

# INSTRUCTOR: Message Center

Signed in as **Arlene Zimmerly** (sign out)  
Last sign in was **Wednesday, December 28 2011, 3:36**

Simulated Student Help

**Message Center**

**USERS**

- Message Center
- Students
- Classes

**Inbox** Create Drafts Sent

**Inbox (0)**

New	Flag	Subject	From	Received	Delete
		Re: Getting Started	Scher, Gabriela (gs)	12/22/2011 11:08:06 AM	

Arlene Zimmerly, Coauthor  
*Gregg College Keyboarding & Document Processing, 11e*

**Note:** This presentation is intended for instructor use. However, students should view Slides 12-18 for information on the Student Message Center. You will learn about GDP's Comments feature, which you access via Course Manager. Your specific procedures may vary.

# Preferences

- **Preferences** settings for **Messaging**, **Resources**, **Gradebook**, **Formatting Assistant**, **Score Keystroking**, and **Proofreading Viewer** affect GDP screen content and functionality.
- Your GDP screens may vary from those shown in this presentation.

## Default Preferences

Messaging Enabled:  Yes  No

Resources Enabled:  Yes  No

Gradebook Type:  ▼

## Document Processing

Formatting Assistant:  Yes  No

Hide Format Scoring from Student:  Yes  No

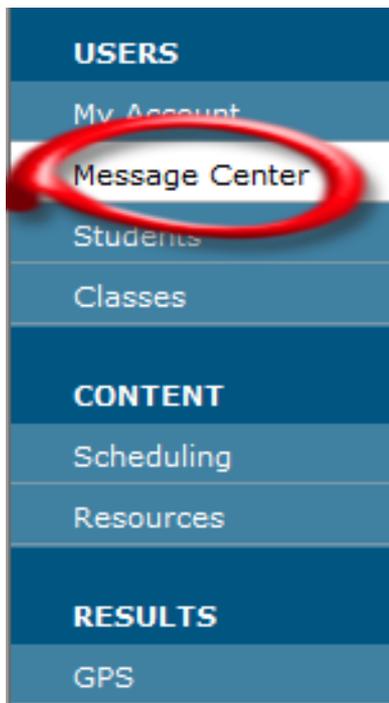
Score Keystroking:  Yes  No

Proofreading Viewer:  Yes  No

➤ **Note:** See the handout "[Message Center](#)" for details on all topics in this presentation. □

# Enable Message Center

Before you can use **Message Center**, you must enable it in Course Manager:



- From **Classes**, click the desired Class; from the **Actions** menu, click **Edit**.
- From the **Preferences** tab, under **Default Preferences, Messaging Enabled**, click **Yes, Save**.
- Repeat if necessary for any desired Sections.
- Note that under **USERS, Message Center** now appears.

# Inbox—New Mail

When you have new messages, 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) a new message link in bold.

USERS	
My Account	
Message Center (2)	
Students	
Classes	
CONTENT	
Scheduling	
Resources	

Inbox					
Inbox (2)					
New	Flag	Subject	From	Received	Delete
		<b>Re: Welcome to Message Center</b>	Turner, Dorothy (dt)	12/28/2011 4:52:52 PM	
		<b>Re: Welcome to Class</b>	Turner, Dorothy (dt)	12/28/2011 4:52:20 PM	
		Re: Getting Started	Scher, Gabriela (gs)	12/22/2011 11:08:06 AM	



