

LMS USER GUIDE

MESSAGING

Messaging – in addition to the automated emails and messages that are available in specific areas of the LMS (such as Groups, Batch Uploading, Events and Personal Development) there is also an optional feature for sending general messages via the Messaging System in the LMS.

When Messaging is enabled, the user's Inbox can be accessed from the Messaging Centre on their Dashboard

The screenshot displays the E-nable LMS dashboard. At the top left, the E-nable logo is followed by the tagline 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. On the top right, it is noted 'Powered by VIRTUAL COLLEGE'. A navigation bar contains 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this, the page title is '>> Section Admin Dashboard' and the date is '01 March 2010'. The main content area is divided into 'Recently Viewed Items' (with a 'Help' link) and 'Quicklinks'. The 'Quicklinks' section is organized into categories: 'Users' (Users, Groups, Training Events, Personal Development, Pending Certificates, My Profile), 'Courses & Modules' (Courses, Modules, Projects, Providers, Evaluations, Grading Systems, Course Explorer), 'Marking' (Short Answer Submissions, Portfolio Submissions, Portfolios, Observations), and 'System' (Organisations, Notifications, Scheduled Messages, Status Rules, Section Details, Business Objectives, Message Templates, Reports, Batch Upload). At the bottom left, there is a 'Course Request Summary' section with a 'Help' link and a 'Manage Requests' link. At the bottom right, there is a 'Messages' section with a 'Help' link and a notification 'You have (0) new messages in your inbox'. Below the notification are links for 'Announcements', 'Links (1)', 'Resources (1)', and 'Look Up Email'. A 'Contact Us' link is at the bottom left, and the copyright notice 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved' is at the bottom right.

