

INSTRUCTOR: Message Center

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

Message Center

USERS

- My Account
- 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	

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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

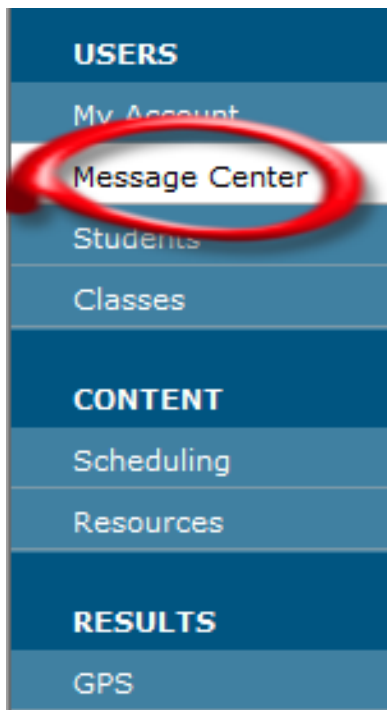


Note: See the handout “[Message Center](#)” for details on all topics in this presentation.



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.

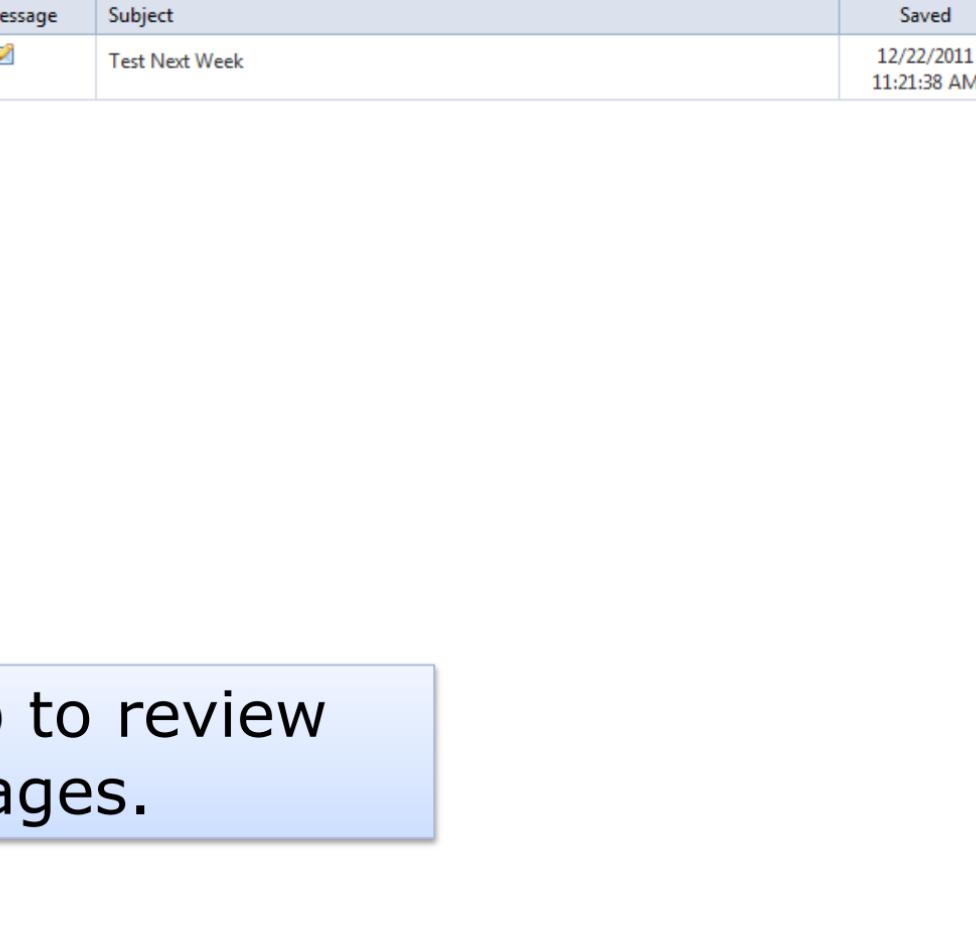
The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar has a 'USERS' section with links: 'My Account', 'Message Center (2)', 'Students', and 'Classes'. The 'Message Center (2)' link is highlighted with a yellow box. The main content area has tabs: 'Inbox', 'Create', 'Drafts', and 'Sent'. The 'Inbox' tab is active and also has a yellow box around the '(2)' next to its name. Below the tabs is a table of messages. The first two rows are highlighted with yellow boxes. The first row has a 'New' icon (a blue envelope with a white exclamation mark) in the 'New' column, a flag icon in the 'Flag' column, and the subject 'Re: Welcome to Message Center' in bold in the 'Subject' column. The second row has a 'New' icon in the 'New' column, a flag icon in the 'Flag' column, and the subject 'Re: Welcome to Class' in bold in the 'Subject' column. The third row has a flag icon in the 'Flag' column and the subject 'Re: Getting Started' in the 'Subject' column. The 'From' column shows 'Turner, Dorothy (dt)' for the first two rows and 'Scher, Gabriela (gs)' for the third. The 'Received' column shows dates and times: '12/28/2011 4:52:52 PM' for the first two and '12/22/2011 11:08:06 AM' for the third. The 'Delete' column has trash can icons for all three rows.

