



# MESSAGE CENTER

MESSAGE CENTER—INSTRUCTOR ..... 1

    To enable the Message Center: ..... 1

    To open the Message Center:..... 2

        Inbox tab ..... 2

        Create tab..... 2

        Drafts tab ..... 3

        Sent tab ..... 3

    To create and send a message to a Class: ..... 4

        To send a message from the Class tab: ..... 4

        To send a message from the Message Center, Create tab:..... 4

    To create and send a message to a Section:..... 6

    To create and send a message to a User (student): ..... 7

        To send a message from the Students tab: ..... 7

        To send a message from the Message Center, Create tab:..... 7

    To clear Recipients:..... 8

MESSAGE CENTER—STUDENT ..... 9

    To open the Message Center:..... 9

        Inbox ..... 9

        Draft ..... 9

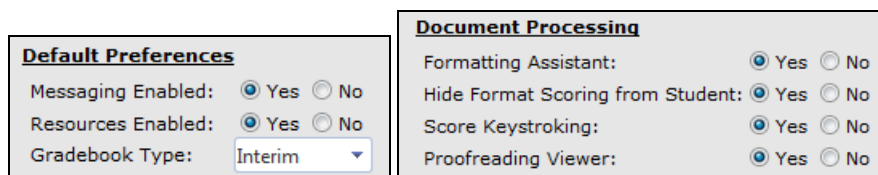
        Sent ..... 10

        Refresh ..... 10

        Compose Message ..... 10



**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:

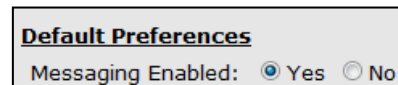


## MESSAGE CENTER—INSTRUCTOR

In Course Manager, use **Messaging Enabled** in Class/Section Preferences to make Message Center appear 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 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, 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 as an item in the **USERS** pane.

**To open the Message Center:**

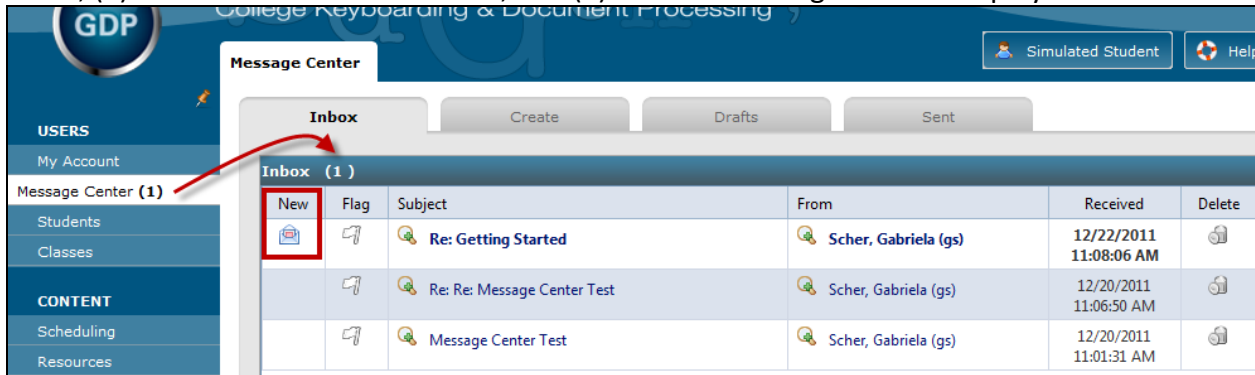
- From the **USERS** pane, click **Message Center**.

