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 drawer) or from within an activity (i.e. forum, wiki, etc.). This will display the participant’s profile page.

2. Click the Message button.

   This will open the messaging system.

3. Type the message you want to send in the Write a message... text field.

4. Click the Send button.
Sending messages to multiple participants

Tutors can send messages to multiple people at the same time. To send a message to multiple participants in your VLE area:

1. Access the Participants page from the navigation drawer.
2. Tick the checkbox adjacent to each participant you want to contact.
   
   You may also select all participants by clicking the Select all button at the bottom of the page.

   ![Select all button]

   If the participants’ list is on more than one page, it is suggested that you click the Show all xx button at the bottom of the page to view all participants on the same page.

3. After selecting the required participants, click the With selected users... dropdown menu and select Send a message.

   The Send message to xx people dialog box is displayed.

   ![Send message to 2 people dialog box]

4. Type the message you want to send to the participants in the text box.
5. Click the Send message to xx people button to send the message.

   A notification to show that your message was sent will be displayed within a few seconds.

   ![Message sent to 2 people notification]

Receiving and reading messages

A new message notification will 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 the 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: Method i – Traditional upload or Method ii – Drag-and-drop. (Refer to a separate quick reference guide for more information about Uploading a File).

   Note that files will also be added as attachments and can be accessed within the email notifications sent to students.

6. By default, an email notification is sent to all VLE area participants for every Announcements forum post, typically some 30-45 minutes after it is made. Tick the Send forum post notifications with no editing-time delay check box if you want users to receive the email notification immediately.

7. Click the 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.