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

Create

The screenshot shows the 'Create' tab of a messaging application. At the top, there are four tabs: 'Inbox', 'Create' (selected), 'Drafts', and 'Sent'. Below the tabs are three buttons: 'Send Message' (with an envelope icon), 'Save Draft' (with a floppy disk icon), and 'Cancel' (with a red 'X' icon). A dark blue header bar reads 'Recipient List (saving draft does not retain recipient list)'. Below this are three rows for adding recipients: 'To Class:', 'To Section:', and 'To User:'. Each row has a text input field with placeholder text 'click the plus icon on the right to add recipients' and a green plus icon on the right. Below the recipient list is a 'Compose Message' section. It starts with a 'Subject:' label and a text input field. To the right of the subject field is a checkbox labeled 'Allow student to reply to message' which is checked. Below the subject field is a rich text editor toolbar with various icons for undo, redo, print, insert link, insert image, link, unlink, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, text color, and background color. Below the toolbar is a font selection dropdown showing 'A', 'Font Name', and 'Real ...'. The main body of the compose area is a large text input field. At the bottom of the interface, there are three buttons: 'Design' (with a pencil icon), 'HTML' (with a code icon), and 'Preview' (with a magnifying glass icon). On the far right, it shows 'Words: 0 Characters: 0'.

Use the **Create** tab to send messages to a **Class**, **Section**, or **User** (student).

















The screenshot shows the Outlook interface with the 'Drafts' tab selected. A table lists a draft message:

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

A blue callout box with the text 'Drafts tab to review messages.' points to the Drafts tab in the navigation pane.