Or:

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

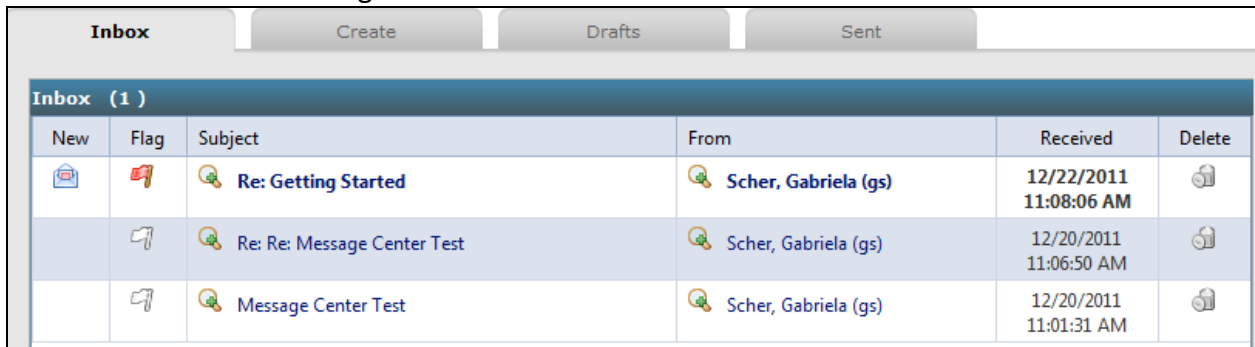
**Note:** If you are sending a message to an individual student, [using the Actions menu, Send Message, from the Students tab](#) for that student is seamless—when you use Message Center, Create tab, and click Add Recipient in the To User box, you’ll have to search for the desired student.

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.

Inbox   Create <b>Drafts</b> Sent			
Drafts ( 1 )			
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.

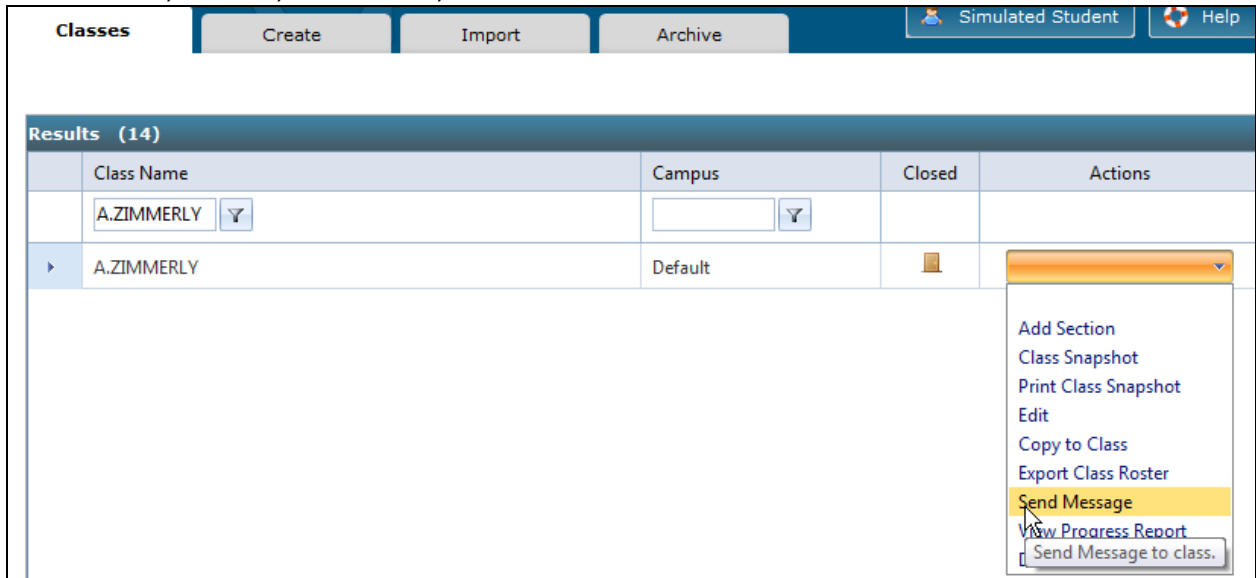
Inbox   Create   Drafts <b>Sent</b>			
Sent ( 6 )			
Subject	Recipient(s)	Sent	
 Welcome to Class	 <a href="#">click for recipient(s)</a>	12/22/2011 12:57:51 PM	
 Getting Started	 <a href="#">click for recipient(s)</a>	12/22/2011 11:44:21 AM	
 Getting Started	 <a href="#">click for recipient(s)</a>	12/22/2011 11:12:23 AM	
 Welcome to Message Center	 <a href="#">click for recipient(s)</a>	12/20/2011 4:44:38 PM	
 Welcome	 <a href="#">click for recipient(s)</a>	12/20/2011 12:54:51 PM	
 Re: Message Center Test	 <a href="#">click for recipient(s)</a>	12/20/2011 11:02:12 AM	