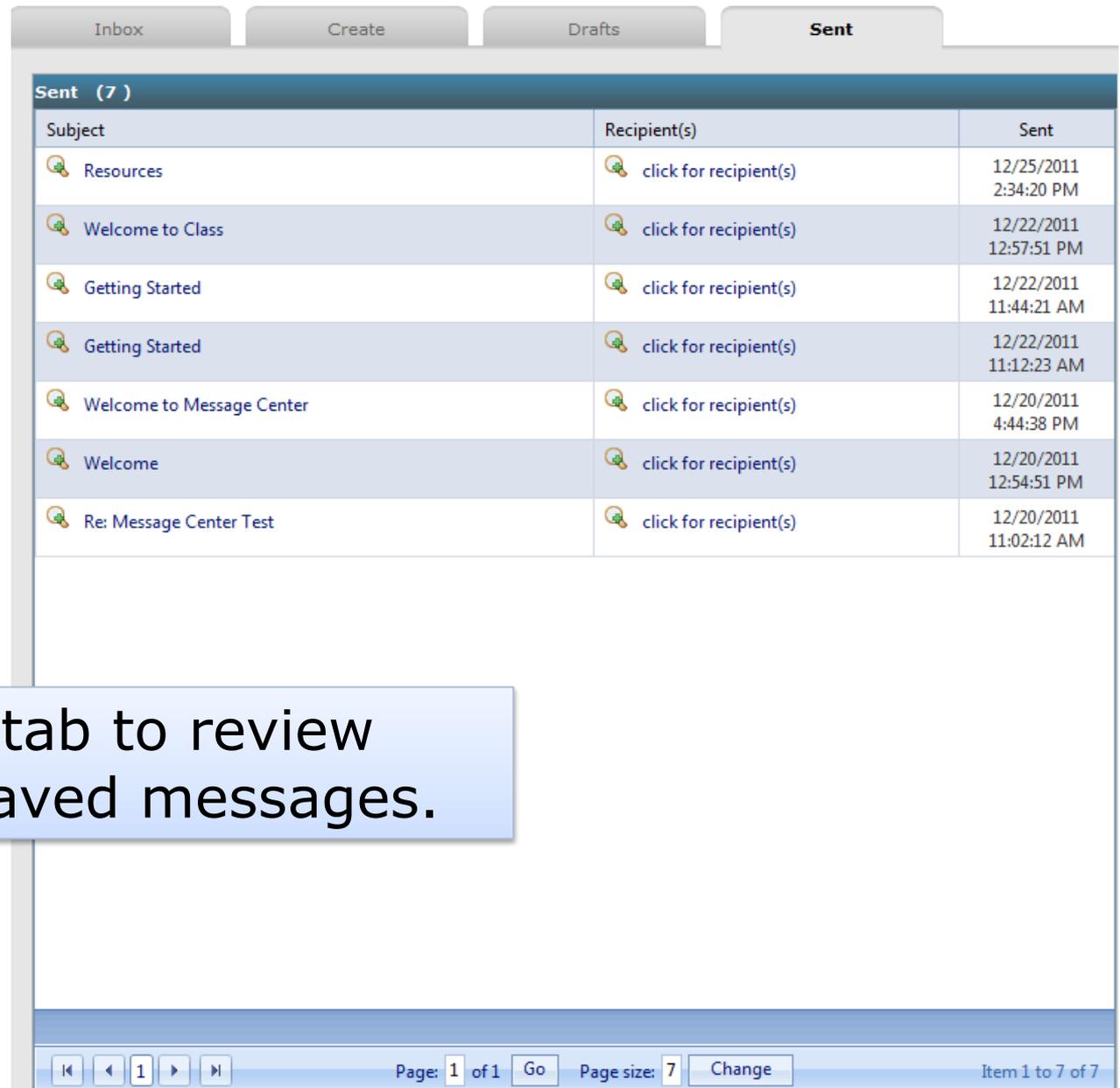
# Drafts

The screenshot shows an email client interface with four tabs: 'Inbox', 'Create', 'Drafts', and 'Sent'. The 'Drafts' tab is active and displays a table with one draft message. The table has columns for 'Edit Message', 'Subject', 'Saved', and 'Delete'. The message 'Test Next Week' is listed with a save icon, a subject of 'Test Next Week', a save time of '12/22/2011 11:21:38 AM', and a delete icon. Below the table is a large empty area for the message content. At the bottom, there is a navigation bar with page controls: 'Page: 1 of 1', 'Go', 'Page size: 1', 'Change', and 'Item 1 to 1 of 1'.

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

Use the **Drafts** tab to review saved draft messages.

# Sent



The screenshot shows an email client interface with four tabs: 'Inbox', 'Create', 'Drafts', and 'Sent'. The 'Sent' tab is active and displays a list of 7 messages. Each message row includes a subject, a recipient placeholder, and a timestamp. At the bottom of the interface, there is a pagination bar with navigation icons, a 'Page: 1 of 1 Go' indicator, a 'Page size: 7 Change' dropdown, and a status indicator 'Item 1 to 7 of 7'.