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

Sent

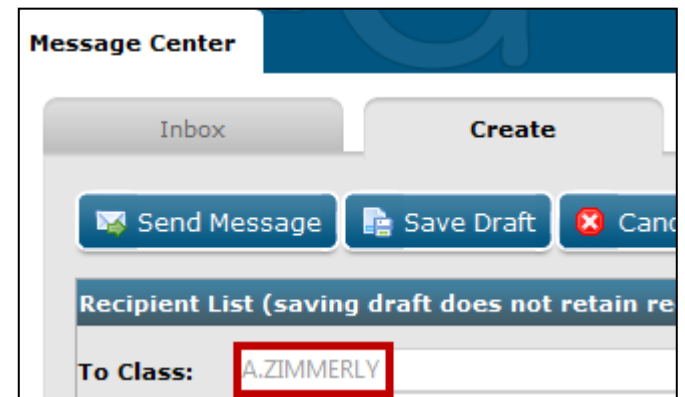
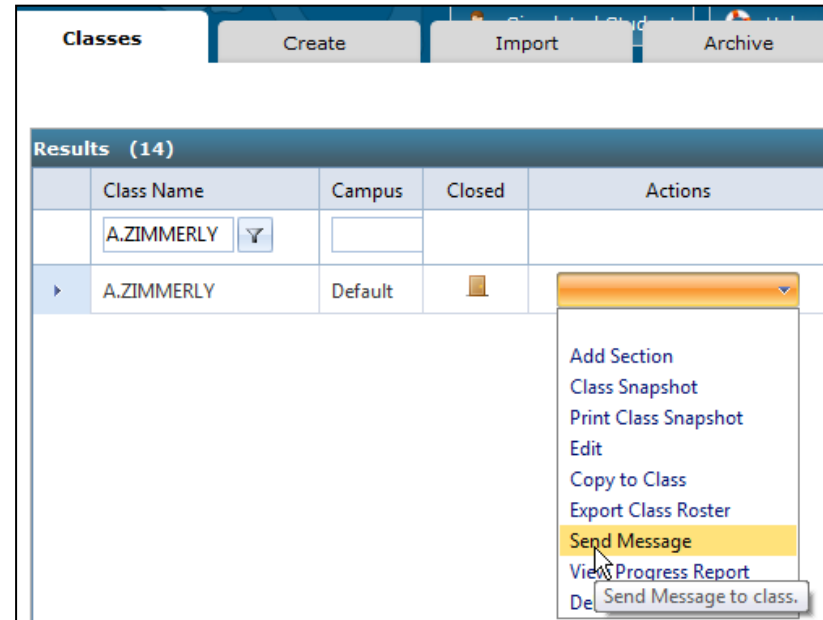
Sent (7)		
Subject	Recipient(s)	Sent
 Resources	 click for recipient(s)	12/25/2011 2:34:20 PM
 Welcome to Class	 click for recipient(s)	12/22/2011 12:57:51 PM
 Getting Started	 click for recipient(s)	12/22/2011 11:44:21 AM
 Getting Started	 click for recipient(s)	12/22/2011 11:12:23 AM
 Welcome to Message 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

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 tabs for 'Create', 'Import', and 'Archive'. Below the tabs is a table titled 'Results (14)' with columns: Class Name, Campus, Closed, and Actions. The first row shows 'A.ZIMMERLY' with a dropdown arrow. The second row shows 'A.ZIMMERLY' with 'Default' campus and a closed icon. Below this, a table lists sections: 'Keyboarding 1, Spring 11' and 'Keyboarding 2, Spring 11'. The 'Keyboarding 1, Spring 11' row is selected, and its 'Actions' menu is open. The menu options are: Section Snapshot, Print Section Snapshot, Edit, Copy to Section, Import Students, Gradebook, Export Section Roster, **Send Message** (highlighted with a red box), and View Progress Report.

Recipient List (saving draft does not retain recipient list)

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

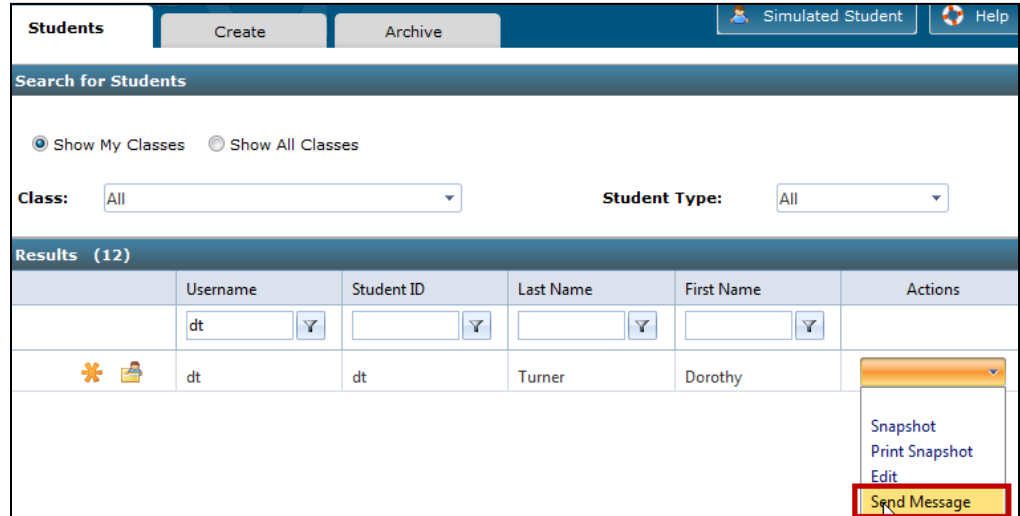
To Section: **Keyboarding 1, Spring 11**

