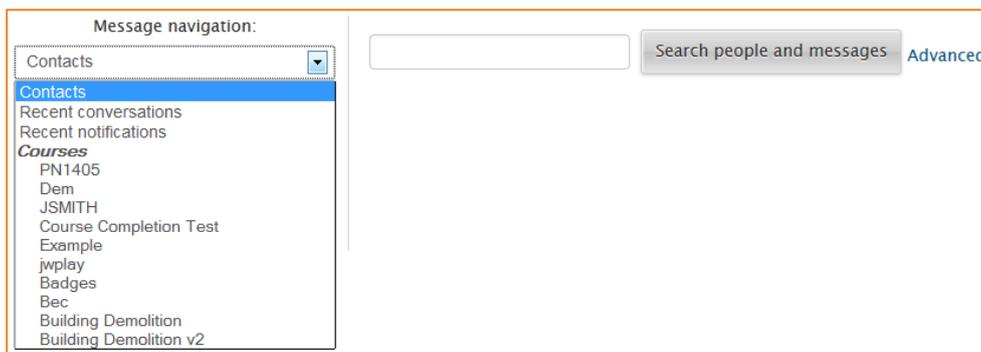


To read and reply to a message

- If the Messages block shows that you have a message, click the envelope icon (with the number of messages)
- If you receive a popup notification of a message, click **Go to message** to read and reply to it.

To send a message to selected course participants

1. Click on **Participants** in the **Navigation** block on the course page.
2. Select participants from the list or use the **Select all** button at the bottom of the list. **Note: If you have a large number of participants and want to select all, you may first need to click on Show all [number] at the bottom to show all participants on the one page.**
3. Choose **Add/send message** from the **With selected users...** drop-down menu.
4. Type the message then click the **Preview** button.
5. Assuming you are satisfied with the message, click the **Send** button.



Message / Notification Alerts

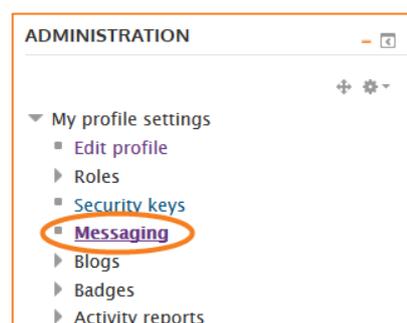
Users can receive message alerts from eLearn in a number of ways and for a number of reasons:

- users may for instance receive instant messages;
- students may be messaged by their course teacher and vice versa; or
- teachers might receive automatic notifications of assignment submissions.

Each user can set how these messages and others are received from the Messaging link in their profile. Check boxes allow the user to select how they wish to be notified of incoming messages.

Edit messaging settings

1. In eLearn, under the **Administration** block on the right, click on **My profile settings**, then **Messaging**.
2. This brings up a screen with check boxes which allows users to choose how they wish to be notified both when logged in and logged out. They can choose between a pop up or an email. More information below on what these look like



System	Popup notification	Email
Personal messages between users		
When I'm logged in	<input checked="" type="checkbox"/>	<input type="checkbox"/>
When I'm offline	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course creation request notification		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course creation request approval notification		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pop up

When set, the message or notification will pop up from the bottom right corner of the page. The user can choose to read the message immediately or to ignore it. If they choose to ignore it, the message returns until it is read.



Email

When a message or notification is set to "email", the user's email address listed in their profile will receive this email. Please note that the majority of these emails cannot be replied to as the user may have kept their email address private. Emails replied to will be sent to a no-reply email address and therefore will not be received by the intended recipient. To reply to these messages, you will need to log onto eLearn and reply. See page 2 above for information on replying to messages.