Subject	Recipient(s)	Sent
 Resources	 click for recipient(s)	12/25/2011 2:34:20 PM
 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
 Welcome	 click for recipient(s)	12/20/2011 12:54:51 PM
 Re: Message Center Test	 click for recipient(s)	12/20/2011 11:02:12 AM

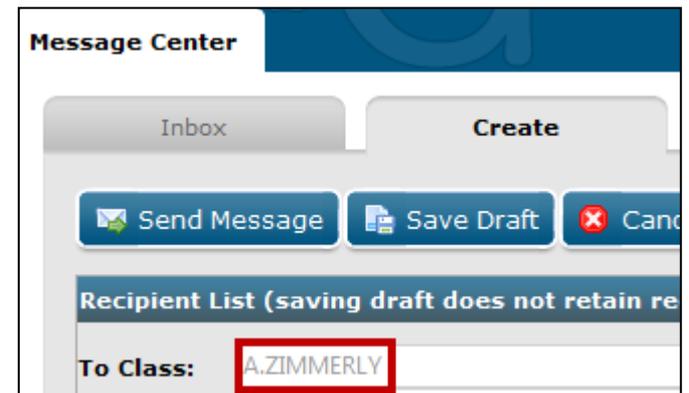
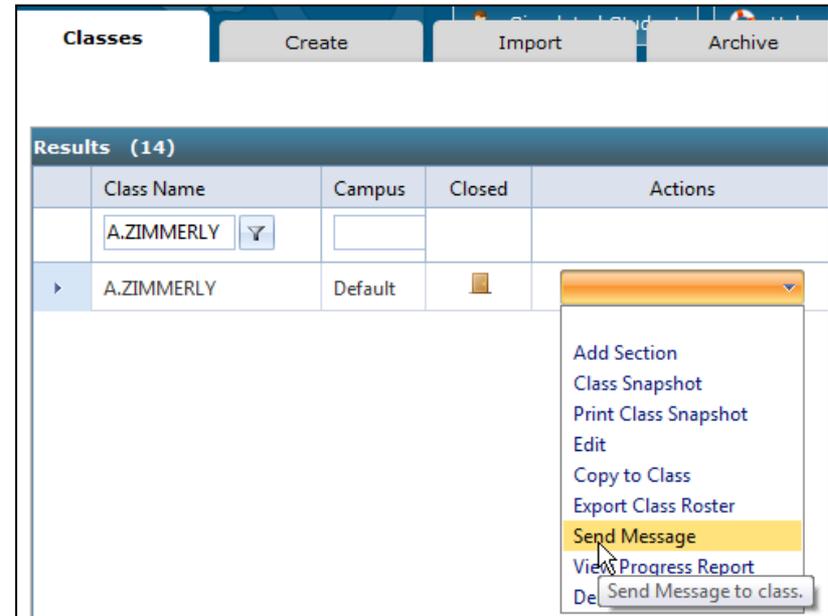
Use the **Sent** tab to review archives of saved messages.

# Create & Send Class Message

- From the **Message Center**, **Create** tab, under **Recipient List**, click the green plus sign at the end of the **To Class** box.
- From the **Send to Class** dialog box, click the desired Class.
- Click **Add Recipients** to return to the **Create** tab.
- Note that the Class name now appears in the **To Class** box.
- Type a subject and message and format as desired.
- Check or uncheck **Allow student to reply to message** as desired.
- Click **Send Message**.

# Send Class Message—Actions Menu

- From **USERS**, **Classes**, **Classes** tab, click the **Actions** menu for the desired Class.
- Click **Send Message** to open the **Message Center**, **Create** tab.
- Note that the Class name has been inserted in the **To Class** box automatically—no searching required.