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

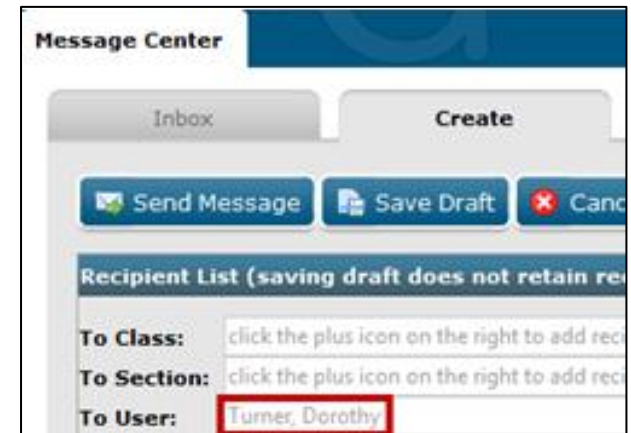
- From **USERS**, **Students**, **Students** tab, click the **Actions** menu for the desired student.



The screenshot shows the 'Students' tab with 'Create' and 'Archive' buttons. Below is a 'Search for Students' section with radio buttons for 'Show My Classes' and 'Show All Classes', and dropdowns for 'Class' (set to 'All') and 'Student Type' (set to 'All'). A table titled 'Results (12)' displays student information. The first row is highlighted, and its 'Actions' column menu is open, showing 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	<div>Snapshot Print Snapshot Edit Send Message</div>

- 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' with 'Inbox' and 'Create' tabs. The 'Create' tab is active, showing buttons for 'Send Message', 'Save Draft', and 'Cancel'. Below is a 'Recipient List (saving draft does not retain rec)' section. The 'To User' field is populated with 'Turner, Dorothy' and is highlighted with a red box.

Message Center

Create

Send Message **Save Draft** **Cancel**

Recipient List (saving draft does not retain rec)

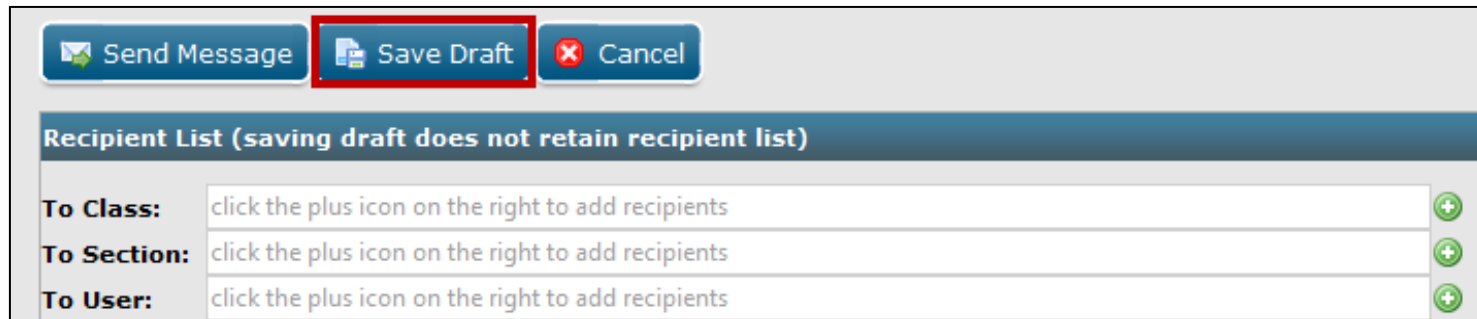
To Class: click the plus icon on the right to add rec