### *To create and send a message to a Class:*

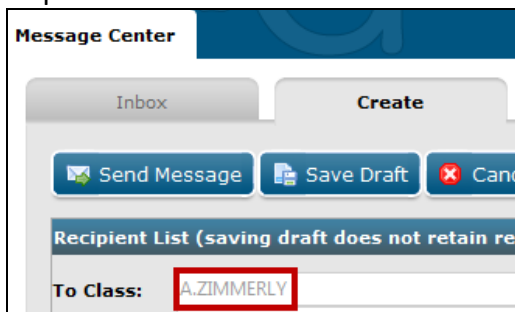
You can use the Message Center, Create tab, to broadcast a message to a Class; but you'll need to search for the Class when you click Add Recipient from the To Class box. Using the Classes tab to broadcast a message to class is seamless.

### **To send a message from the Class tab:**

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

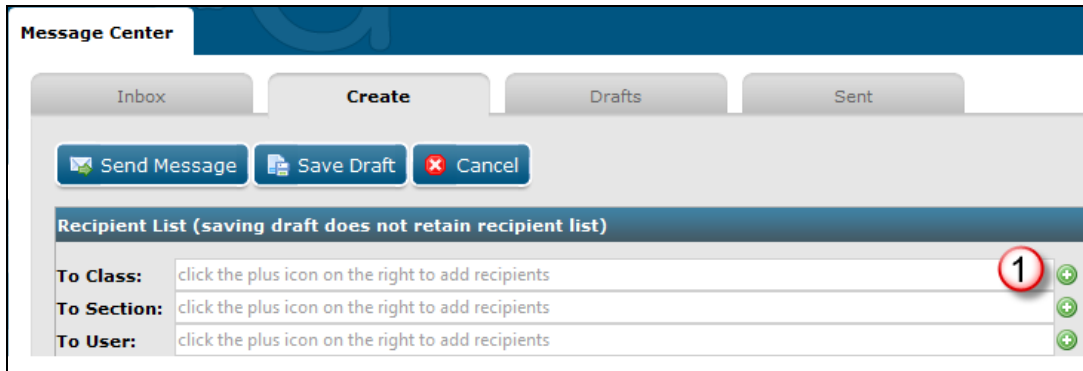


2. Click **Send Message** to open the **Message Center, Create** tab.
3. Note that the Class name has been inserted in the **To User** box automatically—no searching required.