# Create & Send Section Message

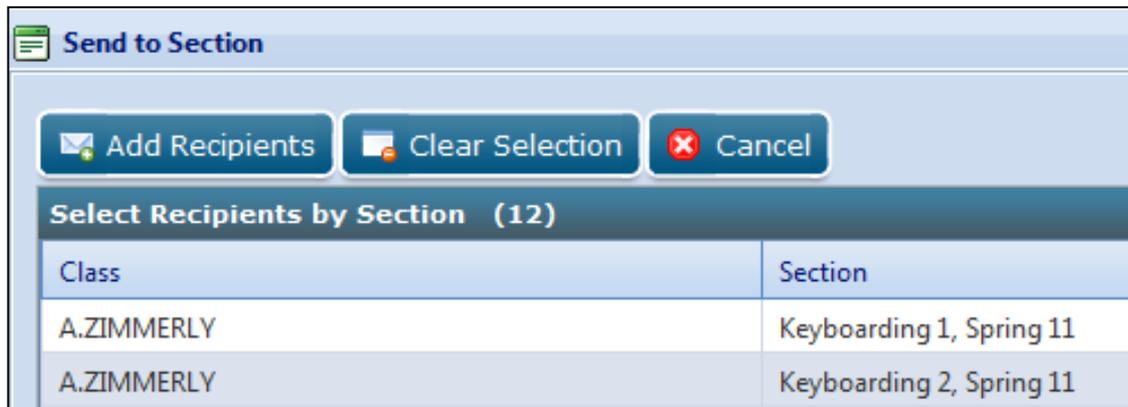
- Follow the same steps for sending a message to a Class, except you will use the **To Section** box and select a **Section** rather than a Class.

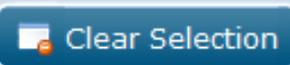
Recipient List (saving draft does not retain recipient list)

**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 

 Send to Section

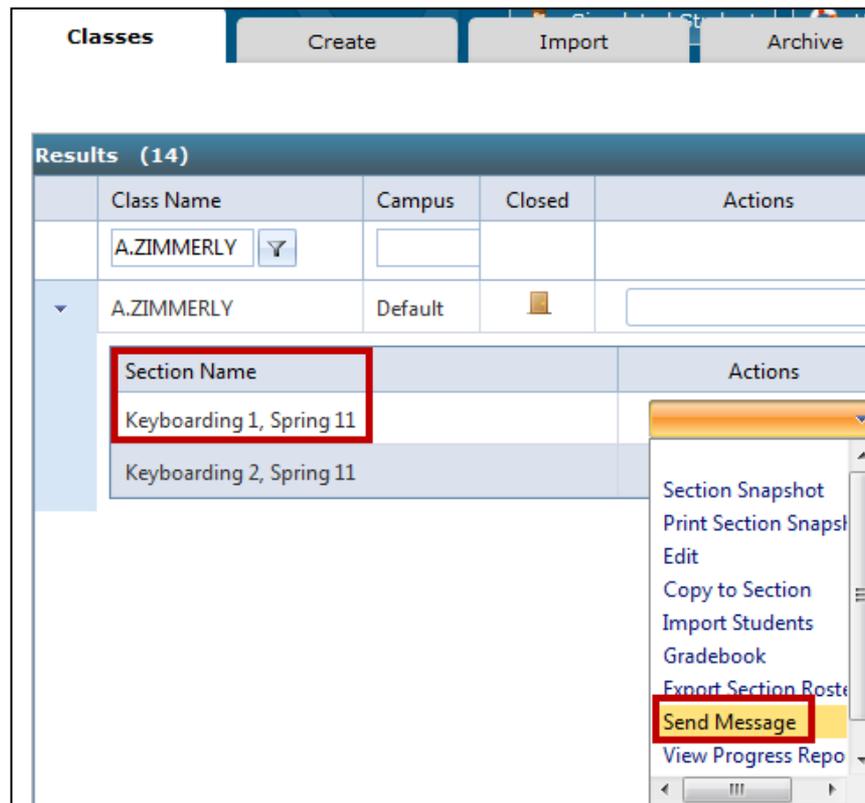
 Add Recipients  Clear Selection  Cancel

Select Recipients by Section (12)

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

# Send Section Message—Actions Menu

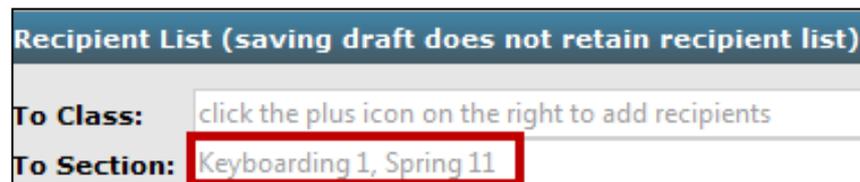
- From **USERS**, **Classes**, **Classes** tab, click the **Actions** menu for the desired Section.
- Click **Send Message** to open the **Message Center**, **Create** tab.
- Note that the Section name has been inserted in the **To Section** box automatically—no searching required.