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

To User: **Turner, Dorothy**

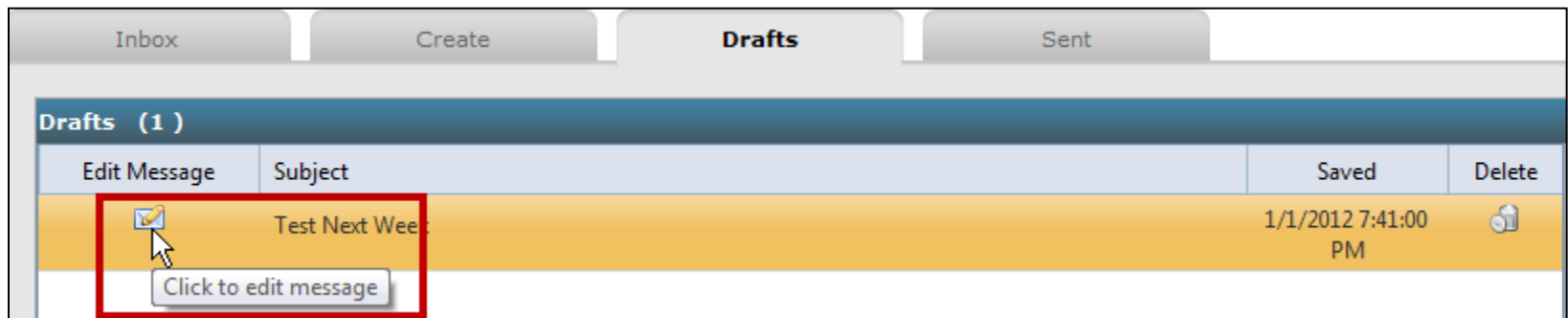
Create & Edit Draft Message

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



The screenshot shows a dialog box with three buttons at the top: 'Send Message' (with an envelope icon), 'Save Draft' (with a floppy disk icon and highlighted by 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)'. It contains three rows: 'To Class:', 'To Section:', and 'To User:'. Each row has a text input field with placeholder text 'click the plus icon on the right to add recipients' and a green plus icon on the right.

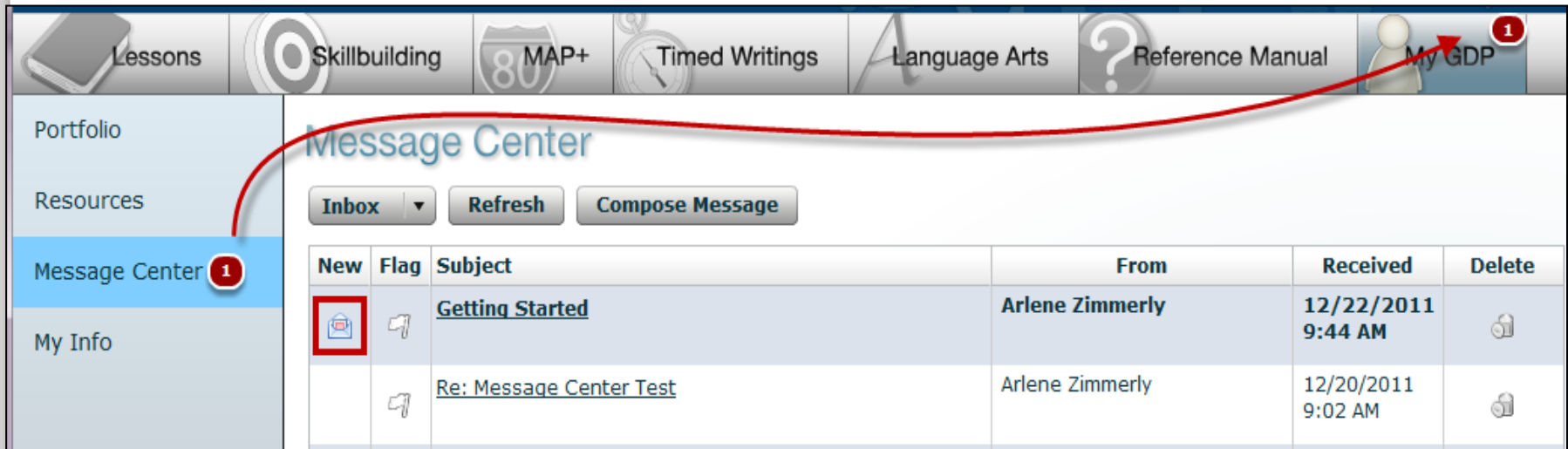
- Then from the **Drafts** tab, click the **Edit Message** button to reopen and send the message or **Delete** to delete the draft.








