Sending Messages and Announcements

Sending a Message to a Participant

To send a message to a VLE area participant:

1. Click the name of the participant you want to contact, either from the Participants list (accessible from the Navigation block) or from within an activity (i.e. forum, wiki, etc.). This will display the participant’s profile page.

2. Click the Message button beneath the participant’s name.

This will launch the messaging system.

3. Type the message you want to send in the text box.

4. Click the Send message button.
Receiving and reading messages

The VLE indicates that a new message has been received via a popup notification (see below) the next time you open any VLE page.

To view a message, click the Go to messages link. A chat window will open, allowing you to read and reply to the message.

A new message notification will also be displayed top-right corner of the VLE, adjacent to your User menu.

You will also receive your message in your University email.

Sending Announcements

The Announcements forum is a simple one-way communication tool which is created in every VLE area, and may be used by tutors to make any type of announcement relevant to the VLE area. The Announcements forum does not allow students to post messages or reply to announcements made by their tutors.

To make a new post in the Announcements forum:

1. In the VLE area homepage, click the Announcements forum.
2. Click **Add a new topic** button.

3. Type a short descriptive title for your topic in the **Subject** field.

4. Type in the content of your post in the **Message HTML** editor.

5. If you want to add files to your post, upload them through one of two options *(Refer to a separate quick reference guide for more information about Uploading a File)*.

   Note that files will only be accessible through the Announcements forum (in the VLE interface), and will not be added as attachments in the email notifications sent to students.

6. By default, an email notification is sent to all VLE area participants for every forum post, typically some 30-45 minutes after it is made. Tick the **Mail now** check box if you want users to receive the email notification sooner (between 1-15 minutes).

7. Click **Post to forum** button.

**Note:**
- If you want to amend or delete your post, click the discussion title (under **Discussion**), and use the **Edit** and **Delete** links adjacent to the post which requires amending.
- Use the **Reply** link if you want to make additional remarks to your earlier post.
Note:
- If a forum, including the Announcements forum, is set as hidden (i.e. not visible to students), the email containing the post is only sent to participants who can access the hidden forum, namely Tutors and Guest Tutors.
- Thus, a forum post is sent via email to those participants who are subscribed to the forum, and have access to the particular forum activity.
- The above-mentioned behaviour does not apply to a visible forum within a hidden VLE area. In this case both tutors and students who are subscribed to the forum will receive the email.