The screenshot shows the 'Classes' interface with the 'Create' tab selected. A table displays results for class 'A.ZIMMERLY'. The 'Actions' column for the section 'Keyboarding 1, Spring 11' is highlighted, and a dropdown menu is open. The 'Send Message' option is highlighted in yellow.

Class Name	Campus	Closed	Actions
A.ZIMMERLY			
A.ZIMMERLY	Default		
Section Name			Actions
Keyboarding 1, Spring 11			
Keyboarding 2, Spring 11			

- Section Snapshot
- Print Section Snapshot
- Edit
- Copy to Section
- Import Students
- Gradebook
- Export Section Roster
- Send Message**
- View Progress Report



The screenshot shows the 'Recipient List' form. The 'To Section' field is populated with 'Keyboarding 1, Spring 11'.

Recipient List (saving draft does not retain recipient list)

To Class: click the plus icon on the right to add recipients

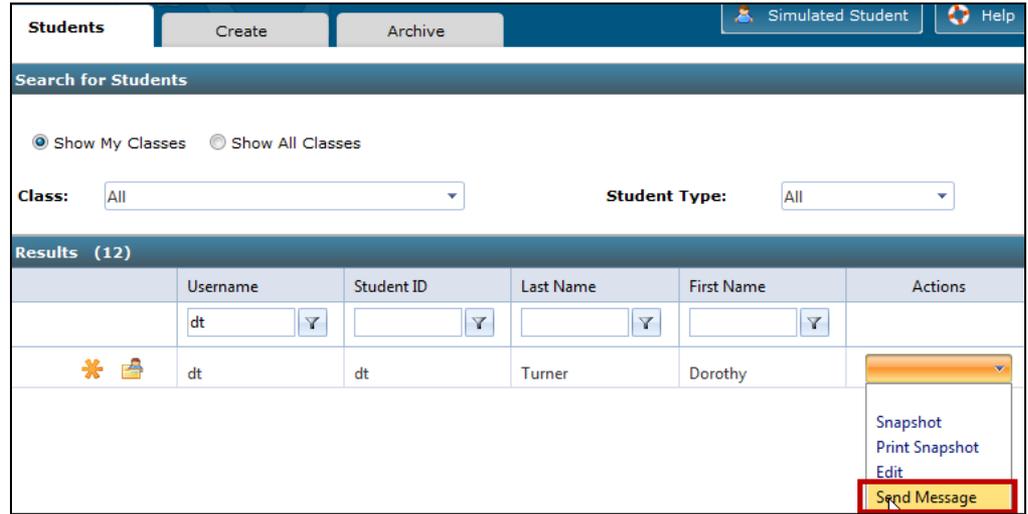
To Section: **Keyboarding 1, Spring 11**

# Create & Send User Message

- 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**.

# Send User Message—Actions Menu

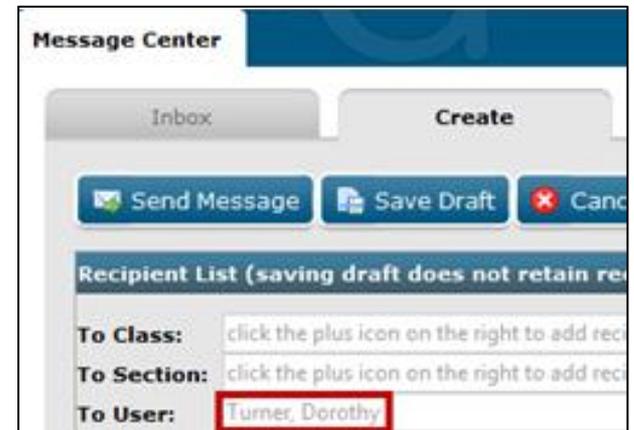
- From **USERS**, **Students**, **Students** tab, click the **Actions** menu for the desired student.