The screenshot shows the 'Drafts' tab selected in an email client. The tab bar at the top has 'Inbox', 'Create', 'Drafts' (selected), and 'Sent'. Below the tab bar, the 'Drafts (1)' section is visible. It contains a table with columns: 'Edit Message', 'Subject', 'Saved', and 'Delete'. The first row has a yellow background and contains a pencil icon (highlighted by a red box with a tooltip that says 'Click to edit message'), the subject 'Test Next Week', the date and time '1/1/2012 7:41:00 PM', and a trash can icon.

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.

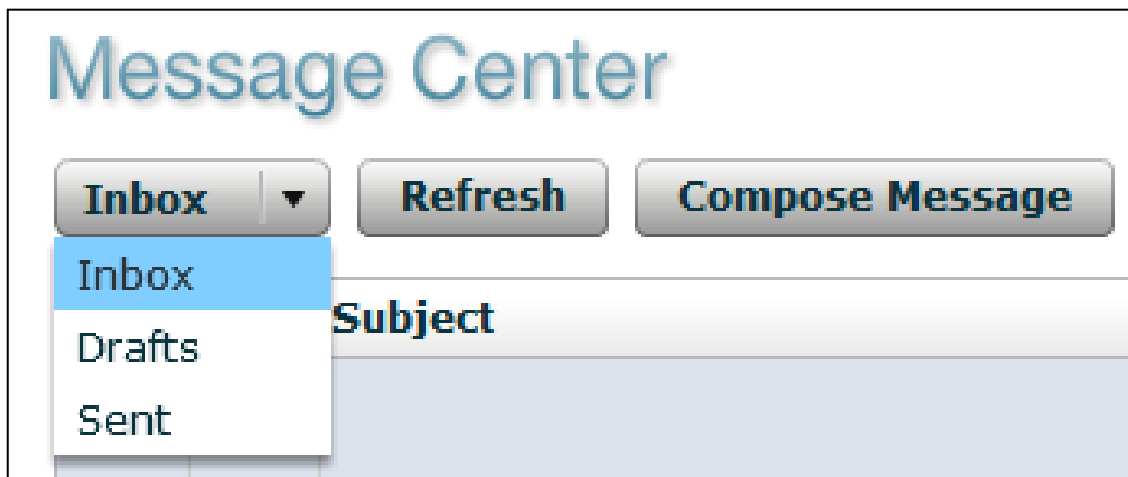


The screenshot displays the Student Message Center interface. The top navigation bar includes links for Lessons, Skillbuilding, MAP+, Timed Writings, Language Arts, Reference Manual, and My GDP. The left sidebar contains links for Portfolio, Resources, Message Center (with a red notification badge), and My Info. The main content area is titled "Message Center" and features buttons for "Inbox", "Refresh", and "Compose Message". Below these buttons 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	

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.

Inbox ▾ Refresh Compose Message					
New	Flag	Subject	From	Received	Delete
		<u>Getting Started</u>	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
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

- 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



Enjoy using GDP's Message Center!



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