MESSAGE CENTER

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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.

![Drafts tab image]

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.

![Sent tab image]

**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.

![Classes tab image]
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.
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.
2. 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**.

3. Click **Search** until your search returns the desired student name in the **Results** pane.

4. From the **Results** pane, click the desired recipient(s).

5. 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.

6. Click **Add Recipients** to close the **Send to User** dialog box and return to the **Create** tab.

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

**To clear Recipients:**

1. 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).

2. From the Send to Class, Send to Section, or Send to User dialog box, click the Clear Selection button.

3. Click Add Recipients.

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

**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.

**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.
Sent

**Sent** displays a list of sent messages.

![Sent Messages Table](image)

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**.