The screenshot shows the 'Students' interface. At the top, there are tabs for 'Create' and 'Archive', and a 'Simulated Student' button. Below the tabs is a search bar and filters for 'Class' and 'Student Type', both set to 'All'. A table displays 12 results. The first row is highlighted, and the 'Actions' column for that row is open, showing a menu with options: 'Snapshot', 'Print Snapshot', 'Edit', and 'Send Message'. The 'Send Message' option is highlighted with a red box.

	Username	Student ID	Last Name	First Name	Actions
	dt				
* 📁	dt	dt	Turner	Dorothy	<ul style="list-style-type: none"><li>Snapshot</li><li>Print Snapshot</li><li>Edit</li><li>Send Message</li></ul>

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



The screenshot shows the 'Message Center' interface. At the top, there are tabs for 'Inbox' and 'Create'. Below the tabs are buttons for 'Send Message', 'Save Draft', and 'Cancel'. Below the buttons is a 'Recipient List (saving draft does not retain rec)' section. The 'To User' field is highlighted with a red box and contains the text 'Turner, Dorothy'.

**Message Center**

Inbox Create

Send Message Save Draft Cancel

Recipient List (saving draft does not retain rec)

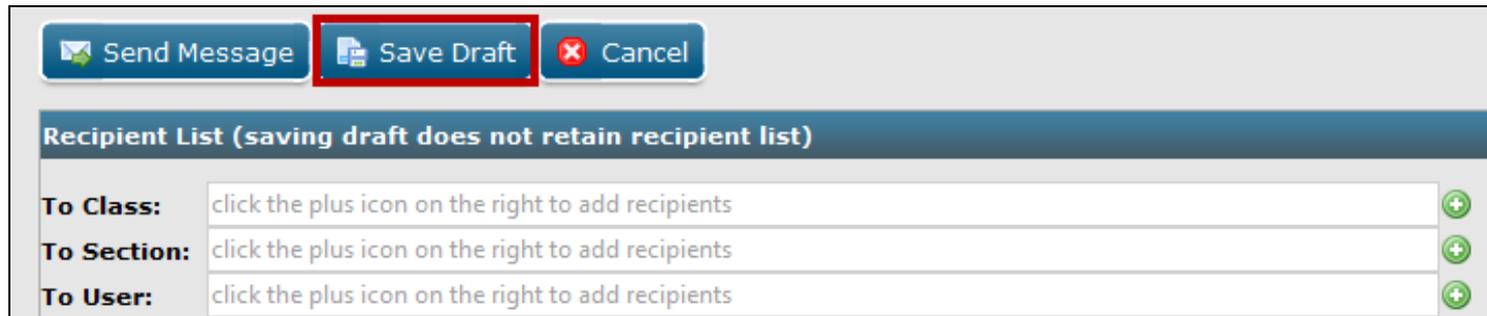
To Class: click the plus icon on the right to add rec

To Section: click the plus icon on the right to add rec

To User: Turner, Dorothy

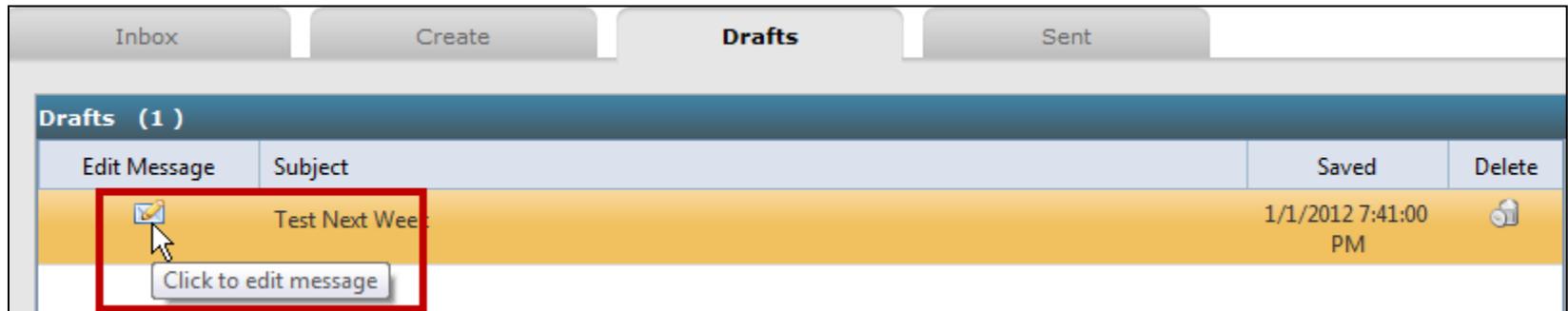
# Create & Edit Draft Message

- Follow the steps for sending a message to a Class, Section, or User—when you're finished, click **Save Draft**.