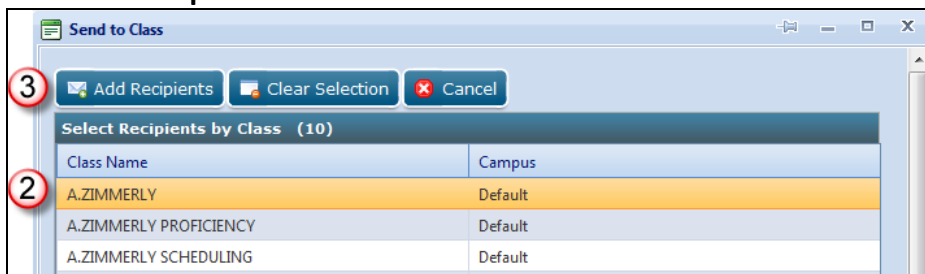


### **To send a message from the Message Center, Create tab:**

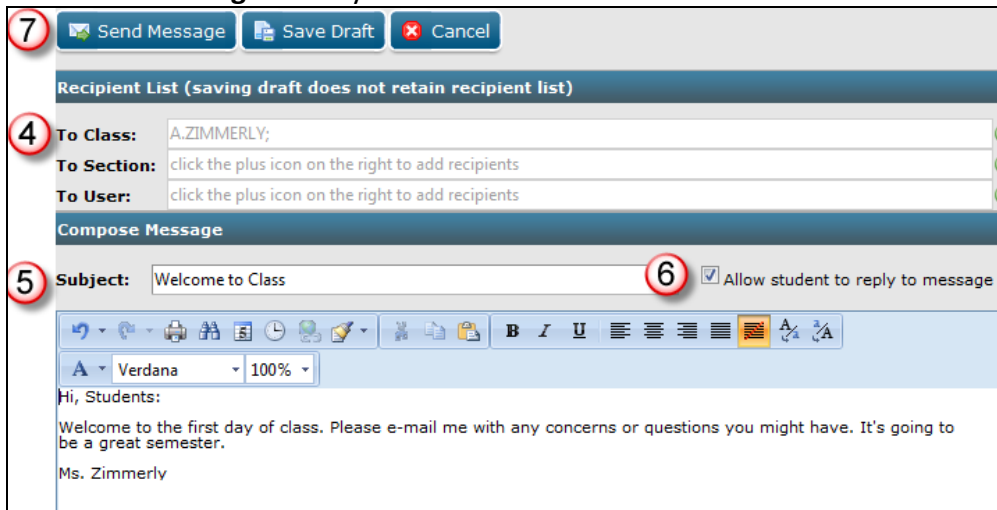
1. From the **Message Center**, **Create** tab, under **Recipient** List, click the green plus sign at the end of the **To Class** box.



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 a 'Results (14)' table. The table has columns for Class Name, Campus, Closed, and Actions. The class 'A.ZIMMERLY' is selected, and its 'Actions' menu is open, showing options like 'Section Snapshot', 'Print Section Snapshot', 'Edit', 'Copy to Section', 'Import Students', 'Gradebook', 'Export Section Roster', and 'Send Message'. Below the table is a 'Recipient List (saving draft does not retain recipient list)' dialog box with three rows: 'To Class:', 'To Section:', and 'To User:'. The 'To Section:' row is highlighted in red and contains the text 'A.ZIMMERLY Keyboarding 1, Spring 11;'. Each row has a plus icon on the right.

The 'Send to Section' dialog box has buttons for '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'. The data is as follows:

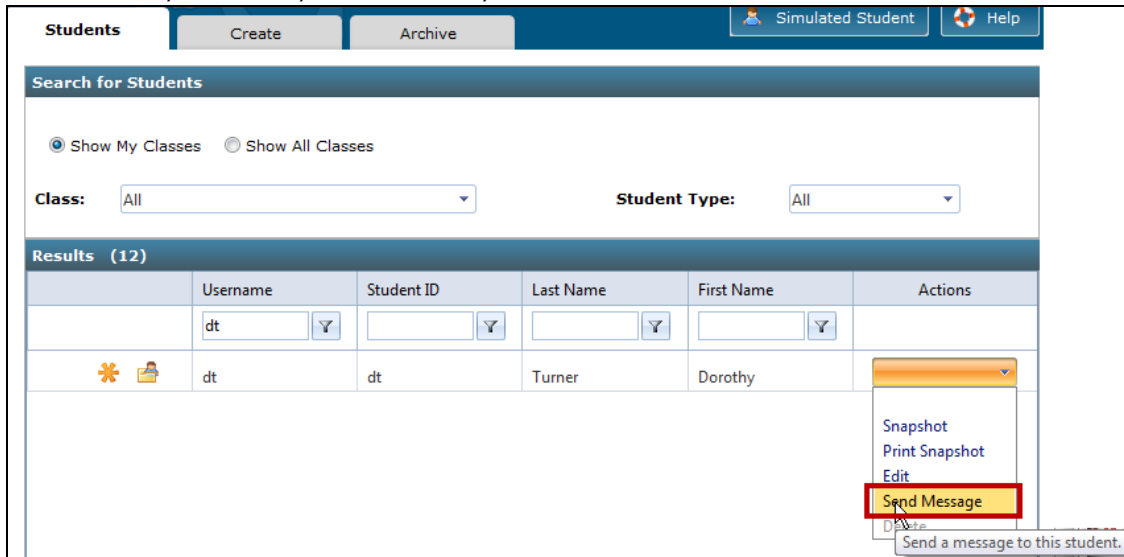
Class	Section
A.ZIMMERLY	Keyboarding 1, Spring 11
A.ZIMMERLY	Keyboarding 2, Spring 11