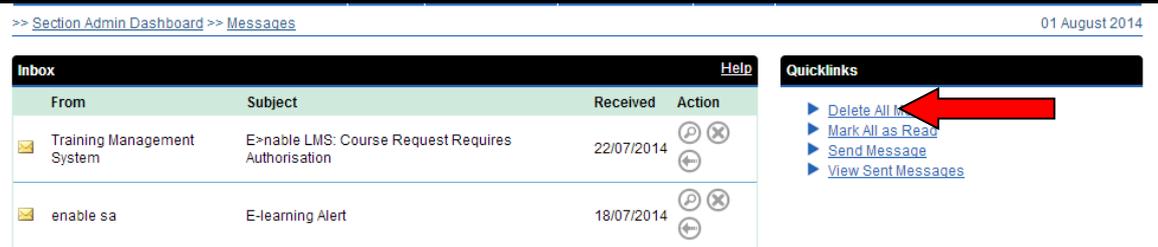
ACCESSING MESSAGING

- 1) Select the **your inbox** from the Dashboard to access your messages

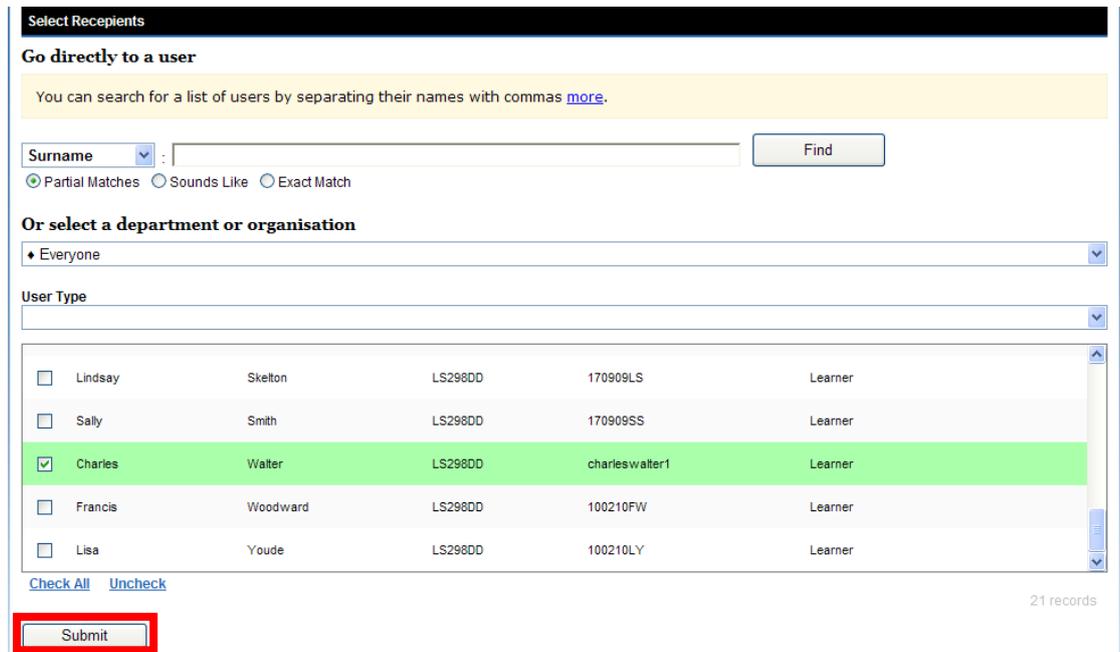


SENDING MESSAGES

- 1) Select the **Send Message** link



- 2) You will then see the list of users that you can message



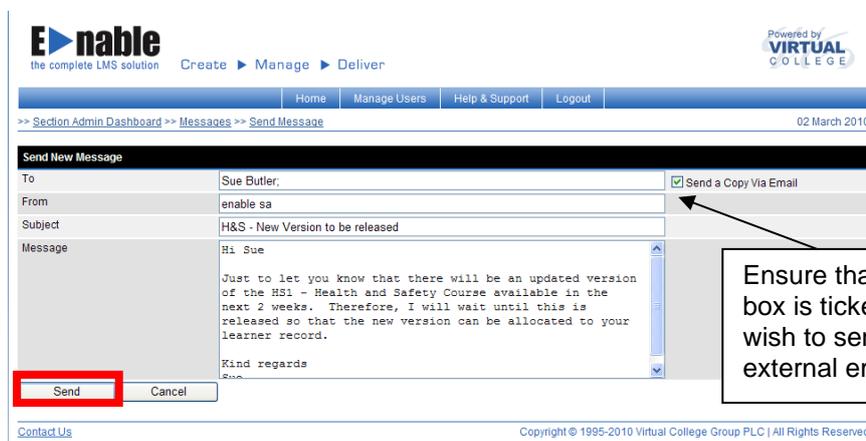
- 3) Tick the relevant boxes for the users required

- 4) Select **Submit**

- 5) Ensure that the box is ticked if you wish to send a copy by external email

- 6) Type your message

- 7) Select **Send**



OTHER MESSAGE OPTIONS

The number of new messages in your inbox is shown in the Message area of your Dashboard

Messages [Help](#)

✉ You have (1) new messages in [your inbox](#)

📢 [Announcements](#)

🔗 [Links \(1\)](#)

📄 [Resources \(1\)](#)

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Home Virtual College Help & Support Logout

>> [Dashboard](#) 02 March 2010

Active Learning [Export](#)

Title	Type	% Complete	Action
LMS - Administrator Training ep wip	Portfolio Course	<input type="text"/>	
PAB - Computing	E-learning	<input type="text"/>	

Sue Butler [Help](#)

no profile image

Organisation: PAB Enable Demonstration
Department: PAB Demos / Dept 1
Manager: N/A
Last Login: 01 Mar, 2010

[Edit Profile](#)

Messages [Help](#)

✉ You have (1) new messages in [your inbox](#)

📢 [Announcements](#)

🔗 [Links \(1\)](#)

📄 [Resources \(1\)](#)

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1) You then use the icons to carry out any of the following Actions available

View Message



Delete Message



Reply to message



>> [Section Admin Dashboard](#) >> [Messages](#) 01 August 2014

From	Subject	Received	Action
✉ Training Management System	E-nable LMS: Course Request Requires Authorisation	22/07/2014	<div style="border: 2px solid green; padding: 2px;"> </div>
✉ enable sa	E-learning Alert	18/07/2014	

Quicklinks

- ▶ [Delete All Messages](#)
- ▶ [Mark All as Read](#)
- ▶ [Send Message](#)
- ▶ [View Sent Messages](#)

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2) You can use the links to carry out any of the following:

[Mark All as Read](#)

[View Sent Messages](#)

[Delete All Messages](#)

Inbox				Help	
From	Subject	Received	Action		
✉ Training Management System	E>nable LMS: Course Request Requires Authorisation	22/07/2014			
✉ enable sa	E-learning Alert	18/07/2014			

Quicklinks

- [▶ Delete All Messages](#)
- [▶ Mark All as Read](#)
- [▶ Send Message](#)
- [▶ View Sent Messages](#)

Example of the View Sent Messages Screen



the complete LMS solution Create ▶ Manage ▶ Deliver

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Home

Manage Users

Help & Support

Logout

>> [Section Admin Dashboard](#) >> [Messages](#) >> [Sent Items](#) 02 March 2010

Sent Messages

You have sent the following messages:

To	Subject	Sent	Action
Sue Butler	H&S - New Version to be released	02/03/2010	
Lindsay Skelton	E>able e-Learning Registration Details	11/09/2009	
Sally Smith	E>able e-Learning Registration Details	11/09/2009	
Ian Carruthers	E>able e-Learning Registration Details	11/09/2009	

Quicklinks

- [▶ Delete All Sent Messages](#)

[Contact Us](#)

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