The screenshot shows a message composition interface. At the top, there are three buttons: 'Send Message' (with an envelope icon), 'Save Draft' (with a floppy disk icon and highlighted with a red box), and 'Cancel' (with a red 'X' icon). Below the buttons is a section titled 'Recipient List (saving draft does not retain recipient list)'. This section contains three input fields: 'To Class:', 'To Section:', and 'To User:'. Each field has a placeholder text 'click the plus icon on the right to add recipients' and a green plus icon on the right side.

- Then from the **Drafts** tab, click the **Edit Message** button to reopen and send the message or **Delete** to delete the draft.



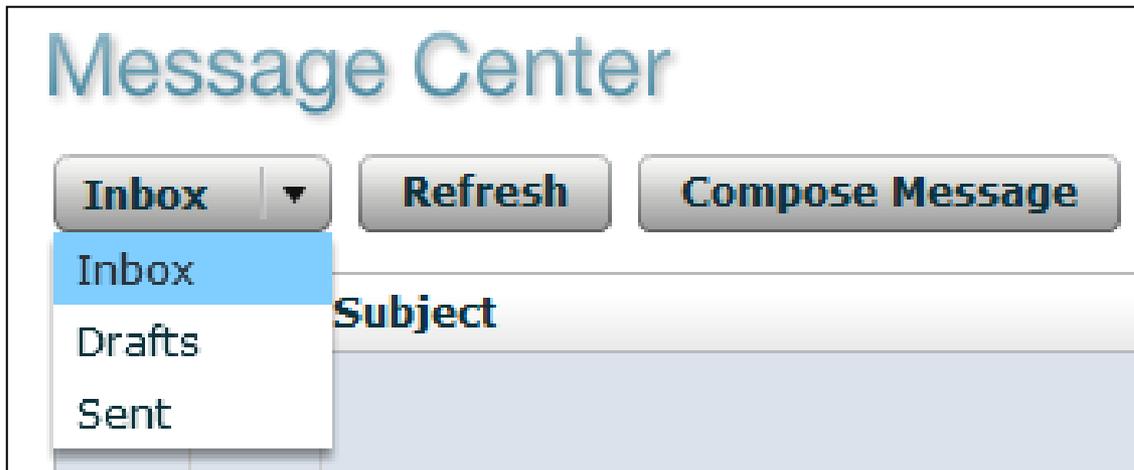
# Student Message Center

- 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
		<a href="#">Getting Started</a>	Arlene Zimmerly	12/22/2011 9:44 AM	
		<a href="#">Re: Message Center Test</a>	Arlene Zimmerly	12/20/2011 9:02 AM	

# Inbox, Draft, and Sent

Access the **Inbox**, **Drafts**, and **Sent** features 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.
- Click **Delete** to delete the message.

New	Flag	Subject	From	Received	Delete
		<b><u>Getting Started</u></b>	Arlene Zimmerly	12/22/2011 9:44 AM	
		<u>Re: Message Center Test</u>	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.
- Click **Delete** to delete the message.

Drafts ▾ Refresh Compose Message			
Edit Message	Subject	Saved	Delete
	Lesson 30	12/28/2011 3:32 PM	

# Sent

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

Sent ▼	Refresh	Compose Message		
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

- Click **Compose Message** to display the **Compose Message** window.
- Click the green plus sign by the **To** box to open the **Select Recipients** window.
- From the **Select Recipients** window, check the box next to any desired recipient. (The list of recipients will vary.)
- Click **Add/Remove Recipients**.
- Type a subject and message and click **Send Message**.

# Feedback?

If you have any questions on the Message Center feature or GDP, please send an e-mail:

[arlene\\_zimmerly@hotmail.com](mailto:arlene_zimmerly@hotmail.com)



## Enjoy using GDP's Message Center!



**Note:** This presentation was created as a generic guideline for instructors. Your specific procedures may vary.