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

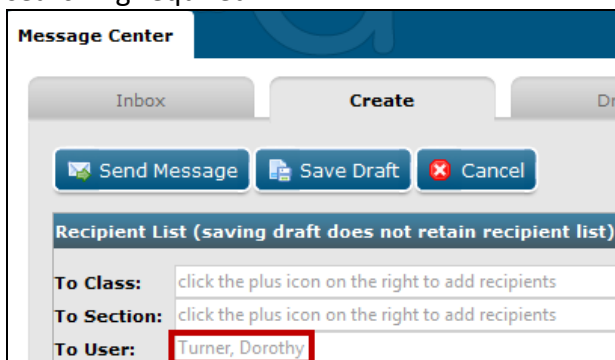
You can use the Message Center, Create tab, to send a message to a student; but you'll need to search for the student when you click Add Recipient from the To User box. Using the Student tab to send a message to an individual student is seamless.

### To send a message from the Students tab:

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

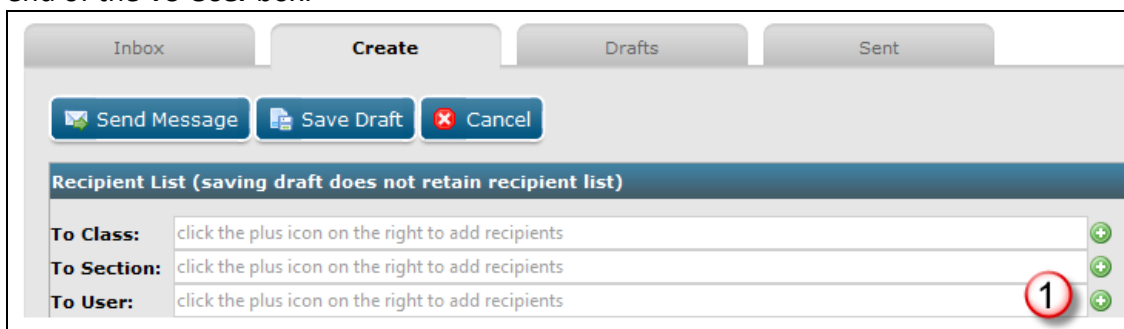


2. Click **Send Message** to open the **Message Center, Create** tab.
3. Note that the student's name has been inserted in the **To User** box automatically—no searching required.

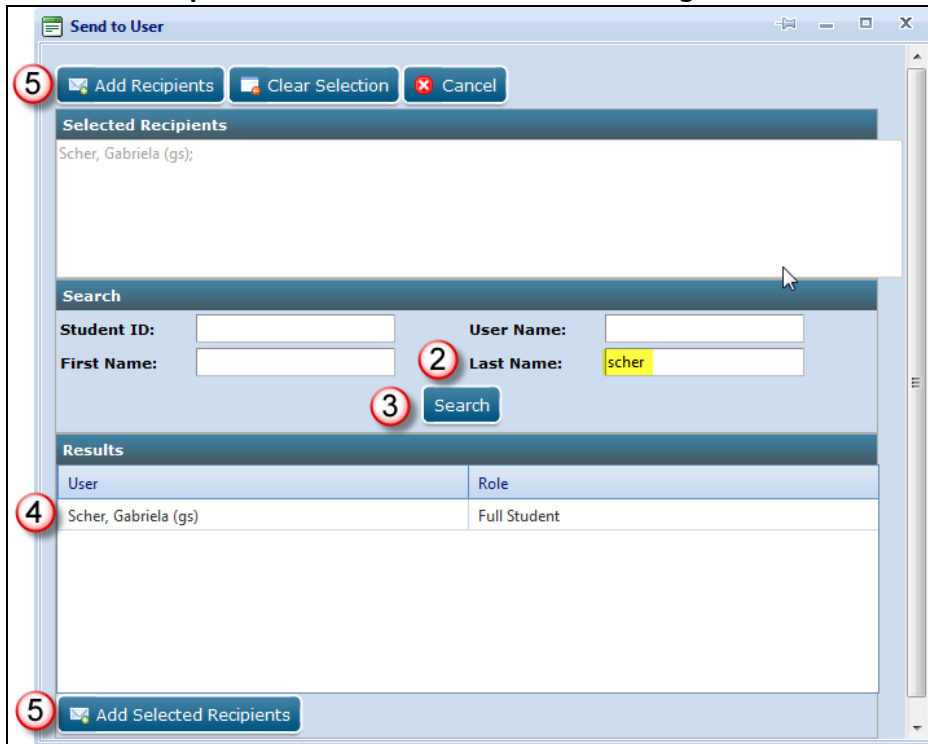


### To send a message from the Message Center, Create tab:

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.

New	Flag	Subject	From	Received	Delete
		<b>Getting Started</b>	Arlene Zimmerly	12/22/2011 9:44 AM	
		<a href="#">Re: Message Center Test</a>	Arlene Zimmerly	12/20/2011 9:02 AM	

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

Message Center

Inbox Refresh Compose Message

Inbox  
Drafts  
Sent

Subject

### 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.

New	Flag	Subject	From	Received	Delete
		<b>Getting Started</b>	Arlene Zimmerly	12/22/2011 9:44 AM	
		<a href="#">Re: Message Center Test</a>	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.

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

## Sent

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

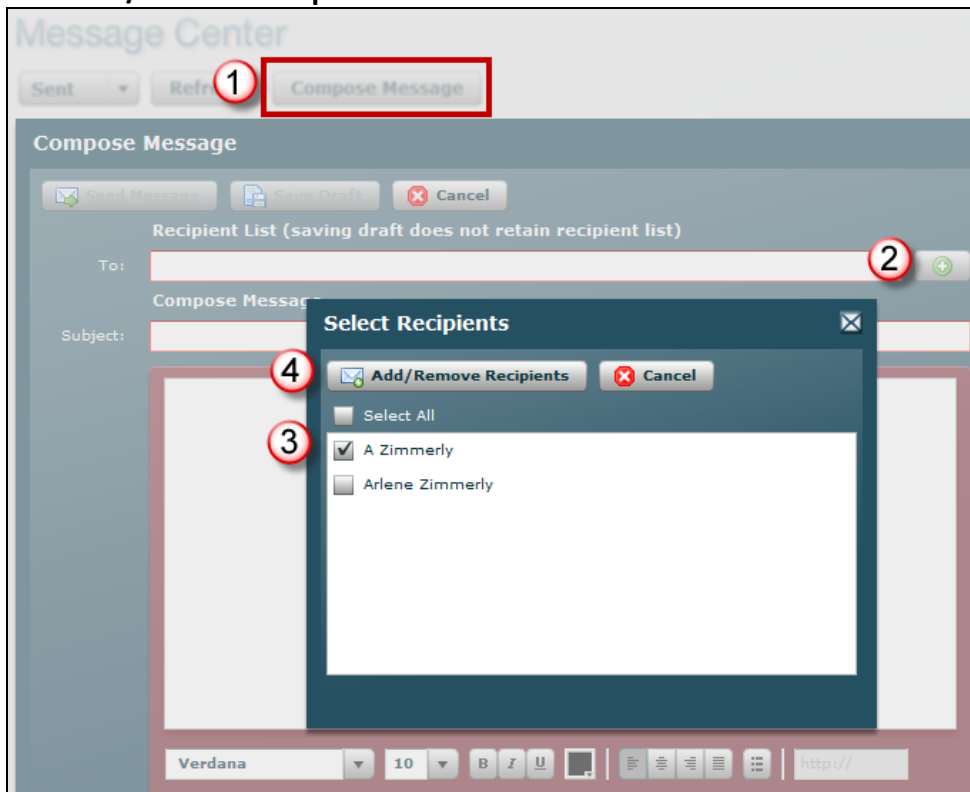
Subject	Sent
<a href="#">Re: Getting Started</a>	12/22/2011 9:08 AM
<a href="#">Re: Re: Message Center Test</a>	12/20/2011 9:06 AM

## 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**.

